



Secure Start Partner Agency Responsibilities

Thank you for being a partner in the Secure Start Initiative.

BEFORE YOUR GROUP BEGINS

- ☐ Ensure that you have at least 6 participants registered for your group
- ☐ Email Kim the dates for your group (group must meet a minimum of 6 times/12 hours)
- ☐ If the group is open, share the flyer with Kim and/or the Network.

AFTER YOUR LAST SESSION

- ☐ Ensure that all participants complete the evaluation survey within 1 week of final session
 - Surveys can be found on the United Way [Secure Start website](#) or at links below:
 - [English survey](#)
 - [Spanish survey](#)
- ☐ Complete the Group Report within 1 week of final session
 - The Group Report form can be found [here](#) and on the [Secure Start website](#).
- ☐ Submit an invoice (see template below) to kbohen@uwgnh.org for payment for your COSP group.
 - Fees will be paid within 30 days of submission, per the MOU.



Secure Start Invoice

Please send invoices to kbohen@uwgnh.org.

**United Way
of Greater New Haven**

Invoice Date	
Invoice Number	

<i>Agency name:</i>	Bill To: United Way of Greater New Haven
<i>Agency address:</i>	
<i>Name:</i>	
<i>Email:</i>	

Dates*	Itemized Description**	Amount
TOTAL		

* The dates for each group (e.g. 9/15-11/10/26)

** The type of group (e.g. in-person \$3,000, hybrid \$1,500, fewer than 6 participants \$500)