STANDARD POLICIES AND PROCEDURES

Category: Administration  Subject: Length of At-Risk Accounts

Effective Date: 4/3/08  Approved by: [Signature]

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Policy

It shall be the policy of IHD that we will not operate an at-risk account for longer than eight weeks.

Procedures

If there is a delay in the execution of a grant contract, the Project Coordinator shall inform the Associate director who shall develop the necessary paperwork to establish an at-risk account. The Project Coordinator shall provide the Associate Director assurances from the funding agency that the agency does plan to fund IHD. The assurance needs to include the period of grant/contract funding and the amount of the award. If the project goes beyond the eight weeks, the Project Coordinator will need to get the approval of the Executive Director to extend the at-risk status of the project.