

RESIDENT PROGRAM REQUEST FORM

COMPANY NAME NODF SITE NAME Weeks House
SITE ADDRESS 7 Hereward St CITY/ZIP CODE Newton MA 02459
SITE PHONE 617 964 8644 # OF UNITS 73
SITE MANAGER DINA Trioni RSC BARB Nesto

DO YOU ANTICIPATE THE NEED FOR ANY REASONABLE ACCOMMODATION THAT YOU CANNOT PROVIDE? NO IF SO, WHAT _____

PROGRAM SELECTED All new Wellnes is Now
DATES AND TIMES TO BE PRESENTED: Wed. August 4th, 1999
@ 3pm

We agree that this program will not discriminate on the basis of race, religion, national origin, gender, family status or disability. Outreach and program activities will be accessible to all and will make necessary reasonable accommodations within the limits of the law.

We also understand the TAP does not fund a tenant education program with less than ten (10) participants. If after the second session there are fewer than ten (10) participants, the manager must call Denise Green (617) 854-1080 to discuss the advisability of continuing. The trainers will not be paid unless evaluation forms and attendance sheets are submitted with the invoice.

Manager or RSC signature [Signature] BARB Nesto

Trainer's signature [Signature]

Trainer's address Leslie Korn & Assoc. 1770 Massachusetts Ave #624
Cambridge, Mass. 02140

Date 5/5/99
Approved by TAP [Signature] Date Approved 6-21-99

RECEIVED
JUN 21 1999
TAP

PLEASE XEROX AS MANY BLANK COPIES OF THIS FORM AS NECESSARY



Leslie Korn & Associates

1770 Massachusetts Avenue #624
Cambridge, MA 02140

tele: 617.643.1918
e-mail: cwislka@calon.com

INSTRUCTOR INVOICE

Please complete this invoice immediately after the last session of workshops and mail to the above address with copies of attendance sheets, evaluations, receipts for expenses, and the TAP invoice signed by the building manager. Thank you.

Program: WIN KIDS AT PLAY LIFE SKILLS
ART SMART TEEN ESTEEM PRE-TEEN ESTEEM

Name of Instructor: CAROLE M. DAVDSON
Street Address: 15 SUNNYBANK RD.
Town, State, Zip: WATERTOWN, MA 02472
Name of Development: WEEKS HOUSE
Street Address: 7 HAREWOOD RD
Town, State, Zip: NEWTON CENTRE, MA
Date of Sessions (range): August 4, 1999

EXPENSES:		
Hours: <u>2</u> X (rate) \$ _____ per hour:	\$	<u>100.00</u>
Mileage: <u>10</u> miles X \$.20 per mile:	\$	<u>2.00</u>
<u>Supplies (copies, postage, food, etc.) ATTACH RECEIPTS:</u>	\$	<u>3.49</u>
Telephone:	\$	_____
Other _____:	\$	_____
TOTAL DUE:	\$	<u>105.49</u>

Carole M. Davdson, M.Ed., LMHC
Instructor's Signature



ATTENDANCE SHEET

PROGRAM NAME: WIN

MGMT./SITE NAME:

DATE: 8/4/99

- 1 Sarah Greenblatt
- 2 Joan Haffner
- 3 Ruth Dreyer
- 4 Bella Kaditsky
- 5 Evelyn Applebaum
- 6 Mary Ford
- 7 Clara Chafitz
- 8 Edith Rosenthal
- 9 Gladys L. Glickman
- 10 Marian Cobb

INVOICE

TO: Massachusetts Housing Finance Agency
TAP CONNECTIONS

FROM: Leslie Korn
SS# 027-38-4246

RE: INVOICE

WIN

Services for "~~Bela Rejuvenate~~ Renew" program offered as part of the TAP CONNECTIONS Program that was held at Michael's House building in Northampton city/town during the period from 5/11/99 to 10 AM

Please remit payment in the amount of \$ 200.⁰⁰ to:

Leslie Korn
1770 Mass. Ave., #624
Cambridge, MA 02140

Manager or RSC of the Building Kathleen E. Laflan Date: 7/19/99

Instructor for Program: [Signature] Date: 8/30/99

EXPENSE TO P.O. #TAPO-40

APPROVED FOR PAYMENT BY TAP: _____

attendance - Michael House

4

1. Phyliss Rodin
2. Jeanette Gerard
3. Dan Prejs
4. Lucille LaDuke Leduc
Patly Powers
Maryann Lichota
Ellen ~~Back~~ Bak
Ethel Wilson
Arlene Mc Donald
John Bell
Ellen Growchowski

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes ✓ mostly always

2. The content of the presentation was

very helpful ✓ somewhat useful not helpful

3. The instructor was

poor fair ✓ good excellent

4. I learned new tools to help my well-being

none a few ✓ many

5. I would make the following additions to the class:

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

None

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

come back

WELLNESS IS NOW EVALUATION

Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful ~~not helpful~~

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

more

more information on the topic of mental health and how to deal with stress and anxiety. Also, more information on how to deal with depression and how to get help if needed.

RECEIVED
JUL 21 1999
TAP

INVOICE

*W/inv & Invoice
PO# should
Be TAPA 88.
Program
Wellness IS new
Any questions
Please call
me
617-854-1080
Thank
you
Deanne
Green*

TO: Massachusetts Housing Finance Agency
TAP CONNECTIONS
FROM: Leslie Korn
SS# 027-38-4246
RE: INVOICE

..... *win*

Services for "~~Relax-Rejuvenate-Renew~~" program offered as part of the TAP CONNECTIONS Program that was held at Prospect Heights building in Holyoke city/town during the period from June 18 1999

Please remit payment in the amount of \$ 200.00 to:

Leslie Korn
1770 Mass. Ave.,#624
Cambridge, MA 02140

Manager or RSC of the Building June O'Connor RN Date: 6/25/99
Instructor for Program: [Signature] Date: 7/10/99

EXPENSE TO P.O. #TAP0-88

APPROVED FOR PAYMENT BY TAP: _____

Attendance List - Prospect Heights

6-18-99

Marie Swerzowski

Lorette Lacroix

Rena Archambault

Irene Lepage

Eleana Sabourin

Francois Filipek

Rosie MacGonnet

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always *X*

2. The content of the presentation was

very helpful *X* somewhat useful not helpful

3. The instructor was

poor fair good excellent *X*

4. I learned new tools to help my well-being

none a few many *X*

5. I would make the following additions to the class:

no need, well explained

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

more classes

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

*Would like to have
you come back hope
Terrey lets you
you were very good*

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

*To come back for more
exercise etc.*

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

To Come back and give us more classes

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always X

2. The content of the presentation was

very helpful X somewhat useful not helpful

3. The instructor was

poor fair good excellent X

4. I learned new tools to help my well-being.

none a few many X

5. I would make the following additions to the class:

Dear Laura -

Thank you so much for your support - Here is the paperwork for the last class. Tap gets sent their invoice and the attendance list and evaluations. I've sent an invoice for CK + A.

Please let me know what is happening about the other two classes ASAP. The April class was \$60 plus 37 miles. The June 4th class was \$60 plus 7 miles. let me know if I can clarify anything else -

all the best -

Donna

INVOICE

TO: Massachusetts Housing Financa Agency
TAP CONNECTIONS

FROM: Leslie Korn
SS# 027-38-4246

RE: INVOICE

WIN

Services for "~~Belex Rejuvenate-Renew~~" program offered as part of the TAP
CONNECTIONS Program that was held at Michael's House building in _____

Northampton City/Town during the period from June 4 to _____.

Please remit payment in the amount of \$ 200,00 to:

Leslie Korn
1770 Mass. Ave.,#624
Cambridge, MA 02140

Manager or RSC of the Building Kathleen E. Sullivan Date: 6/4/99

Instructor for Program: [Signature] Date: 8/30/99

EXPENSE TO P.O. #TAPO-88

APPROVED FOR PAYMENT BY TAP: _____

Attendance sheet

Daniel Prejs
Patricia E Power
Edna Shea
Eileen Grochowski
Mayerie Salenski
Ethel Wilson
Kathleen Phorkey
Mar Ann Juras
Maui Amato
Jannette Girard
Phyllis Rodin

WELLNESS IS NOW EVALUATION

St. Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

I'd like to see this as
a continuing feature
at St. Michaels.

Thanks you very much for
an interesting, instructive reintroduction
to getting back in control of my self.

Phyllis Rodin

586-9662

WELLNESS IS NOW EVALUATION

St. Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

WELLNESS IS NOW EVALUATION

St. Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

I thought the instructor very pleasant, concise and gave good incentive to try harder to feel better.

Kay Shorkey

WELLNESS IS NOW EVALUATION

St. Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

WELLNESS IS NOW EVALUATION

St. Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

yes — Handout sheets

WELLNESS IS NOW EVALUATION

St. Michaels House

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

Invoice to: Leslie Korn

From: Donna Brooks

RE: WIN program at Prospect Heights in Holyoke MA

Date: June 18, 1999

Cost of instructor: \$60.00

milleage: 39 miles (.33 a mile)

phone expenses: \$9.57

mailing costs: 77¢

INVOICE

TO: Massachusetts Housing Finance Agency
TAP CONNECTIONS

FROM: Leslie Korn
SS# 027-38-4246

RE: INVOICE

.....
Services for "Relax-Rejuvenate-Renew" program offered as part of the TAP
CONNECTIONS Program that was held at Prospect Heights building in Holyoke
MA during the period from June 18 1999

Please remit payment in the amount of \$ _____ to:

Leslie Korn
1770 Mass. Ave.,#624
Cambridge, MA 02140

Manager or RSC of the Building June O'Connor RN Date: 6/25/99

Instructor for Program: [Signature] Date: 7/10/99

EXPENSE TO P.O. #TAPO-40

APPROVED FOR PAYMENT BY TAP: _____

attendance List - Prospect Heights

6-18-99

Marie Swerzowski
Lorette Lacroix
Rena Archambault
Irene Lepage
Eleana Sabourin
Francois Filipek
Rosie M. de Jonet

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

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no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

no need, well explained

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

come back i enjoy it better

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

more classes

WELLNESS IS NOW EVALUATION

Prospect Heights

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no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

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4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

*Would like to have
you come back hope
Terrey lets you
You were very good*

WELLNESS IS NOW EVALUATION

Prospect Heights

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no sometimes mostly always

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very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

*To come back for more
exercise etc.*

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

To Come Back and give us more Classes

WELLNESS IS NOW EVALUATION

Prospect Heights

Please choose the answer that best describes your experience.

1. The material was presented in a clear and well thought out way.

no sometimes mostly always

2. The content of the presentation was

very helpful somewhat useful not helpful

3. The instructor was

poor fair good excellent

4. I learned new tools to help my well-being

none a few many

5. I would make the following additions to the class:

2/17/99

TO: DEANNA, CWIS
FROM: LZ
SUBJECT: LESLIE KORN & ASSOC.

Hello Deanna,

I am sending you a quick run down on the procedures for setting up an LK&A class. I still have some materials here in my office which I will forward to you ASAP. The following is as I remember it. I don't know if any changes have been made to the 1999 TAP contract.

MHFA = Massachusetts Housing Finance Agency/TAP = Tenant Assistance Program. This is a Massachusetts state program which provides classes to low income building projects. The tenants in the buildings receive the classes free of charge when their building signs up for the program and is eligible. LK&A gets paid by TAP for providing the following classes:

Art Smart:

Art class for children. Provided in a 6-session series @ 1.5 hours per session.

Teen Esteem:

Self Esteem class for teens, usually girls only. Provided in a 4-session series @ 1.5 hours per session.

Relax, Renew, Rejuvenate:

Wellness class for adults. Provided in either a 3-session series @ 1.5 hours per session; or 1 session @ 2 hours.

Living By Design:

Life Skills class for developmentally disabled. Provided in a 4-session series @ 1.5 hours per session.

Step Procedures:

The Manager or Resident Service Coordinator (RSC) of the housing project requests a class from LKA.

They must then complete a TAP Request form and send it to LKA.

LKA signs the form and sends it to:

Denise Green
MHFA/TAP Connections
One Beacon St.
Boston, MA 02108-4805

INVOICE

TO: Massachusetts Housing Finance Agency
TAP CONNECTIONS

FROM: Leslie Korn
SS# 027-38-4246

RE: INVOICE

.....
Services for "Relax-Rejuvenate-Renew" program offered as part of the TAP
CONNECTIONS Program that was held at _____ building in _____
_____ city/town during the period from _____ to _____.

Please remit payment in the amount of \$ _____ to:

Leslie Korn
1770 Mass. Ave.,#624
Cambridge, MA 02140

Manager or RSC of the Building _____ Date: _____

Instructor for Program: _____ Date: _____

EXPENSE TO P.O. #TAPO-40

APPROVED FOR PAYMENT BY TAP: _____

The class is not technically able to begin until TAP returns the request form to LKA with an approval. This can usually take 2-3 weeks. We've been known to speed up the process by getting the approval over the phone. Denise Green's phone# is (617)854-1080. Warning! She's a Bitch.

In the process of waiting for the approval, we find an instructor to teach the class. We find one based on their skills, geographic location and availability. Our current list of instructors is slim but I'll send you what I've got.

The instructor then contacts the building and works out all the details with the manager or RSC.

LKA sends the instructor:
Confirmation letter
TAP invoice
Instructor invoice
TAP attendance sheets
Class evaluation forms

When the class is finished, the instructor sends to LKA:
Signed TAP invoice
Completed instructor invoice
Completed attendance sheets and evaluation forms.

LKA sends to TAP:
TAP invoice
Attendance sheets and evaluation forms (LKA keeps copies of everything)

LKA receives payment from TAP in approx. 3-4 weeks

The instructor gets paid when LKA gets paid.

That's it, I think, it's been awhile. Let me know if this class is going to happen and if Maria Shik is going to do it. I'll send her some paperwork from here and then I'll mail it off to y'all. Maria Shik's phone is 617/628-8874. You know, I think the (617) area code has been changed to (978) but I don't know for sure.

If Maria can't do it, try Susan McDonald (617) 891-1439, or Allison Parks (617) 461-9893

Good luck, don't hesitate to call me at (707) 887-8530 or 874-1732 or email:
zummy@pacbell.net

RESIDENT PROGRAM REQUEST FORM

COMPANY NAME _____ SITE NAME _____

SITE ADDRESS _____ CITY/ZIP CODE _____

SITE PHONE _____ # OF UNITS _____

SITE MANAGER _____ RSC _____

DO YOU ANTICIPATE THE NEED FOR ANY REASONABLE ACCOMMODATION THAT YOU CANNOT PROVIDE? _____ IF SO, WHAT _____

PROGRAM SELECTED _____

DATES AND TIMES TO BE PRESENTED: _____

We agree that this program will not discriminate on the basis of race, religion, national origin, gender, family status or disability. Outreach and program activities will be accessible to all and will make necessary reasonable accommodations within the limits of the law.

We also understand the TAP does not fund a tenant education program with less than ten (10) participants. If after the second session there are fewer than ten (10) participants, the manager must call Denise Green (617) 854-1080 to discuss the advisability of continuing. The trainers will not be paid unless evaluation forms and attendance sheets are submitted with the invoice.

Manager/RSC signature _____

Trainer's signature _____

Trainer's address _____

Date _____

Approved by TAP _____ Date Approved _____

PLEASE XEROX AS MANY BLANK COPIES OF THIS FORM AS NECESSARY.

RESIDENT PROGRAM PROCEDURES

Welcome to the 1996-1997 season of TAP CONNECTIONS Resident Programs!

Every development enrolled in TAP is entitled to book Tenant Education Programs from this brochure for their residents. The Tenant Education "season" runs from October 1, 1996 to September 30, 1997.

A development of up to 200 units may book one series and one single program; two of each may be booked for developments up to 400 units; three of each up to 600 units.

Please follow administrative procedures listed below when contracting for a tenant education program:

1. Contact the trainer listed on the brochure and arrange mutually agreeable dates and times. Fill out the Tenant Education Request Form on the reverse side and mail it to the trainer for their signature.
2. The trainers will forward all the requests to TAP. You will then receive written approval. No tenant education program may begin without the advance approval from Denise Green.
3. If you anticipate a reasonable accommodation need that neither the development nor the program provider can fill, or if such a need arises once the program begins, please contract Denise Green (617) 854-1080, TDD (617) 854-1025, or Fax (617) 854-1026 at TAP.
4. After the completion of the program, the trainer will ask the property manager to sign off on his/her invoice. The trainer is responsible for forwarding evaluation forms and attendance sheets with their invoice to Denise Green.

Outreach should specify that those with disabilities may participate and that necessary reasonable accommodations will be made. Managers and trainers are responsible for recruiting participants. A minimum of ten (10) participants is required in order for TAP to fund a program. If after two (2) sessions attendance is less than ten (10), please call Denise Green (617) 854-1080 to discuss whether or not a program can be continued. Trainers cannot be paid for continuing a program with less than ten (10) participants unless there has been prior approval. See brochure for programs requiring more participants.