



US SHIP Official State Agency

Summary of Responsibilities

- Administering entity of US SHIP in your respective state
- Resources required to administer US SHIP in your state
- Primary source of US SHIP program specific education to participants in your state
- Maintain storefront for the US SHIP program
 - Point of Contact for Participants
 - Phone / Email / Mailing Address
- Enroll participants
 - Enrollment Forms
- House participant enrollment and associated demographic information
- Confer certification
 - Participants demonstrate ability to generate 30-days of movement information in prescribed CSV / electronic format
- Maintain status of program participants in US SHIP
- Provide aggregate level summary of participation statistics to US SHIP Administration
- Organize your state's participation in US SHIP House of Delegates Meeting