

Family Resource Center of Quality Designation Process

Prepare

- Agency has met the SFTA FRC membership eligibility requirements and is a current member of SFTA
- Seeks technical assistance from SFTA for support with meeting higher quality requirements
- Staff have attended the required trainings at the required agency % benchmark
- Agency is familiar with Wisconsin's [FRC Best Practice Model](#) and ensures components are in place

Complete Application

- Program requests an orientation session from SFTA's Family Support Team to explain the process
- Agency completes the [online application](#)
- Agency submits application to SFTA using fillable application or online form following the application instructions
- SFTA staff will request dates from the FRC for a site visit, if needed

Notify Convene Review

- Family Resource Center of Quality Review Committee is informed of and sent new application
- Committee members will review application materials prior to first review meeting
- The committee will convene to discuss application and information provided to reach a consensus and determine feedback to provide
- Committee identifies strengths, concerns, and questions for the site visit. If there are questions or areas needing clarification or more information, those will be provided to the FRC before the site visit.

Site Visit & Decision

- One member of the review committee will visit FRC and completes Site visit narrative for the review committee
- Review committee meets to summarize impressions
- Review Committee determines its recommendation and decides whether to accredit the program as a Family Resource Center of Quality

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Notification

- FRC will be notified of decision within 30 days after the committee meeting
- If not chosen for accreditation, FRC will be provided detailed information regarding areas for growth and on-going technical assistance
- If conferred, accreditation is valid for 3 years

Re-Submit

- If the review committee makes recommendations for the agency to complete in order to obtain accreditation, upon completion of those activities the agency can re-submit their information with details of the completion of those recommendations
- FRC can re-submit within 6 months of original notification from the review committee to allow time to make recommended changes
- The review committee will re-convene to review the updated application information and decide whether to accredit the program as a Family Resource Center of Quality

Notification

- FRC will be notified of decision within 30 days after the committee meeting to review re-submitted materials
- If not chosen for accreditation, FRC will be provided detailed information regarding areas for growth and on-going technical assistance.
- If conferred, accreditation is valid for 3 years

Sustaining

Once Accreditation is achieved, SFTA will monitor agency's progress annually to ensure the FRC is on track and maintaining quality practice. This will include monitoring FRC training attendance, engagement in FRC Network opportunities, annual Standards program self-assessment completion, action plan updates, etc.

