

Scope of Work and Reporting

November 3, 2014

Scope of Work

- Applications submitted
- Applications approved
- SAR 7s submitted
- Recertifications submitted
- Special populations

Applications Submitted

- Must be submitted on behalf of the client
- If you assist the client with the application but they submit it on their own, it does not count

Applications Approved

- Applies to paper and online applications
- Must be from county/consortium – calling the client does not count
 - CBO portal
 - Arrangement with county
- Release of information
 - Always optional for the client
 - Don't sign up to be Authorized Representatives!
- Pilot to get consortia-level data
 - Participate!
- Expectation: 75 percent of goal

SAR 7s/Recertifications Submitted

- Must be submitted on behalf of the client
- If you assist the client but the client submits on their own, it does not count
- Trainings do not count

Special Populations

- Seniors
 - Age 60+
- Working
 - HHs with earned income
- Immigrants
 - Noncitizens with legal status to be in the US
- Latinos
- Mixed immigration status
 - HHs with at least one ineligible noncitizen and at least one eligible noncitizen or citizen
- Veterans/Military
 - Military veterans and families of active duty military

Tracking Special Populations

- You do not have to ask the applicant
- You may mark more than one box

Reporting

- Applications submitted
- Applications approved
- SAR 7s submitted
- Recertifications submitted
- Special populations
- Description of activities
- Successes/promising practices/challenges

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