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Procedure to Ensure Eligibility for Categorically Funded Programs

Executive Director or designee annually review program requirements for eligibility to ensure all program participants are eligible for services under that program's guidelines as follows:

- Program Directors or designee review funding source's guidelines for eligibility
- Program Directors or designee ensure staff is aware of eligibility requirements
- Program staff ensure students currently receiving services are still eligible
- Program staff work throughout the funding year to ensure all new participants are eligible for services by using the appropriate form, where required by the funding source, for their programs
- Forms are signed by the staff member determining the need for services and kept on file for at least 5 years, regardless of eligibility status