

**LEGAL SERVICES CORPORATION
2010 TIG SPECIAL GRANT ASSURANCES
FOR ONLINE INTAKE SYSTEMS**

Recipient agrees that:

1. The system created will obtain the applicant's name prior to providing any legal services.
2. The system created and the grantee's interaction with the system should work to address the input of erroneous information. Should the applicant incorrectly enter information that prevents the applicant from receiving service, such as by entering the wrong service area or legal problem, the system should be designed to ensure the information is correct.
3. The system created should gather sufficient information to comply with the complexities of 45 CFR Part 1626.
4. The system created should give applicants sufficient information about the right to a grievance.
5. The system created should be designed so as to ensure that multiple applications are not submitted simultaneously by the same individual, and more importantly, the online applications should be part of the required duplicate check system that ensures compliance with the CSR Handbook guidelines on single reporting of cases.
6. The system created should ensure consistent and accurate assets-related data. For example, the system should provide guidance to applicants to assist in determining the applicant's equity value in an asset, rather than just recording the total value of a given asset.
7. An applicant should not be accepted for services until the information submitted online has been reviewed and verified with the applicant by staff.

We have read these grant assurances and understand that by accepting this grant and signing this form, we are agreeing to comply with them.

Name of Executive Director

Name of Chairperson

Signature

Signature

Date

Date