

	<b>Agency Name</b>	Office of Community Services (OCS)
	<b>Chapter No./Name</b>	9. Home Development
	<b>Part No./Name</b>	Appendix R. Certification Timeline
	<b>Section No./Name</b>	Appendix R. Certification Timeline
	<b>Document No./Name</b>	Appendix R. Certification Timeline
	<b>Effective Date</b>	December 1, 2011

<b>Time Frame</b>	<b>Policy Requirement</b>
At Session 1 of MAPP	Hand out the: * DCFS CW Form ** HDU-15 (Application) Family Assessment Packet
At Session 3 of MAPP	<p>The following are due back from applicant:</p> <ul style="list-style-type: none"> <li>• * DCFS CW Form ** HDU-15</li> <li>• Family Assessment Packet</li> <li>• Fingerprinting (all household members 18 years and older)</li> </ul> <p>If the * DCFS CW Form ** HDU-15 and Family Assessment Packet are not returned by Session 5, close the family in LARE until they are ready to proceed.</p>
MAPP Pre-Service Training – 7 Sessions	<p>Applicants:</p> <ul style="list-style-type: none"> <li>• Can attend MAPP in any region (the home study is completed in the region where the applicant resides)</li> <li>• Are to attend seven sessions of pre-service training</li> <li>• Can miss no more than two sessions</li> <li>• Are required to make up any missed session</li> <li>• Can join an existing class up to Session 3 (they will be expected to make up Sessions 1 and 2)</li> </ul> <p>Examples of how sessions can be made up:</p> <ul style="list-style-type: none"> <li>• Applicant can: read handouts from missed sessions, watch a videotape and discuss content with HDW, join another group (attending only the missed sessions) or attend missed sessions in another region</li> <li>• HD Worker can hold a special make-up group if several applicants have missed the same session or conduct one-on-one sessions in the home or office</li> </ul>
By Session 4	1 <sup>st</sup> Home Consultation
By Session 7	2 <sup>nd</sup> Home Consultation
Within two weeks of completing pre-service training	3 <sup>rd</sup> Home Consultation (Two of the home consultations have to be held in the home.)
Prior to 90 deadline	<p>If needed, one 30-day extension may be requested from the * HD Program Operation Manager (POM). The POM reviews the request and supporting justification to make a final determination. **</p> <p>Extensions will be granted only if the family or some other external factor beyond agency control is responsible for the delay.</p>
Within 90 days of application date	Completion of certification process