

c/o Aging Division, Community Living Section Wyoming Department of Health 6101 Yellowstone Road, Suite 186A Cheyenne, WY 82002 (307) 777-7986

http://www.health.wyo.gov/aging/wssb/wssb.html

POLICY NOTICE

Reference: Silver-Haired Legislature

Policy Number: WSSB-092011-12 (Revised 3/5/2012)

Effective Date: March 5, 2012

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members regarding the relationship and responsibilities of WSSB in regard to the Silver-Haired Legislature (SHL).

Policy:

- The Wyoming Senior Services Board (WSSB) was charged with the responsibility of providing funding for the Silver-Haired Legislature by the Wyoming State Legislature. ¹ SHL has traditionally been held in the autumn of even numbered years.
- WSSB's sole purpose in regard to the Silver-Haired Legislature is
 to serve as a pass-through vehicle for transfer of funding. This
 shall be accomplished by distributing the allotted funds using
 WSSB's usual contract process. This process is used to fund any of
 the grants that WSSB approves and to pay vendors with whom it
 contracts.
- The Volunteer SHL Director or Co-Directors shall be chosen by the Wyoming Association of Project Directors' Officers as early as

¹ The designated amount for this program, as established in 2008 Legislature is to be \$28,000 per biennium as funding allows.

January of even numbered years. Applicants for this position may be required to provide letter(s) of recommendation to WASPD to assist in its choice in filling this leadership role.

- As early as February 1st of even numbered years, an approved senior center which currently receives WSSB funding may request, by letter to the WSSB Chairperson, copied to the Aging Division-Community Living, that the contract process for receipt of SHL funding be initiated. That senior center may subcontract with a WSSB approved volunteer who will function as SHL's Volunteer Director or Co-Director. When a written contract has been completed by the Aging Division-Community Living and signed by all required parties, the approved senior center may apply for and receive WSSB funds. WSSB may further separate duties by designating an alternate senior center to hold SHL funds, pay bills, and assist in preparing the final report.
- Any remaining Silver-Haired Legislature funds shall be returned to the Wyoming Senior Services Board prior to May 1st of the year following each Wyoming SHL session. SHL funds, not spent, will remain in the SHL line item of WSSB's Budget and will accrue over the years for future SHL expenses.
- Prior to May 1st of the year following each Silver-Haired Legislature the Volunteer SHL Director shall submit an itemized financial accounting to WSSB detailing how the SHL funds were spent.
- WSSB will not cover cost over-runs for SHL expenses.

- WSSB shall not be responsible for establishing procedural policy or for training, directing, or coordinating of volunteer functions associated with SHL.
- Individual WSSB members may offer his or her volunteer services during a Silver-Haired Legislature session. Expenses for such volunteer will be paid with funding from WSSB's Administrative Fund.
- WSSB Silver-Haired funds may be used for delegates, selected by their peers, to attend the National Silver-Haired Congress as funds allow and as decided by the SHL Volunteer Director or Co-Directors.

Approved by:			
Signature on File			May 3, 2013
Mary Jo Maxfield-Cox, Chair		air	Date:
Signature on File			May 3, 2013
Ky Dixon, Vice Chair			Date:
Reviewed:	Date:	-	
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