



DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
CITY OF CHICAGO

Program Governance Certifications At-A-Glance  
2011-2012

Program Governance Items	Certification due to DFSS
Grant Application <i>(certification is included in application process)</i>	July 15, 2011
Sub-grant Agreement <i>(certification is included in work-plan)</i>	October 2011
Parent/Policy Committee Tracking <i>(certification document contained in a memo-forth coming)</i>	October 31, 2011
Certification of Personnel Actions (quarterly) <i>(requires PC Chairperson and HR Director's Signatures)</i>	Oct 5, 2011, Jan 5, Apr. 5, & July 5, 2012
CPPC Letter of Certification/Membership Roster <i>(certification documents contained in CPPC Membership Memo)</i>	November 30, 2011
Updated Board Composition <i>(requires Executive Director's signature)</i>	November 30, 2011
Semi-Annual Training for Board and Policy Committee <i>(requires PC Chair, Board Chair, and Executive Director's Signatures)</i>	January 31, 2012
Semi-Annual Training for Board and Policy Committee <i>(requires PC Chair, Board Chair, and Executive Director's Signatures)</i>	May 31, 2012
Program Governance Policies and Procedures <i>(requires PC Chair, Board Chair, and Executive Director's Signatures)</i>	June 30, 2012
Budget/Budget Revisions : same signature requirements as for the grant application, supplemental applications, etc.	Due as set-forth by Finance



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Program Governance Items	Certification due to DFSS
Self-Assessment & Improvement Plan, Management Plans, ERSEA Plans inclusive of recruitment, selection and enrollment <i>(requires full approval page signatures constituting a quorum)</i>	Due as set-forth by PDM Milestones: April and July respectively
Annual DFSS' Financial Audit has been shared with the board <i>(requires Board Chair and Executive Director's signature)</i>	60 days after the receipt of report from DFSS' Financial monitoring unit.
Board's approval of the organizations Financial & Accounting Policies and Procedures <i>(requires Board Chair, CFO, and Executive Director's signature)</i>	60 days after the beginning of the organization's fiscal year.
Annual Board Assessment	N/A - This is a board best practice to ensuring good governance.
Annual Evaluation of the Executive Director	60 days after the evaluation process has been completed.
Updated Board Bylaws	June-As amended

Please note that this document is subjected to change and will be posted on the [www.childserviceschicago.com](http://www.childserviceschicago.com) website, sent by e-blast to ED/PDs and other agency program governance staff as appropriate and as updated. Thank you.

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