

Modification Requests



Any proposed changes to an approved county plan must be in writing and address the following criteria, where ever applicable, and after discussion with your state contact:

- Proposed change names the problem or issue the change will correct or how it enhances service
- Proposed change ideally strengthens staff and participant interactions and relationships
- Proposed change made in operations respects the participants' time while in the program, limiting any long or unnecessary waiting periods
- Proposed change made in procedure increase case management interventions and supportive counseling that effectively guide participants to employment and produce better program outcomes
- Proposed change will ensure a higher degree of customer service
- Proposed change note enough general staff input and buy-in to support the anticipated success of any approved modifications
- Proposed change streamline processes but never at the expense of the participant or program integrity
- Proposed change provides a piloting period to try out the requested change with a report at the end of the period outlining whether the change resulted in success and, if so, requesting state approval to update the county plan
- Proposed change establishes a strong component that meaningfully evaluates the results of approved changes with timelines
- Proposed change has a contingency plan in the event there is not enough success evident to continue with the modifications