

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES		Item 101	Page 1 of 1
Community Services Policy Manual	<p>SUBJECT: Introduction</p> <p><b>PURPOSE, USE, AND MAINTENANCE OF THE COMMUNITY SERVICES POLICY MANUAL</b></p>		<p>EFFECTIVE DATE 12.8.14</p> <p>ISSUE DATE 12.8.14</p>

## GENERAL

The purpose of the Community Services Policy Manual is to define policy in the administration of funds provided to Community Action Agencies and Local Weatherization Operators.

The manual is designed to be used in conjunction with the BCAEO Agreements, federal Office of Management and Budget Circulars, the Technical Weatherization Manual, and MI Weatherization Field Manual.

Updates to the policy manual will be transmitted periodically as needed and sent electronically to the agencies. Emails with policy changes will include the changes being made and the policy changes will be noted with a line in the right margin. It is recommended that any deleted items be maintained for audit purposes.

The effective date of the policy is when the changes take effect. This date will be used by the BCAEO for monitoring purposes.

## INQUIRIES

In accordance with the Americans with Disabilities Act, the information contained in this document will be made available in an alternative format (large type, audio tape, etc.) upon special request.

Questions regarding this document should be directed to your grant manager.