

421—24.10(216A) Grantee responsibilities.

24.10(1) *Marketing.* The grantee shall be responsible for marketing its services to referral sources and to families who have been referred to the program. All marketing plans, procedures, and material used by the grantee must be approved in writing by the division prior to use.

24.10(2) *Selection of families.* Grantees shall serve referred families who meet one or more of the risk criteria, subject to capacity limitations. For the families who voluntarily agree to participate in the program, the grantee is responsible to timely notify the division through the FaDSS data system of the enrollment. This notification shall identify the families in the department's database who are receiving grantee services.

24.10(3) *Record management.* The grantees shall maintain records which include, but are not limited to:

- a. Specific family information.
- b. Specific services provided.
- c. Fiscal records of expenditures.
- d. Any other specific records as may be determined necessary by the division.

24.10(4) *Reports.* Grantees shall provide to the division the following reports:

- a. A monthly funding request and expenditure report that includes, but is not limited to, grant funds expended as they relate to each line item in the budget.
- b. An annual report that includes a summary of the activities by the grantee during the contract period.
- c. Other reports as deemed necessary by the division.

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