



Inclement Weather Policy – Carroll County Meaningful Day Individuals

Inclement Weather Policy

Inclement weather decisions for Day Habilitation and Community Development Services will be made by Target's leadership team. Decisions for anyone receiving Employment Services will also be made by Target's leadership team, but on a case-by-case basis.

Ways to Find out:

1. Target's Facebook page—this will be posted by 6:30am.
2. Contacting the Meaningful Day On-Call cellphone and listening to the voicemail. The phone number (443)-789-7382. **Should you need a callback, please make sure you leave a voicemail. Otherwise, we assume you are just calling to listen to the voicemail operating status.** This will be updated by 6:30am.
3. Sign up for Storm Text alerts to receive current and updated messages. Not signed up? Use this link: <https://eztxt.net/IQ3zC2> to sign up! Text alerts will be sent out by 6:30am.

Target staff will not be contacting you on the status of the delay or closure for Day Habilitation or Community Development Services. It will be your responsibility to check the above options for the operating status for each program.

1. **If Target's Leadership decides to close the office, all programs will be cancelled for the day (Day Habilitation, Community Development Services and Employment Services).** Should you decide to go to work please note that there will be no job supports or transportation provided to and from your employment site, these will need to be arranged by you.
2. **If Target's Leadership calls a delay (1 or 2 hrs.), Target's Day Habilitation and Community Development Services will also be on this delay.** If you are scheduled to be picked up by Target staff, your pick-up time will be either 1 or 2 hours delayed from your original pick-up time. For example, your pick-up time is originally 8:15 am, and there is a 1-hour delay: your new pick-up time will be 9:15 am. Please allow a 15-minute window for the arrival of staff. Employment services will be on a case-by-case basis depending on how this delay may or may not affect your employment.
3. **Target Residential Individuals: Please follow instructions from your CLD in the event of inclement weather for the operating status/services of the office.**

Employment Services

If you receive Employment Services, closures/delays will be determined case-by-case. Your assigned case manager will contact you prior to your shift to discuss how you would like to proceed with your Employment Services for the day. You will be contacted in the order that you are scheduled to work so that we can get those who work early squared away first.



For example, if you don't work until noon, someone who works at 9 am will be contacted first. So please remain patient. If you decide to call out of work, please text the Meaningful Day On-Call cell phone (443-789- 7382) so that you can be taken off the contact list and attendance can be recorded for that day.

Individuals supported in paid positions must follow their employer's policy concerning inclement weather/calling out. It is the individual/guardian/caregiver's responsibility to call out of work for any delay or closure. **Target will not assume responsibility for making arrangements for you to call out.**

Additional Information:

1. If you utilize Carroll Transit System (CTS), it is your responsibility to check their website to see the status of your transportation. If Carroll Transit System (CTS) is delayed/closed or on a modified schedule, you must contact your employer and arrange your transportation to and from work. If you choose not to go to work, please contact the Meaningful Day On-Call cell phone so that attendance can be recorded.
2. **In the event of an early dismissal**, Target staff will contact individuals in the Day Habilitation Service, Community Development Service, at employment sites, and families/caregivers as soon as the decision is made. This may affect those on the job at that time. You will be responsible for arranging transportation from your independent employment site after we close should you decide to remain at work, or you may need to clock out early for Target staff to get you safely home.
3. **For reevaluations:** In rare instances, Target's Leadership may announce a delay with a reevaluation. The reevaluation could result in a later announcement that the office/services will be closed for the day.

If you have any questions regarding your Day/Employment services, please contact your case manager, or the Meaningful Day On-Call cell phone at 443-789-7382 between 5 am-7 pm.

This policy is subject to be reviewed/changed at any time.

Return this portion to your Case Manager (Madison Johnson, Chelsea Jones, or Kelsey Jezierski)

Acknowledgment of Inclement Weather Policy

By signing below, I acknowledge that I have received, read, and understand the Inclement Weather Policy for Target Community & Educational Services, Inc.

Date: _____

Participant's Printed Name

Parent/Guardian Printed Name

Participant's Signature

Parent/Guardian Signature