



## Partner Provider Checklist

- |                          |                          | <u>General Organization Requirements</u>  |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization is incorporated.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization is tax exempt (IRC § 501; S.C. Code § 12-37-220).  |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization has two (2) years of financial audits.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization is registered with the South Carolina Secretary of State as a Charitable Organization.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization provides services to persons residing in Greenville County.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization has Internet access, a working e-mail address, and 2003/2007 compatibility service pack for Microsoft Office documents.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization has appropriate insurance coverage (examples: property, general liability, professional liability, fidelity bond, directors' and officers' liability, and vehicle).        |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization has an affirmative action policy or a policy on diversity for its staff, governing body, committees, and services delivered.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization has a clearly stated mission.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization has outlined its goals in a strategic plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The staff is sufficiently qualified by training and experience, and job descriptions exist for all staff members, including to whom the staff member is accountable.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization has written personnel policies approved by the board and available to the entire staff.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Staff members are evaluated periodically, at least on an annual basis.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization has secured certification or accreditation through a local, state, or national affiliate when applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Facilities meet minimum health, fire, and safety codes and present no architectural barriers to potential clients (seeks to comply with the Americans with Disabilities Act of 1990 (ADA)). |

Yes No

**Board of Directors Requirements**

- The board has a limited tenure with a rotation plan of board members and elected officers.
- The board meets regularly, at least four (4) times a year, operates with a quorum, and records minutes of all meetings.
- The board controls the fiscal affairs of the organization, including the development and adoption of an annual budget. The board also monitors income and expenditures, and fully discloses all assets and liabilities.
- The board is responsible for the employment and on-going performance evaluation (at least annually) of the executive.

Yes No

**General Program Requirements**

- Each program has an operational (annual) plan with quantifiable objectives that specify the results to be achieved during a defined period.
- There is a system in place to measure progress on achieving results (meeting objectives) and to report progress to the board.
- Administrative costs for the program must be no more than 25% of total organizational revenue, as validated by the IRS Form 990.
- Outcome measurement tracking is required using the applicable United Way of Greenville County (UWGC) standard outcomes, with no more than three (3) additional program-specific outcomes per year if necessary.
- In maintaining the focus set by its Community Impact Agenda (CIA), UWGC will consider only those programs that largely service low-income, at-risk, or underserved populations. [Low income is being defined as any individual or family whose household income is below 200% of the poverty index, <http://aspe.hhs.gov/poverty/10poverty.shtml>; At risk is being defined as meeting one or more of the following indicators, including, but not limited to: low income, English as a Second Language (ESL), low birth-weight, failed grade, below-grade reading level, truancy, parental incarceration, those affected by a crisis, etc.; and Underserved is being defined as low-income individuals, uninsured persons, immigrants, racial and ethnic minorities, the elderly, and disabled.] Greenville City and County have identified special emphasis neighborhoods, which are home to a portion of the target service population. Information about these neighborhoods may be found on the Greenville County Web site at [www.greenvillecounty.org](http://www.greenvillecounty.org), the Greenville County Redevelopment Authority (GCRA) Web site at [www.gcra-sc.org](http://www.gcra-sc.org), and the City of Greenville Web site at <http://www.greenvillesc.gov/CommDev/NeighborhoodMaps.aspx>.
- Programs have attained national, regional, or local accreditation in quality standards where applicable (*i.e.*, Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), National Association for the Education of Young Children (NAEYC), HUD Certified Counselor, etc.).

**Specific Program Requirements by Community Impact Focus Area**

**I have read and understand that:**

**Children**

- A premium is placed on Advocates for Better Care (ABC) participation and enhancement. However, at a minimum, early child care programs must be licensed with the state or rate a level 4 using the ITERS (Infant/ Toddler Environment Rating Scale)/ECERS (Early Childhood Environment Rating Scale) quality rating tools. Such programs must also agree to continued quality improvement through technical assistance provided by Child Care Resource and Referral (CCR&R).

**Youth**

- After school programs must rate a 4 using the SACERS (School-Age Care Environment Rating Scale) quality improvement system and agree to continuous quality improvement technical assistance and evaluation provided by CCR&R.
- All juvenile crime prevention programs must collaborate with the South Carolina Department of Juvenile Justice.

**Crisis**

- All food assistance programs must be quality certified by Feeding America, the nationally recognized certifying organization (or equivalent).
- Emergency assistance programs must use Community TechKnowledge (CTK) software for case management and referral tracking.

**Co-location**

- Co-located programs must use CTK case management software or one comparable, as well as UWGC-approved surveys, for measurement purposes.