

Public Benefits Screening Providers Evaluation Matrix

Purpose of the Tool

Community colleges have several options when it comes to implementing a service that screens and refers students to publicly available benefits. This tool is designed to assist in the decision making process by allowing staff to clearly outline the requirements and considerations necessary for each service provider.

This public benefits screening provider evaluation matrix provides the key considerations college leaders should think through when selecting a screening provider. For each question, write down a detailed response and utilize the results in discussion with staff. Staff may consider using this chart to determine which questions require the most consideration when pursuing a screening provider. For each provider, staff should identify how screening services will be administered and the logistics associated with each decision.

Consideration	Homegrown Screening Services	Third-Party Vendor	State or Local Provider
What is the start-up cost?			
Is there room in the budget to accommodate the start-up and annual costs?			
Will we need to apply to participate? Is the provider readily available to us?			
Is the provider currently taking on new college partnerships? Is there a wait-list?			
Will we need to hire additional staff?			
Will this require additional space in one of our current buildings?			
How long will it take to integrate this provider with our current system?			
When will students access the screening services? How frequently?			
Under which departments' responsibility will the provider fall?			