# Schedule of Deliverables – Participant Services

|  |
| --- |
|  DELIVERABLE: Identify responsible personnel, tasks, and time frames associated with identification, certification, and enrollment of qualified participants and the commencement of prescribed program services activities.  |
| **Description of Services/Tasks to be Completed** | **Staff Responsible** | **Beginning Date** | **Completion Date** |
| Outreach and RecruitmentCertification of eligibility and enrollmentAssessment Development/maintenance of Individual Employment PlanCase ManagementService provision Follow-up |  |  |  |
| DELIVERABLE: Identify responsible personnel and time frames associated with the assessment for and reporting of required programmatic progress, goal achievement, and outcomes. |
| **Description of Services/Tasks to be Completed** | **Staff Responsible** | **Beginning Date** | **Completion Date** |
| Mid-year assessment of progressSubmission of tracking reports as requiredSubmission of programmatic goal attainment data to CMPDD |  |  |  |

|  |
| --- |
| DELIVERABLE: Comply with all reporting and record-keeping requirements |
| **Description of Services/Tasks to be Completed** | **Staff Responsible** | **Beginning Date** | **Completion Date** |
| Submit monthly financial reporting worksheet with original signatures so that it is received by CMPDD no later than the 8th day of the month following the report month.Submit closeout package within 40 days after expiration of the contractRespond to all monitoring reports by the response deadlineSubmit WIOA Audit Plan by July 10, 2023 |  |  |  |