

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.**
- 8. Personnel policy handbook/manual.**
- 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.