

COMPLIANCE BULLETIN

AN INFORMATION SOURCE FOR GRANT MANAGERS



The Office of Grants Compliance hopes you enjoyed some much needed rest over the holiday break and that you were able to spend time with your friends and family!

We wish you the very best for this New Year and are looking forward to working with each of you in the months ahead! 2015 is going to be a great year for everyone at LSCS!

If you have questions please feel free to contact our office. We are always ready and willing to assist you!



**Resource Development
and Administration**

Verifying Participant Eligibility

If a grant involves providing service to students, then there is most likely an eligibility requirement for those students. If this is the case, specific documentation must be collected and maintained **PRIOR** to the students receiving services under the grant. Please note that every grant has its own unique eligibility requirements and the Program Team should consult their approved RFP, proposal and contract for details regarding participant eligibility. If there is any uncertainty after reviewing these documents, the Program Team should contact the Office of Grant Management and Compliance for assistance.

One example of a grant that requires eligibility documentation is one that serves only military veterans. In this case, the Program Team will most likely need to maintain a copy of the student's DD-214 (a snapshot of the person's time in service) and a copy of their driver license. Another example is a grant that requires verification that the student is authorized to work in the United States. This eligibility criteria means that the Program Team must keep a copy of documentation that may include the student's driver's license, social security card, work permit, Green Card, and/or passport.

It is of the utmost importance that the student's eligibility is verified and the proper documentation is maintained **PRIOR** to services being rendered. Some possible consequences of not having this documentation includes an audit finding against LSCS and/or the funder requesting that LSCS return some or all of the grant funds for the project. If you are unsure whether verifying participant eligibility applies to your grant, please contact the Compliance Team and we will assist you in making that determination.

****NOTE**** LSCS utilizes the practice of "double locking" student eligibility documentation. This means that the information should be in a locked drawer or cabinet AND in a locked office with access restricted to only those employees who require access to perform their jobs.

THE OFFICE OF GRANT MANAGEMENT AND COMPLIANCE

Pamela Wyatt, Director, Grant Management and Compliance
Pamela.U.Wyatt@Lonestar.edu 832-813-6272

April Odell, Compliance Analyst
April.M.Odell@Lonestar.edu 832-813-6867

Alisa McLendon, Compliance Analyst
Alisa.M.McLendon@Lonestar.edu 832-813-6806