Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date | Parish | Does Parish meet 125% of contracted amount | Number of Applicants on Waiting List | Type of Outreach | How many Applications were produced |
| 6/29/2020 | Livingston | No | 4 | Flyers posted at Head start  | 4 complete 6 incomplete |
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This form is intended to document all outreach efforts conducted by the Agency. It should be available upon request of LHC staff for a desk audit, during semi-annual monitoring, and submitted with requests to change the number of units on contract to document efforts to obtain qualified applicants.