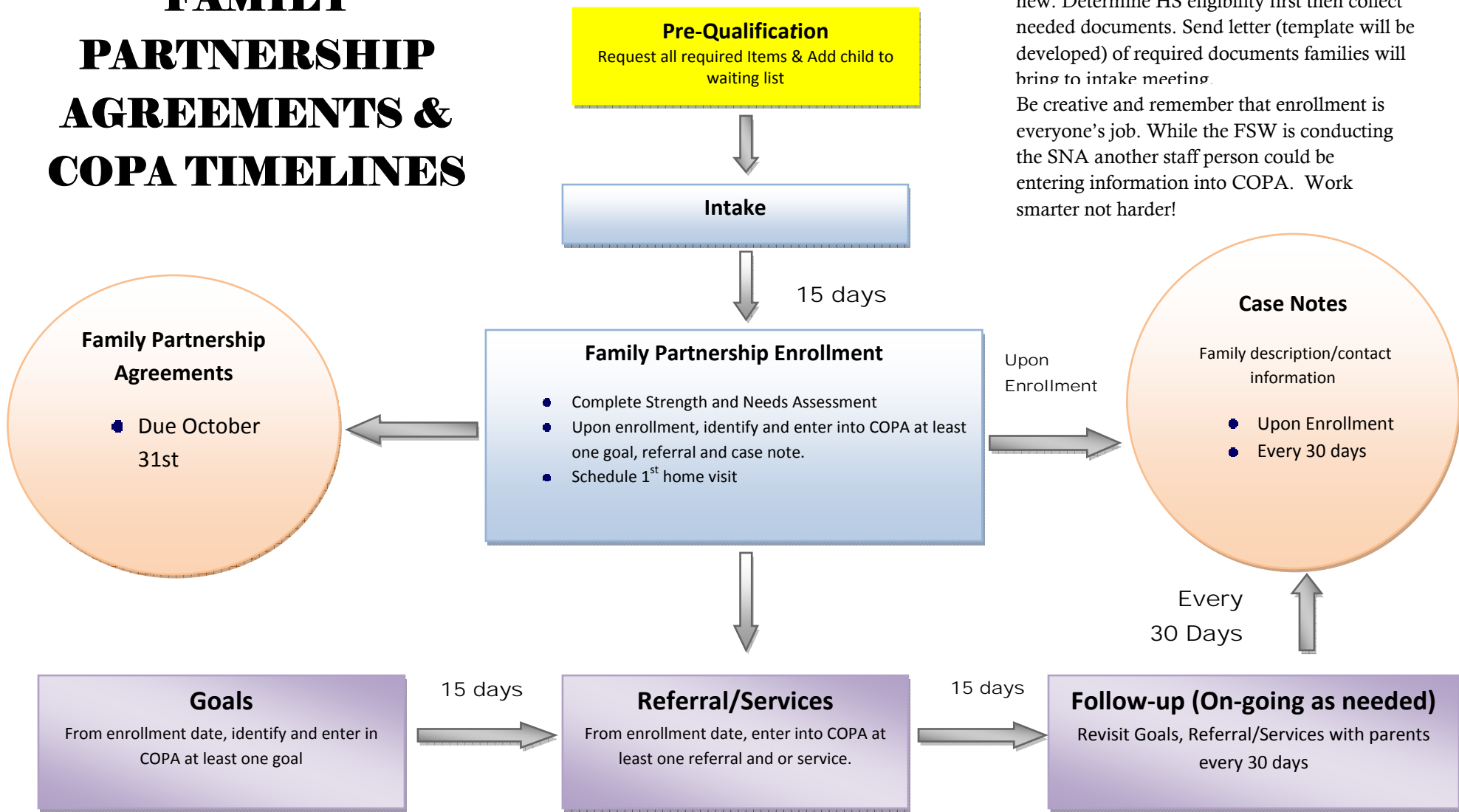


# FAMILY PARTNERSHIP AGREEMENTS & COPA TIMELINES



Guidance Section: Prequalifying families is not new. Determine HS eligibility first then collect needed documents. Send letter (template will be developed) of required documents families will bring to intake meeting.

Be creative and remember that enrollment is everyone's job. While the FSW is conducting the SNA another staff person could be entering information into COPA. Work smarter not harder!

## Follow:

- Milestones
- Management plans for time lines

*Timelines should be based on the family's needs*