

ADMINISTRATION IN HUMAN SERVICES TRANSCRIPT

Welcome back.

This presentation covers Workshop Four, understanding the legal requirements and potential risks for your human services program.

We're almost done!

In this Workshop, we will review the legal requirements for creating and implementing a human services program, as well as, how to identify and create a plan for potential risks.

Even non-profits must follow legal regulations when conducting business.

The section of the Federal Code that covers most nonprofits is 501(c)(3), which is why nonprofits are also often called 501(c)(3) organizations.

While there are federal laws governing non-profits, you must also check your state laws.

Now that I have complied with federal laws, I need to identify the requirements under Indiana State laws.

For my depression treatment program, nonprofits in Indiana must be recognized by the federal government. This requires applying for tax exempt status. Also, Indiana also has a filing fee for my Articles of Incorporation, and the IRS charges a filing fee for Form 1023, which is the Application for Recognition of Exemption. I would check online to identify those fees and include them in my budget.

Be sure to check your state's requirements, which are typically available online by going to the state's main website.

Now, let's think about the potential risks involved. Because we are working with at-risk populations, we have additional responsibilities to our clients and the community.

Good risk management ensures that we will have enough assets to reach our goal. It also ensures that our actions will not harm our client populations.

The first step in managing risk is to assess it by identifying anything that could potentially go wrong, for example, someone is physically injured in your office.

Next, identify how to mitigate the risk. This is a strategy that allows you to focus on preventative measures that would include both physical precautions and administrative procedures, for example, inspecting office materials (toys, furniture, etc.) to ensure they are in good condition.

Risk mitigation also includes staff. You need to ensure that they are properly trained, and use supervision and resources towards doing no harm towards your clients.

Finally, insurance! Risks can be mitigated, but never eliminated. Despite the best preventative measures, accidents happen. This is why you should obtain insurance to transfer the risk of loss to the insurance carrier.

Remember, these costs must be included in your budget, which aligns with your fundraising efforts.

In this workshop, we reviewed the legalities of non-profit organizations.

Remember, you must identify and comply with federal and state guidelines. We also reviewed potential risks to non-profits.

In the next Workshop, you will be finalizing your human services program to present to your instructor. This is an exciting finish to all of your hard work!

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