

EXHIBIT A

DJJS - SYSC POLICY RECEIPT FORM

ADMINISTRATION	C-003	FS-602	FS-610	FS-650			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

BUSINESS OFFICE	C-003	FS-602	FS-610	FS-650			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

CLINICAL	C-003	FS-602	FS-610	FS-650			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

CONTROL & PART-TIMERS	C-003	FS-602	FS-610	FS-650			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Robert Hughes Missing

EDUCATION	C-003	FS-602	FS-610	FS-650			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

<i>E-UNIT</i>	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

<i>FIELD SERVICES/ PAROLE</i>	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

<i>FOOD SERVICES</i>	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

<i>F - UNIT</i>	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

FS-650 Missing Richard Croteau

<i>GRANTS/ COMMUNITY PROGRAMS</i>	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

<i>G - UNIT</i>	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

<i>H - UNIT</i>	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Issued: 09/02/2008

Due: 10/01/2008

Updated: 03-10-2009

MAINTENANCE	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

MEDICAL	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

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OPERATIONS	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

QUALITY IMPROVEMENT/ TRAINING	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

SECRETARIAL SUPPORT STAFF	C-003	FS-602	FS-610	FS-650				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

DJJS - SYSC POLICY RECEIPT FORM

ADMINISTRATION	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

BUSINESS OFFICE	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

CLINICAL	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

CONTROL & PART-TIMERS	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Signature Missing: Anthony Capone

EDUCATION	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Signatures Missing: Eric Cushing (Medical Leave)

<i>E-UNIT</i>	C-003-REVISED	RS-1465	RS-1600-REVISED					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

<i>FIELD SERVICES/ PAROLE</i>	C-003-REVISED	RS-1465	RS-1600-REVISED					
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<i>FOOD SERVICES</i>	C-003-REVISED	RS-1465	RS-1600-REVISED					
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<i>F - UNIT</i>	C-003-REVISED	RS-1465	RS-1600-REVISED					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

<i>G - UNIT</i>	C-003-REVISED	RS-1465	RS-1600-REVISED					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

<i>H - UNIT</i>	C-003-REVISED	RS-1465	RS-1600-REVISED					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

MAINTENANCE	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

MEDICAL	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Signatures Missing: Lori Caputo

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OPERATIONS	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

QUALITY IMPROVEMENT/ TRAINING	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

SECRETARIAL SUPPORT STAFF	C-003-REVISED	RS-1465	RS-1600-REVISED				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

CONTINUATION

DJJS - SYSC POLICY RECEIPT FORM

ADMINISTRATION	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

to be reviewed

BUSINESS OFFICE	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CLINICAL	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CONTROL & PART-TIMERS	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

EDUCATION	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

E-UNIT	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

FIELD SERVICES/ PAROLE	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

FOOD SERVICES	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Missing Signature on Norma Savage

F - UNIT	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Missing Signature on Gregory Poissant

G - UNIT	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

H - UNIT	C-003 - REV	C-015 - REV	RS-1852 - REV	RS-1867 - REV	C-019	C-021	RS-804	RS-857
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

MAINTENANCE	<input checked="" type="checkbox"/>	C-003 - REV	<input checked="" type="checkbox"/>	C-015 - REV	<input checked="" type="checkbox"/>	RS-1852 - REV	<input checked="" type="checkbox"/>	RS-1867 - REV	<input checked="" type="checkbox"/>	C-019	<input checked="" type="checkbox"/>	C-021	<input checked="" type="checkbox"/>	RS-804	<input checked="" type="checkbox"/>	RS-857	<input checked="" type="checkbox"/>
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MEDICAL	<input checked="" type="checkbox"/>	C-003 - REV	<input checked="" type="checkbox"/>	C-015 - REV	<input checked="" type="checkbox"/>	RS-1852 - REV	<input checked="" type="checkbox"/>	RS-1867 - REV	<input checked="" type="checkbox"/>	C-019	<input checked="" type="checkbox"/>	C-021	<input checked="" type="checkbox"/>	RS-804	<input checked="" type="checkbox"/>	RS-857	<input checked="" type="checkbox"/>
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Signatures Missing: Lori Caputo & Janeen Sefton

OPERATIONS	<input checked="" type="checkbox"/>	C-003 - REV	<input checked="" type="checkbox"/>	C-015 - REV	<input checked="" type="checkbox"/>	RS-1852 - REV	<input checked="" type="checkbox"/>	RS-1867 - REV	<input checked="" type="checkbox"/>	C-019	<input checked="" type="checkbox"/>	C-021	<input checked="" type="checkbox"/>	RS-804	<input checked="" type="checkbox"/>	RS-857	<input checked="" type="checkbox"/>
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QUALITY IMPROVEMENT/ TRAINING	<input checked="" type="checkbox"/>	C-003 - REV	<input checked="" type="checkbox"/>	C-015 - REV	<input checked="" type="checkbox"/>	RS-1852 - REV	<input checked="" type="checkbox"/>	RS-1867 - REV	<input checked="" type="checkbox"/>	C-019	<input checked="" type="checkbox"/>	C-021	<input checked="" type="checkbox"/>	RS-804	<input checked="" type="checkbox"/>	RS-857	<input checked="" type="checkbox"/>
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SECRETARIAL SUPPORT STAFF	<input checked="" type="checkbox"/>	C-003 - REV	<input checked="" type="checkbox"/>	C-015 - REV	<input checked="" type="checkbox"/>	RS-1852 - REV	<input checked="" type="checkbox"/>	RS-1867 - REV	<input checked="" type="checkbox"/>	C-019	<input checked="" type="checkbox"/>	C-021	<input checked="" type="checkbox"/>	RS-804	<input checked="" type="checkbox"/>	RS-857	<input checked="" type="checkbox"/>
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DJJS - SYSC POLICY RECEIPT FORM

<i>ADMINISTRATION</i>	RS-862	RS-1152	RS-1153	RS-1216					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

<i>BUSINESS OFFICE</i>	RS-862	RS-1152	RS-1153	RS-1216					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

<i>CLINICAL</i>	RS-862	RS-1152	RS-1153	RS-1216					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

<i>CONTROL & PART-TIMERS</i>	RS-862	RS-1152	RS-1153	RS-1216					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

<i>EDUCATION</i>	RS-862	RS-1152	RS-1153	RS-1216					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

<i>E-UNIT</i>	<input checked="" type="checkbox"/>	RS-862	<input checked="" type="checkbox"/>	RS-1152	<input checked="" type="checkbox"/>	RS-1153	<input checked="" type="checkbox"/>	RS-1216						
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<i>FIELD SERVICES/ PAROLE</i>	<input checked="" type="checkbox"/>	RS-862	<input checked="" type="checkbox"/>	RS-1152	<input checked="" type="checkbox"/>	RS-1153	<input checked="" type="checkbox"/>	RS-1216						
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<i>FOOD SERVICES</i>	<input checked="" type="checkbox"/>	RS-862	<input checked="" type="checkbox"/>	RS-1152	<input checked="" type="checkbox"/>	RS-1153	<input checked="" type="checkbox"/>	RS-1216						
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Missing Signature on Norma Savage - FMLA

<i>F - UNIT</i>	<input checked="" type="checkbox"/>	RS-862	<input checked="" type="checkbox"/>	RS-1152	<input checked="" type="checkbox"/>	RS-1153	<input checked="" type="checkbox"/>	RS-1216						
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Signature missing on Gregory Poissant

<i>G - UNIT</i>	<input checked="" type="checkbox"/>	RS-862	<input checked="" type="checkbox"/>	RS-1152	<input checked="" type="checkbox"/>	RS-1153	<input checked="" type="checkbox"/>	RS-1216						
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<i>H - UNIT</i>	<input checked="" type="checkbox"/>	RS-862	<input checked="" type="checkbox"/>	RS-1152	<input checked="" type="checkbox"/>	RS-1153	<input checked="" type="checkbox"/>	RS-1216						
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MAINTENANCE	RS-862	RS-1152	RS-1153	RS-1216				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

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MEDICAL	RS-862	RS-1152	RS-1153	RS-1216				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Signatures Missing: Lori Caputo & Janean Sefton

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OPERATIONS	RS-862	RS-1152	RS-1153	RS-1216				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

QUALITY IMPROVEMENT/ TRAINING	RS-862	RS-1152	RS-1153	RS-1216				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

SECRETARIAL SUPPORT STAFF	RS-862	RS-1152	RS-1153	RS-1216				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				