



GEAR UP Southern West Virginia (GEAR UP SWV) Partnership Policies and Procedures Amended Work Plan

A. PURPOSE

To establish a process for amending previously approved work plans.

B. POLICY

Local Coordinators will submit proper documentation requesting approval for all amendments or additions to previously approved work plans **PRIOR** to implementing changes.

C. PROCEDURES

1. Local Coordinators will utilize the *Amended Work Plan* to submit amendments.
2. The Local Coordinator will e-mail the proposed amendment to their appointed Partnership Coordinator.
3. GEAR UP SWV staff (Partnership Coordinator, Finance and Contract Manager, Assistant Director, and Director) will review Amended Work Plans.
4. Upon the Director's approval, the Assistant Director of Programming will communicate requests for clarification to the Local Coordinator and the Liaison.
5. The Assistant Director will communicate approvals by e-mailing a copy of the amendment marked *Approved* to the Local Coordinator, Liaison, Partnership Coordinator, Finance and Contract Manager, Director, and County Finance Officer. The Finance and Contract Manager will file a paper copy in the master county file with the subcontract. The Director will place a digital copy in the GEAR UP SWV drive. Unapproved requests will be filed in the county correspondence file and on the GEAR UP SWV drive.

D. ATTACHMENTS/FORMS: See concord.edu/gearup for current forms.

1. *Amended Work Plan*