

Each Service Provider must develop and publish written policies and procedures for carrying out its functions as mandated in the Older Americans Act (OAA) and OAA Regulations, as well as the Agency's Policies and Procedures Manual.

PROCEDURE A MANUAL DEVELOPMENT

1. The Service Provider shall review, minimally, the following for incorporating mandated functions and prudent management practices into their Policies and Procedures:
 - a. OAA Act;
 - b. OAA Regulations;
 - c. Agency's Policy and Procedures Manual;
 - d. Dept. of Health & Human Services (DHHS) 45 CFR. Part 74; and
 - e. Office of Management and Budget (OMB) Circular A-102

PROCEDURE B REVIEW PROCEDURES

1. The manual shall contain procedures for revisions, updates and distribution.
2. The manual shall be approved by the Service Provider's board of trustees.
3. The manual shall be updated to reflect changes in Agency policies and procedures.
4. A copy of the most current manual shall be on file with the Agency.

PROCEDURE C MINIMUM MANUAL CONTENT

1. The manual shall address, at a minimum the following:
 - a. The process for the awarding of all Agency funds by the Service Provider;
 - b. All contracting requirements associated with each funding resource;
 - c. All service-related requirements, including standards, when applicable;
 - d. Service Provider monitoring/assessment functions;
 - e. Advisory Council;
 - f. Selection method;
 - i. county/geographical representation rules;
 - ii. terms of all members;
 - iii. voting rights;
 - g. Affirmative Action;
 - h. 504 Accessibility; and
 - i. Any other requirements of the Service Provider aimed at ensuring compliance with Agency policy or further Service Provider specification of Agency policy.