



**Program Agreement Form
Community Partnership Program
Prevention Initiative – Home Visiting
2011-2012**

Authorized agency official: Please read and initial each of the following requirements of the Prevention Initiative – Home Visiting Model and sign the bottom of the statement on page 2.

I understand:

_____ agencies must serve residents of the city of Chicago in facilities located within the city limits.

_____ agencies must serve children who are from birth to three on or before September 1st of the program year.

_____ children must be screened with a developmental screening to determine risk.

_____ agencies must offer a research based educational curriculum.

_____ agencies must offer a research based parent education and involvement program.

_____ staff in Prevention Initiative must hold appropriate certificates or credentials to comply with the program model.

_____ agencies must provide updated profiles annually.

_____ agencies must provide a Professional Development Plan that addresses individual needs of staff.

_____ agencies must provide monthly attendance on all children and families in the program and complete a monthly demographics report.

_____ programs must provide an end of the year evaluation (self-assessment).

_____ agencies must submit quarterly expense reports based on expenditures from the previous quarter.

_____ payments for the next program year will not be made until the prior year final expenditures have been reconciled.

_____ account reconciliations must include automated payroll including the staff names or canceled checks.

_____ agencies operating programs in local schools must submit a letter of agreement from the school principal.

Program Agreement Form *(continued)*

I understand:

_____ Chicago Public Schools (CPS) has the right to audit the actual number of children enrolled, the placement of the qualified staff, program quality and the center's professional development plan.

_____ a variety of different tools may be selected to monitor program quality such as, but not limited to, ITERs, Ages and Stages, Creative Curriculum, etc.

_____ CPS has the right to utilize data audited to make program decisions for future funding.

Type name of agency

Type name of authorized agency official

Signature of authorized agency official

Date