

Membership Code Development Guide

SURVEY FORM

SECTION I

ELIGIBILITY

Suggested questions to consider:

- Who should be a member of COTTFN?
- Who is eligible to receive programs and services in COTTFN?
- Who is eligible to transfer into COTTFN?

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SECTION II

ADMINISTRATIVE

Suggested questions to consider:

- What mechanisms need to be put in place to implement the COTTFN Membership Code?
- Who has the authority to grant or deny membership?
- What rights and responsibilities attach to being a member of COTTFN?
- Who is responsible for paying for services?

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SECTION III

APPEAL PROCEDURE

Suggested questions to consider:

- What is the process to appeal a decision on membership?
- What are the grounds to appeal a decision on membership?
- Who has the authority to override a previous decision on membership?

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SECTION IV

AMENDMENT PROVISIONS

Suggested questions to consider:

- What is the threshold required to implement amendments?

- What is the process to make amendments to the COTTFN Membership Code?