Attachment A

Preliminary Written Documentation for Onsite Review

Time line:
All materials noted below must be made available to the Office of Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Centers Administration Unit, no later than 45 days prior to the scheduled onsite review.

1. Articles of incorporation.
2. 501 (c)3 documentation.
3. Organizational chart.
4. Job descriptions for each position funded under the ACCES-VR contract.
5. Program descriptions for all programs run by the CIL.
6. Organizational vision and/or mission statements, optional.
7. Strategic Plan, optional.
9. Written grievance policy for consumers of the CIL.
10. Written policy regarding confidentiality of customer information.
11. Internal CIL forms used for customer tracking and data collection.
12. Written fiscal management policies and procedures.
13. Organizational bylaws.
14. Written policy regarding equal access and/or reasonable accommodation for consumers and employees of the CIL.

Please note: All documentation noted above must be made available in alternate formats upon request.