

## Skills for Academic Vocational and English Studies

### SAVES Program

Listed below are the DCF documents required for all SAVES employees for Contract XK040 - August 13, 2013 to August 12, 2015.

#### I acknowledge receipt of the following documents:

| # | Description   | Initials |
|---|---|----------|
| 1 | <i>CF Operating Procedure No. 180-4.</i><br>Office of Inspector General, Mandatory Reporting Requirements, Whistleblower's Act Requirement including the Hotline Number 1-800-543-5353.   |          |
| 2 | <i>CF Operating Procedure 215-6.</i><br>Incident Reporting and Analysis System (IRAS) Hotline Number 1-800-96ABUSE (22893).   |          |
| 3 | Office of Inspector General Notification/Investigation Report CF 1934.  |          |
| 4 | Support to the Deaf or Hard of Hearing Attestation Form<br><i>*Signed copy in personnel file</i>  |          |
| 5 | Customer or Companion Communication Assessment and Auxiliary Aid Service Record CF 761.   |          |
| 6 | DCF Customer/Companion Feedback Form ( <i>To be completed by clients/customers who are Deaf or Hard-of-Hearing Only</i> ).  |          |
| 7 | Security Awareness Training (Due Annually)<br><a href="http://floridadcf.adobeconnect.com/sa2011internet/">http://floridadcf.adobeconnect.com/sa2011internet/</a><br><i>*Certificate required in personnel file and district office</i> |          |
| 8 | Eligibility Guide<br><a href="http://www.dcf.state.fl.us/programs/refugee/webguide.shtml">http://www.dcf.state.fl.us/programs/refugee/webguide.shtml</a>  |          |

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

*Copies of the above-mentioned documents have been placed in the SAVES Manual Contract XK040, August 13, 2013 - August 12, 2015.*