

SAM—STATEWIDE PLANNING
BASIC INFORMATION REQUIREMENTS FOR
HUMAN SERVICE-RELATED PLANS
(Revised 2/93)

1107

The objectives of interdepartmental consultation are:

1. To find ways of solving the problems of two or more agencies either through a single program or by working together.
2. To get more done than is possible if involved agencies remain unaware of each other's common interests.

Agencies can easily work together when they have a good understanding of how related programs work. To make State plans usable by other agencies, basic information is needed to make consultation worthwhile. This basic information helps area wide Clearinghouses perform [E.O. 12372](#) reviews of State plans.

There is no special format for exchanging basic information. This allows the preparing agency the flexibility to meet other State and Federal information provisions. Basic information should describe:

Eligibility for Services—Target Groups. Give income guidelines, eligibility for related services, age ranges, target groups and targeted community characteristics, if any (urban, rural, etc.).

Role of Local Agencies in Program Administration and Service Delivery. Note the role of welfare departments, community-based agencies, community action agencies, local offices of State agencies, and others.

Sources of Program Funding. Give totals for Federal, State, local, and private sources. Include reimbursement amounts and typical rates.

Similar Complementary Services. Briefly describe similar services. These might be programs run by other State, Federal, or local agencies, or by independent agencies like United Way affiliates or CHAD. Include a brief description of complementary services. These might be programs offered within an agency on which plan related services are dependent.

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(Continued)

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1107 (Cont. 1)

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Examples of similar or complimentary services include:

1. Maternal and Child Health in relation to Supplemental Food (WIC).
2. Energy conservation in relation to Weatherization.
3. Vocational Education in relation to the Job Training Partnership program.

Linkages. Define the linkages among the similar and complementary services to the programs of the State plan.

Role in E.O. 12372 Review. Include your program's role in the [E.O. 12372](#) review of similar and complimentary services. Briefly describe formal and informal working arrangements between your agency (or by local service providers) and service providers funded by other programs. Describe efforts to integrate the program with other State, Federal, or local activities. These activities should simplify delivery of services to clients. They should also avoid duplication of effort.

Allocation Formula. Describe the basis for allocating State or Federal funds to local jurisdictions. Explain any Federal requirements and why your agency proposes the allocation criteria.

SAM—STATEWIDE PLANNING
EARLY NOTICE OF PLAN PREPARATION

Plan title: _____

Name and address of preparing agency: _____

Contact person: _____

Title: _____

Phone number: _____

For what state or federal law or regulation is the plan prepared? _____

What State agencies, boards, or commissions are required to approve plan? ____

When do you anticipate submitting plan for their approval? _____

If plan is prepared for federal funds, when do you anticipate submitting the plan to the federal agency for its approval? _____

By what date must the plan be finalized with the federal agency? _____

On what date do you anticipate submitting drafts of plan to OPR for review and comment procedure? _____

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EARLY NOTICE OF PLAN PREPARATION

(Continued)

Please list any related programs and departments which should be involved in
assisting in the preparation of the plan.

PROGRAM

DEPARTMENT
