



## **GKCCEH Placement Team Attendance Policy**

**Effective Date: 04.08.2019**

**Date Approved: 04.05.2019**

Until further notice, all Placement Teams meetings are to be held in-person.

Meetings are scheduled to occur every Monday (excluding federal holidays) from 1:30 – 4:00 PM.

Participants are required to attend 80% of scheduled meetings **in person** to receive full points for participation.

Each CoC-funded program must submit a primary and proxy contact for documentation of in-person attendance. The form is available online at: <http://gkcceh.org/ce-forms--policies.html>

In addition, the Coordinated Entry Work Group has set the expectation that this attendance policy applies to program staff whether or not they are actively taking referrals on a given week.