

CLIENT SERVICES & CONTACT REPORT INSTRUCTIONS

(Updated 7/19)

1. Recipient Name

Enter the name exactly as it appears on the NCIDC STD. 213 face page.

2. MOA Number

Enter the agreement number as it appears on the NCIDC STD 213 face page.

3. MOA Term Dates

Enter the term dates as they appear on the NCIDC STD 213 face page.

4. Description of Services

Working from the approved Work Plan, for each subcategory service, briefly describe how the activities and services were provided, as well as, the group targeted to receive these services i.e. children, elders, single parents, etc.

5. Service Code

Working from the approved Work Plan, provide the subcategory service number from the Work Plan Form for each activity.

6. Planned Number to be Served

Working from the approved Work Plan, provide the planned number served in each appropriate subcategory for the program year.

7. Actual # Served

Working from the approved Work Plan, provide the actual number served in each appropriate subcategory for the program year.

8. FNPI Outcomes

Working from the approved Work Plan, provide the actual number of outcomes for each FNPI service code during the program year.

For example, FNPI 5a. The number of individuals who demonstrated increased nutrition skills (e.g., cooking, shopping, and growing food). A Recipient that runs a community garden and offers classes on how to grow and prepare food from the garden.

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FNPI Outcomes Continued:

Another example, FNPI 5b. The number of individuals who demonstrated improved physical health and well-being. A recipient that offers a weekly exercise group for Head Start parents and tracks each individual participant's health changes over time.

Note: While this type of program may benefit all household members, this is an individual count. Only report the participants in the program who improved their skills.

9. Total Number of Volunteers Hours

Provide the total number of volunteer hours during the program year donated to the agency (e.g. program support, service delivery, fundraising). Board members, the head start policy council, and parent advisory board members should be included here. If there will none, enter zero.

10. List Partnerships

Working from the approved Work Plan, list the name of each organization and enter the actual number of partnerships, created or maintained, that occurred during your project. If you have none, enter zero.

Working from the approved Work Plan, provide the agency codes.

A "Partnership" is defined as any outside agency or entity that has assisted you in achieving the goals of your project. Significant cooperation with other entities and divisions of the same Tribe may count as partnerships.

NOTE: The signature and title of the person who prepared this report must be included at the bottom, as well as, the date it was completed.