



2022-2023 GRASSROOTS FUND: INTENT TO TRANSFER/ADD/REDUCE SCHOOL SITES

St. Louis County Children's Service Fund (CSF) understands that throughout a contract period it may be appropriate to add or terminate CSF-funded service resources among school sites. CSF has created the following process for partner agencies to notify CSF staff with an intent to change school sites as listed in the agency's contract.

This process should be completed when an agency seeks to add or remove school sites where CSF-funded services are provided on a regularly scheduled, [part-time or full-time basis](#) at the named school site. Services provided on a one-time or occasional basis, such as presentations, do not need to follow this procedure. If you have questions about whether this process pertains to your programming, please reach out to your assigned program officer. Site changes will not impact a program's award amount. Enter information for the school sites that will be impacted by the program's shift in resources. Include the name and title of the school/district personnel who were engaged in the decision(s) to shift services and identify if the service is provided on a full-time or part-time basis at the named school site. Please refer to CSF's School ID Directory to identify the appropriate School Site ID.

CSF provides the following expectations to be completed before any anticipated site changes take place:

- **Before adding a new CSF-funded school site:** The agency and the district representative(s) from the proposed school should discuss and be in agreement regarding the nature of the identified services to be added. If similar services are already in place by another provider at the same site, all involved parties should clarify the need for additional services and ensure that the addition of services is not a duplication.
Note: There may be circumstances where demand for services dictates that multiple providers serve the same school. However, all parties must agree and verify that the need is quantifiable, and that the existing agency does not have the capacity to meet the additional identified need.
- **Before terminating services at a current CSF-funded school site:** The agency and the district representative(s) from the proposed school should discuss and be in agreement regarding the nature of the identified services to be removed.
- **Before reducing services at a current CSF-funded school site as a result of adding a different CSF-funded school site:** The agency and the district representative(s) from the proposed school should discuss and be in agreement regarding the nature of the identified services to be removed.
- After these steps have been completed, the agency submits this site change form by emailing it to their assigned CSF program officer. CSF will review the form and if necessary, ask for additional information. Please allow up to 10 business days for CSF staff to review and communicate the site change confirmation to the funded partner.



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Complete this entire form, providing information on any and all schools and districts where service delivery may be impacted by the requested changes.

Requesting Agency Legal Name <i>(DBA, if applicable)</i>	
Program Name	
Program ID	
Date Submitted	

I verify that this service change has been discussed with all appropriate school personnel and district representatives for each impacted school. Please list the school and district personnel who participated in the discussions regarding service arrangements.

Requesting Agency Program Representative
(print name)

Date

Requesting Agency Program Representative
(signature)

Requesting Agency Executive Director
(print name)

Date

Requesting Agency Executive Director
(signature)



SCHOOL SITE(S) TO BE ADDED			
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			Part-time Full-time
School Site ID	District	School Name	

School Personnel Name	School Personnel Title	District Personnel Name	District Personnel Title

			Part-time Full-time
School Site ID	District	School Name	

School Personnel Name	School Personnel Title	District Personnel Name	District Personnel Title

			Part-time Full-time
School Site ID	District	School Name	

School Personnel Name	School Personnel Title	District Personnel Name	District Personnel Title

1. Provide a narrative description of the need for services, including any quantifiable information.

2. Describe the level and frequency of the services to be provided at the school site(s) including number of days or FTE services that will be provided at each school site listed.



CURRENT SCHOOL SITE(S) TO BE REMOVED

School Site ID	District	School Name	Part-time Full-time

School Personnel Name	School Personnel Title	District Personnel Name	District Personnel Title

School Site ID	District	School Name	Part-time Full-time

School Personnel Name	School Personnel Title	District Personnel Name	District Personnel Title

School Site ID	District	School Name	Part-time Full-time

School Personnel Name	School Personnel Title	District Personnel Name	District Personnel Title

CURRENT SCHOOL SITE(S) WHERE SERVICES WILL BE REDUCED BY THIS REQUEST

School Site ID	District	School Name	Part-time Full-time

School Personnel Name	School Personnel Title	District Personnel Name	District Personnel Title

School Site ID	District	School Name	Part-time Full-time

School Personnel Name	School Personnel Title	District Personnel Name	District Personnel Title

FOR ALL SITE CHANGES

3. Clarify what, if any, impact the intended site change will have on services at school sites historically served through the agency's CSF contract. Include details of any sites where service provision will to be removed, reduced, or otherwise impacted by this request.