Program Letter 01-6

TO: All LSC Program Directors

FROM: Randi Youells, Vice President for Programs

DATE: November 28, 2001

RE: Change in Disbursement of Calendar Year 2002 Grant Checks

In prior years, the practice of the Legal Services Corporation has been to disburse grant funds in a fashion which resulted in grantees receiving their January and February grant funds together in a single check issued at the beginning of the grant term. Grantees subsequently received their March through November checks on or about the beginning of each preceding month, and received no grant check in the month of December.

The purpose of this letter is to inform all grantees that this practice will be altered. As a result of competitive grant making, there have been instances in which some legal services programs ceased to receive LSC funding at the end of a grant year. In those instances, having received funding for December earlier in the year, the grantees and LSC were not in a position to ensure that funding for the month of December went toward fulfilling the grantee's closeout obligations.

Therefore, in order to assure a smooth transition to the new service provider, LSC has decided to change the order of the disbursment of monthly grant award checks. LSC will continue to issue a single check for January and February at the beginning of the grant year. However, instead of programs receiving no grant check in the month of December, programs will now receive no grant check in the month of November but will receive a grant check in the month of December.