



YES FOR EARLY SUCCESS COOPERATIVE POLICY & DEVELOPMENT COMPLIANCE FORM

	SECTION	COMPLIANCE AREA	STATUS (COMPLETED)	NOTES/ ACTION REQUIRED	REVIEW DATE	REVIEWED
1.	Policy Compliance	HR Policies updated				
2		ECEAP/L&I Compliance verified				
3	File Audits	Quarterly File Audits completed				
4		Missing documents identified & corrected				
5	Hiring & Recruitment (Collaborated with FSM/COO)	Position filled within 45 days				
6	Hiring & Recruitment	Hiring process & fair participation				
7	Employees/ Subcontractor Relations	HR cases resolved within 30 days (recorded/verified)				
8		Quarterly PDP reviews completed				
9	Training & Development	100% staff training compliance				
10		Training attendance recorded				
11	Payroll & Benefits	Payroll report submitted on time				
12		Employee benefits enrollment verified				
13	Employee/ Subcontractor Engagement	Employee/ Subcontractor Satisfaction Survey conducted				
14	Employee Engagement	Wellness programs implemented				



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15	Conflict Resolution	Conflict resolution processes applied				
16		Grievance reduction monitored				
17	Collaboration & Communication	Weekly CFO check-in attended				
18		Monthly report submitted				
19	Document & Compliance	Quarterly File Audits completed				
20		Zero missing compliance documentation				
21	Professional Development	PDP completion monitored				
22		Quarterly PDP reports submitted to Drive, ELMS and DCYF				