

Area:	Management Systems
Subject:	MS13 – Use of Community Resources
Reference:	1306.30 (d)
Policy:	Division programs must identify, secure and use community resources in the provisions of providing services to children and families prior to using funds awarded by funding agencies.

Procedure:

1. Division staff identify community resources for the provision of services to children and families by written, verbal and electronic contact with community resource agencies.
2. The following controls will be in place to utilize community resources prior to utilizing funds from funding agencies:
 - a. Division staff verify availability of free services
 - b. Division staff verify agreement commencement date and use of services commencement date
 - c. Division staff monitor use of community resource
3. Division staff will do one of the following:
 - a. Prepare a Division formal agreement document
 - b. Receive a community resource agency formal agreement document
4. Division staff complete a Contract and Report Approval Form, attach to formal agreement and submit to Director II for approval.
5. Division staff forward the Contract and Report Approval Form with formal agreement attached to Assistant Superintendent of Business Services for approval.
6. If approved formal agreement is a Division document, Division staff will:
 - a. Forward copies to community resource agency
 - b. Forward copy(ies) to appropriate Division staff
 - c. Forward original to Program Support Secretary for filing in a centrally located filing system
7. If formal agreement is a community resource agency document, Division staff will:
 - a. Forward copy(ies) to appropriate Division staff
 - b. Forward copy to Program Support Secretary for filing in a centrally located filing system
 - c. Return original to community resource agency
8. Division staff implement services in approved formal agreement.
9. Division staff monitor and/or evaluate the agreed services
10. Division staff submit written, periodic reports to the community resource agency and the Director II detailing findings of monitoring and/or evaluation.
11. Director II coordinates a 90-day work plan to improve problem/weakness areas and overall agreed services.
12. 30 days prior to expiration of formal agreement, Division staff determine if formal agreement will be fulfilled as agreed.
 - a. If formal agreement will be fulfilled:
 - i. Division staff prepare for final invoice (if applicable) or prepares for completion of formal agreement

- ii. If applicable, Division staff recommends to Director II whether to renew formal agreement or allow expiration of formal agreement
 - a. If renewing, Division staff begin new formal agreement process as listed in 1-10 above
 - b. If not renewing, Division staff ensures that formal agreement is completed and expired
- b. If formal agreement will not be fulfilled:
 - i. Division staff notify community resource agency of status of formal agreement
 - i. Division staff notify Director II of status of formal agreement
 - ii. Division staff develop a work plan to ensure that formal agreement is completed as agreed

Supervised by: Director II

Performed by: Division Staff (all programs)

Forms needed: Memorandums of Understanding, Memorandums of Agreement, Contracts, Interagency Agreements, Independent Contractor agreement packet, Consultant Agreement packet, Agreements, other similar and/or related documents of formal agreement, Contract and Report Approval Form

Frequency: As needed