

The Following May be Useful Policies to Consider when Establishing a Waiting List:

- Only place residents on a waiting list when there is a reasonable expectation they will be admitted into the program within 12 to 18 months. Residents who remain on waiting lists too long may lose interest in the program.
- Review data from previous years to determine how many participants are likely to graduate each year.
- Review data for current FSS participants to see who is likely to graduate in the coming year and determine how many people to select off the list each year.
- Keep in touch with residents on the waiting list to help maintain interest; for example, include them on regular mailers and other communication to FSS participants.
- Consider offering a modest level of services to people on the waiting list if you have capacity to serve them, such as referrals to community programs or job search workshops.