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# Staffing Update Form

*\*30 day update due August 1, 2023*

*\*60 day update due September 1, 2023*

*\*90 day update due October 2, 2023*

## Agency Information

| Agency Name | Agency Name | | | |
| --- | --- | --- | --- | --- |
| Program Name | Program Name | | | |
|  | |  | | |
| Is the program is 100% operational? (i.e. has no vacant positions to fill.) *If* ***no,*** *you must fill in the 30 day update below.* | | | Yes  as of: Date | No |

## 30 day update

|  |  |  |
| --- | --- | --- |
| 1. List all vacant position(s). | | |
| Comment | Type here | |
| 1. If applicable, describe steps taken to fill vacant position(s). | | |
| Comments | Type here | |
| 1. Have there been any unexpected barriers to providing services during the vacancy? If so, how is this being addressed? | | |
| Comments | Type here | |
|  |  | |
| *MOVA USE ONLY:*  30 Day Action Plan (if applicable) | |  |

| Is the program is 100% operational? (i.e. has no vacant positions to fill.) *If* ***no,*** *you must fill in the 60 day update below.* | Yes  as of: Date | No |
| --- | --- | --- |

## 60 day update

|  |  |  |
| --- | --- | --- |
| 1. List all vacant position(s). | | |
| *Comment* | Type here | |
| 1. If applicable, describe steps taken to fill vacant position(s). | | |
| Comments | Type here | |
| 1. Have there been any unexpected barriers to providing services during the vacancy? If so, how is this being addressed? | | |
| Comments | Type here | |
| 1. Any additional comments you would like to make regarding your program? | | |
| Comments | Type here | |
|  |  | |
| *MOVA USE ONLY:*  60 Day Action Plan | |  |

| Is the program is 100% operational? (i.e. has no vacant positions to fill.) *If* ***no,*** *you must fill in the 90 day update below.* | Yes  as of: Date | No |
| --- | --- | --- |

## 90 day update

|  |  |  |
| --- | --- | --- |
| 1. List all vacant position(s). | | |
| *Comment* | Type here | |
| 1. If applicable, describe steps taken to fill vacant position(s). | | |
| Comments | Type here | |
| 1. Have there been any unexpected barriers to providing services during the vacancy? If so, how is this being addressed? | | |
| Comments | Type here | |
| 1. If vacant position(s) have not been hired for, is a budget amendment required to re-allocate funds? | | |
| Comments | Type here | |
|  |
| *MOVA USE ONLY:*  90 Day Action Plan | |  |