

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES		Item 101	Page 1 of 1
Community Services Policy Manual	SUBJECT: Introduction PURPOSE, USE, AND MAINTENANCE OF THE COMMUNITY SERVICES POLICY MANUAL		EFFECTIVE DATE 1/4/16 ISSUE DATE 1/4/16

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 Uniform Guidance, the Technical Weatherization Manual, and MI Weatherization Field Manual.

The policy manual will be updated and transmitted annually with contract changes made periodically or as needed.

Policy manual updates will be sent via email to the agencies. The email will include the changes being made to the policy with a line in the right margin to note the changes. It is recommended that any deleted items be maintained for audit purposes. Updates will be sent with a generic Survey Monkey link for agencies to make comments.

Survey Monkey Link: <https://www.surveymonkey.com/r/RLQYLHY>

The effective date on the policy shows when the policy updates take effect. This date will be used by the BCAEO for monitoring purposes. Policies will be updated in FACSPRO and on the DHHS website on or around the effective date.

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.