## Recipient grantee checklist – SAMPLE

**Completion Date**

☐ Verify counties and participants on all three versions of the participant transfer spreadsheet and confirm with donor

Version 1 - October 30, 2020
Version 2 - November 25, 2020
Version 3 - December 18, 2020

☐ Contact donor grantee(s) to discuss mutual expectations for the transition process and begin planning

- Request participant intake documentation with current host agency information, including supervisors, addresses, and phone numbers
- Confirm the date, time, and location of the participant transition meeting

November 1, 2020

☐ Identify and develop plan for participants whose individual durational limit (IDL) transition planning must be done in coordination with donor grantee.

December 1, 2020

☐ Develop plan for transferred participants who must be exited within first 90-180 days of transfer

November 22, 2020

☐ Send letters to all participants and host agency supervisors affected by the transition

- Welcome them to your organization
- Communicate date, time, location, and necessary documents for transition meetings; coordinate this list with that in the donor's letter to the participants

December 18, 2020

☐ Hold the participant transition meeting(s) jointly with the donor grantee(s). Topics should include:

- Purpose of the transition
- Reassignment of participants to a new grantee
- Participants' continued community service with their current host agency for 90 days, until at least April 3
- IDL policies and right of fair duration
- Changes in payroll provider and pay dates
- Timekeeping requirements
- Brief orientation to your participant handbook
- Scheduling individual appointments for assessment following transfer

December 18, 2020

☐ Collect the following information from participants:

- Two forms of identification
- Social Security number
- Payroll forms (W-2, state tax)
- Voided check for direct deposit (if applicable)

January 1, 2021

☐ Distribute the following information to participants:

- Participant handbook – including the name, address, telephone number, and email address of your agency and name of contact.
- Payroll schedule and timesheet
- Appointment letter for individual assessment meetings, including address of the location and a list of documents to bring

January 1, 2021

☐ Hold host agency transition meeting(s) jointly with the recipient grantee(s). Topics should include:

- Requirements for 501(c)(3) documentation, FEIN numbers, and signed contract
- Safety policies, including host agency responsibilities
- Expectation that host agencies will work with you in finding unsubsidized jobs for participants assigned to their agencies and will hire participants themselves
- Additional host agency responsibilities
- Potential for remaining host agencies with the recipient
- Capacity to have participants work remotely

December 18, 2020

☐ Set up new files for each new participant. Files should include:

- Intake documentation from the donor grantee
- IEP and most recent updates (e.g., case notes, training certification)
- Community service assignment description
- Other relevant information (e.g., case notes, correspondence, and all other documents identified by DOL and additional documents as agreed to by the donor and recipient)
- Payroll records

January 1, 2021

☐ Hold individual assessment appointments, preferably within 30 days of the transition or no more than 90 days after transition.

30 Days – February 1, 2021
90 Days – April 1, 2021

☐ Re-certifications, as required annually by law; donor's last certification is valid for one year, unless circumstances have changed substantially. The recipient is free to recertify either on the anniversary of participant's last recertification, or during the same time period for all of the recipient's participants, e.g., after the new poverty guidelines are published or in the spring

As needed

☐ Conduct a full orientation for each participant, preferably within 30-90 days of the transition.

30 Days – February 1, 2021
90 Days – April 1, 2021

☐ Set up new host agency files

- IDL policy
- Necessary sick leave
- Required holidays
- Host agency agreement, requirements for 501(c)(3) documentation, FEIN numbers, and signed host agency agreement
- Safety policies, including host agency responsibilities

January 1, 2021