**Office of Independent Living Services/SILC Work Plan**

1. **Work Plan - Office of Independent Living Services Plan for Fiscal Compliance with the SILC**

The Office of Independent Living Services (Office) will follow the same methods of ensuring fiscal compliance as with other contractors. Here is a summary of implemented steps:

* Annual CDLE fiscal compliance visits
* SILC completes annual risk assessment form
* Conduct monthly check ins with the Office and DVR Chief Financial Officer
* Monthly Finance Manager call
* Monthly invoice review with supporting documentation
* Utilize contract tool to measure risk

1. **Work Plan - Office of Independent Living Services monitoring compliance with Colorado Open Records Act**

SILC website

1. Update SILC members
2. Update SPIL 2021-2023
3. Update Meetings for the SILC and Committees
4. Update Announcements
5. Update Youth Leadership Forum
6. Update All Meeting minutes from February 2019 to present

* SILC will collaborate with Office of Independent Living Services during weekly check-ins to ensure compliance with Colorado Open Records Act (CORA).
* SILC will host an annual training for all members on Colorado Open Records Act and record it. Provide to new members as they join.