

23-24 Program Manual Change Log

Section	Change
New	Due 5.15.23 – Site Supervisor Orientation Agenda and Training Plan
Pework	Due 7.15.23 – Program Staff Competency Self-Assessment
Start Form	Due 8.1.23 – Program Staff Segregation of Duties
Changes	Due 9.1.23 – Insurance/Insurance Self-Certification
Throughout	Changed references to Rallyhood to Basecamp
1.1.3A	State Service Plan has been updated.
1.1.3C IV.	Addition of AmeriCorps Senior information
1.2.2A	Updated the Check-in Call schedule and standing agenda
1.2.2A VI.	Recruitment and Retention Support
1.2.2B I a	New Program Staff Training program expectations
1.2.2B	Added information about required trainings
1.2.4A	Clarified requirements for financial monitoring
1.2.4/1.2.4B	Added income statement to the items reviewed to determine financial risk
1.2.4F	Added additional items to the list of closeout actions programs should take prior to submitting the closeout packet
1.2.4G	Added the recruitment plan requirement
1.2.4G	Added detail related to high member management monitoring level program submitting a completed Timekeeping Tracking tool at least 24 hours prior to the check-in call. The tools should include all approved hours (only) up to the date the Timekeeping Tracking is completed.
1.2.5G	Addition of the recruitment plan requirement for programs with less than 85% enrollment and/or retention rate
1.2.5 H	Clarification about
1.4	Added training topics/dates and recruitment support call dates for the 23-24 program year
2.1.4H	Included a reminder that programs with members serving in a disaster deployment out of state should ensure their insurance covers this.
2.1.4J	Updated language surrounding Teleservice
2.1.4M	New program policy – Limited English Proficiency language
2.1.8C	Clarified training requirements for A-DRT programs
2.3.1B	New training requirement for programs that do not meet their performance measure goals in the last completed grant year
2.3.2	Added language related to report due date extensions and when a report is late
2.4 1 A-B	Added language requiring programs to collect physical addresses of service sites and requiring that any service sites for Iowa members to be within 40 miles of Iowa
2.4.C	Changes in training requirements for site supervisors
3.1.3C	Clarifying information about member early exits and what counts toward the term limit
3.1.5B	Reminder that alterations to official documents including MSAs and timesheets cannot be done without including all parties in the changes.
3.1.5F	Updated language about the grievance policy
3.1.5G	Added information about meaningful service
3.1.6 J	Clarified requirements related to member incentives

3.1.7 A	Added language about member service on major federal holidays
3.1.7 A	Added a timeframe for high member monitoring level programs to provide the timekeeping tracking tool in advance of the check-in call
3.1.7 A-G	Added information related to programs that have approved alternative timekeeping systems.
3.1.7 L	Added language about members working for and serving with the same organization
3.1.7 N	Clarified language around member suspension and temporary leave
3.1.7 N III.	Clarified language around suspensions related to grievance
3.1.7 N IV.	Added language about member term extensions
3.1.7 N VII.	Clarified language surrounding living allowance and benefits during service extensions for suspensions
3.1.8 G	Added language about enrollments that do not count toward term limits
3.1.8 I	Added language about CPC exits for welfare to work or member employment
3.1.9 C	Clarified language related to deadlines for slot-type enrollments
3.2.2 A-B	Added information about the Member Leadership Council and Member Emergency Fund
4.7C.c	Added information regarding the management of both federal and match admin in the ledger
4.8D	Clarified Budget modifications for formula vs competitively funded grants
4.9E	Identify programs that can request quarterly claims
Section 6	We've removed section 6 (checklists, tools, and resources). Items previously located there are now in Basecamp.