

Department:	ERSEA	Effective Date:	7/1/2014	Procedure Number:	i5060
Regulation Number:	1306 Sub-part C; 1304.50(g); 1304.51(h) MAHS Policy 5060 45 CFR 74.53 & 92.42	Regulation Topic:	Enrollment Criteria	Procedure Title:	Grantee to Grantee Agreement
Version:	1:2014			Version Date:	05/12/2014

Internal Procedure:

1. In accordance with policy 5060:
 - a. MAHS programs must submit a written request along with a narrative explaining the reason why the family’s needs are best met at the MAHS program.
2. MAHS director will communicate the request to Region VII Program Specialist and the grantee director for the “home” service area.
3. MAHS director will send “Waiver of Service Area” form to the program director for the “home” service area.
4. Form should be signed by both directors, and a copy should be kept on file at both agencies.
5. The decision will be communicated, and if approved, a copy of the signed form will be sent to the requesting agency.
6. A copy of the signed form will be kept in the child’s permanent file.
7. A copy of OHS/MAHS’s approval/denial must be retained for three (3) years from the date of submission of the final annual expenditure report of the current five (5) year grant; not to exceed 8 years