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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 |  |