



2023-2024 LEAP Outreach Incentive Program Agreement

County Responsibilities:

- Submit a plan for meeting the outreach goals to the State LEAP Office by September 15, 2023.
- Ensure that the county is staffed with someone who is trained to assist clients with filling out their LEAP applications either in the county’s lobby, over the phone, or through use of virtual tools.
- Provide the State LEAP Office with the name(s) and contact information for the individual(s) who will assist LEAP applicants or otherwise act as the county’s LEAP outreach representatives.
- Use any funds remaining after ensuring direct LEAP application assistance is available to engage in targeted outreach, such as engagement at community events and sharing LEAP information with community centers.
- If the county’s LEAP program is administered by Goodwill Colorado, the county will assist Goodwill Colorado by providing the information available and necessary to process an application for LEAP.
- Provide two performance measure goals and track your county’s performance as explained in the LEAP Outreach Incentive Program Operation Memo.
- Accurately track and code any expenditures related to the Outreach Incentive Program to the following in CFMS:

Program #: L305
 Program Description: LEAP Outreach Incentive Program
 Function #: 5200
 Function Description: IM LEAP Outreach

State LEAP Office Responsibilities:

- Allocate \$20,000.00 to the county to fund the Outreach Incentive Program. Funds will be available from October 1, 2023 through September 30, 2024.
- Be available to answer all county questions and assist with any matters that may arise as a result of implementing the Outreach Incentive Program.
- Oversee and monitor the outcomes of the Outreach Incentive Program by measuring the number of applications denied for failure to provide verification of information.
- Make outcomes information available to the county upon request.

Carl Young

DocuSigned by:

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County Representative Name & Signature

Theresa Kullen Digitally signed by Theresa Kullen
Date: 2023.09.15 14:28:38 -06'00'

Theresa Kullen

Huerfano

County

State LEAP Office



LEAP Outreach Incentive Program Plan

For the 2023-2024 LEAP season we have a designated LEAP Assistance Technician. Karina Sierra is trained in LEAP for the last two seasons and will continue to be the LEAP contact for Huerfano County.

Huerfano County Department of Human Services has requested 750 applications with the intent to provide all of them to the community. DHS will make sure LEAP applications are taken to local businesses for easier access for clients. The locations we are focused on for drop off of applications will be the Huerfano County Court House, San Isabel Electric, Walsenburg City Hall, La Veta Town Hall, La Veta Propane, and also Rocky Mountain Propane. With the delivery of applications to these businesses, banners/flyers will be set up to make clients aware that the LEAP season has begun. November 1st we will be distributing these applications throughout the community and made available here at the Huerfano County DHS office.

LEAP assistance technician will offer copies of all requested information along with either emailing or mailing out the applications for clients. Karina will have access to the system for any client who has questions about their application status. Karina will assist any client needing help filling out their application and will continue to check for updates every other week for clients. This will give clients the ability to provided requested information well before they receive a letter in the mail. The intention is that this will give relief to some and decrease the denials we have seen.

The goal is a 10% increase in applications and approvals and hoping for a decrease of no less than 10% denials. In order to reach this goal, we will be utilizing the check in program with clients after two weeks of bringing in applications. There will be a curtesy check to see if any updates or letter was sent to the client requesting more info. If a denial has been issued and the client wishes to reapply. Karina will make sure to go over the requested information in the application and make sure the client has all requests before summiting the new application. Karina will post on social media the availability of LEAP applications and where they can be located. From now until November 1st, if any client comes in asking about LEAP, Karina will take their names in order to make sure a LEAP application gets sent out to them in November, at their request. With this combined plan we can see drops in denials and an increase in applications that get approved.

Karina Sierra is located at the Huerfano County Department of Human Services at 121 W 6th St. Walsenburg, CO. Her contact number is 719-738-2810 Ext:110. With an email of karina.sierra@state.co.us

Thanks for your attention to this matter and look forward to helping the community with all their LEAP needs.


9/14/2023