

**DIVISION OF CHILD AND FAMILY SERVICES
NOTICE OF SUBAWARD**

SUBAWARD #: _____
PROGRAM: _____

SECTION B

**Description of Services, Scope of Work and Deliverables
June 15, 2020**

Clark County Department of Family Services Independent Living Program serves approximately 600 youth per year. There are approximately 100 youth in each age group from ages 14-18. 20-25 youth who are 18 and 19 years of age remain in care or are pending final transition out of care. Approximately 100 youth transition out of care annually to the Clark County Social Service Step Up Program. For the purpose of this scope the eligible IL population consists of foster youth age 14 -19 years of age who have not yet transitioned to the Step Up Program.

Of the youth who do not transition out of care, most youth are reunified with their parent(s), or have Guardianship or Adoption established. A small percentage of youth decline services, and of these some decide to resume services with the IL Program at a later time. IL remains assigned to youth who have reunified, if the youth chooses. IL remains eligible to youth who have Guardianship or Adoption established at the age of 16 and 17, if the youth chooses. For the purpose of this Scope, Participating IL Youth are those who are eligible and have opted to participate in IL Services.

Clark County Department of Family Services also provides administrative oversight and assistance as needed to the Step Up program which is designed as a transitional program for youth who have aged out of foster care, ages 18 – 20. There are approximately 300 youth served annually through the Step Up program.

Clark County Department of Family Services Independent Living Program, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for CCDFS

Goal 1: Help youth transition to self-sufficiency:

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<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
Objective 1: 60% of Participating IL Youth will receive work preparation, life skills training or vocational assessments.	Activities for Objective 1: Staff will complete the Casey Assessment and Independent Living Transition Plan and refer youth who desire to attend Life Skills Training to service providers including Workforce Connection agencies.	July 1, 2020 to June 30, 2021	UNITY case notes and files. Case managers, will compile client records of activities/services provided in case notes Case plan and intake assessment will be on file in each young adult's case file. Case managers will maintain a comprehensive "client tracker excel tool" to track completed intake assessments and ILTP annual due dates.	1. Objectives will be measured from Monthly Program Reports (which includes a compilation of all case manager "client tracker excel tools"). 2. Measured data will be provided from UNITY data entry and reports, where applicable.
Objective 2: 75% of Participating IL Youth will have credit reports provided or will be advised on steps to obtain annually.	Activities for Objective 2: Staff will provide assigned IL youth a copy of their credit report on an annual basis.			
Objective 3: 30% of Participating IL Youth will learn about financial capability.	Activities for Objective 3: Staff will refer youth to service providers that will teach financial capability including, budgeting, saving, managing credit, etc.			
Objective 4: 60% of Participating IL Youth and will have an initial or updated ILTP developed and completed annually.	Activities for Objective 4: Youth as participants - Staff will develop and update an ILTP with youth on an annual basis. Youth as planners – Youth will complete survey at the end of the ILTP meeting to provide feedback to the agency about youth involvement during this process. Youth as providers – Youth will have the opportunity to have active input on their ILTPs and input on changes to meeting development as a result of youth surveys.			
Objective 5: Maintain or attempt to maintain contact with 75% assigned IL youth.	Activities for Objective 5: Staff will attempt to contact youth via phone/text/email on a monthly basis and face to face contact will be completed/attempted once every 90 days.			
Objective 6:	Activities for Objective 6: Youth as participants: Youth will be provided with information and referrals by IL staff.			

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80% of Participating IL Youth aged 17 through 19 will be provided information on transitional services and support.	<p>Youth as planners – Youth will decide the option that is best matched for them, to include transitional housing programs, living with fictive kin, roommates, or family members.</p> <p>Youth as providers – Youth will have opportunity to complete surveys and provide feedback about the efficacy of the programs and transition process.</p>			
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Goal 2: Help youth receive education, training, and services necessary to obtain employment:

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>Objective 1: 70% of participating IL high school seniors, will graduate from high school or obtain their high school equivalency program by June 2020.</p> <p>Objective 2: 60% of Participating IL Youth will receive work/vocational preparation and/or referrals.</p>	<p>Activities for Objective 1: Youth aged 14-18 will be identified as interested and in need of assistance in accessing high school diploma/GED. IL Supervisor and staff will monitor available educational records for youth. IL will collaborate with primary case manager, youth attorney, and educational Decision Maker to ensure that youth has an educational advocate, 504/IEP, access to tutoring as needed.</p> <p>Activities for Objective 2: Youth will be identified as interested and in need of assistance in accessing vocational training/resources and referred to Independent Living classes, Workforce Connections or be given one to one guidance by staff.</p>	July 1, 2020 to June 30, 2021	<p>Verification of graduates through transcript and/or diplomas, master list of graduating youth</p> <p>UNITY case notes and files. Case managers, will compile client records of activities/services provided in case notes</p>	<p>1. Objectives will be measured from Monthly Program Reports (which includes a compilation of all case manager "client tracker excel tools").</p> <p>2. Measured data will be provided from UNITY data entry and reports, where applicable.</p>

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Goal 3: Help youth prepare for and enter post-secondary training and educational institutions:

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
50% of Participating IL Youth will receive assistance in pursuit of secondary education.	<p>Staff will provide information on and/or assistance with accessing resources and the completion of forms for college applications and relevant scholarship/financial aid.</p> <p>Youth will attend Financial Aid Workshops and complete surveys.</p>	July 1, 2020 to June 30, 2021	UNITY case notes and files. Case managers, will compile client records of activities/services provided in case notes	<p>1. Objectives will be measured from Monthly Program Reports (which includes a compilation of all case manager "client tracker excel tools").</p> <p>2. Measured data will be provided from UNITY data entry and reports, where applicable.</p>

Goal 4: Provide personal and emotional support to youth aging out of foster care through mentors and the promotion of interactions with dedicated adults:

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
Annually, 50% Participating IL Youth leaving foster care will have a self-identified adult/familial connection.	Staff will utilize diligent search and interviews with IL youth to identify adult/family connections for youth prior to leaving foster care. Staff/Supervisor will attend Permanency Roundtable meetings for youth. Identify youth with no connections and provide youth opportunity for referral to Big Brothers/Big Sisters or another mentoring agency.	July 1, 2020 to June 30, 2021	Documentation of PRT, referrals to mentor agencies. UNITY case notes and files. Case managers, will compile client records of activities/services provided in case notes	<p>1. Objectives will be measured from Monthly Program Reports (which includes a compilation of all case manager "client tracker excel tools").</p> <p>2. Measured data will be provided from UNITY data entry and reports, where applicable.</p>

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Goal 5: Provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster youth between the ages of 18 and 21 to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their person responsibility for preparation/transition into adulthood:

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>Objective 1: For youth, aged 18-21, identified as needing assistance from other states, 70% of them will be provided with direct assistance on an as needed basis to attain self-sufficiency.</p> <p>Objective 2: NYTD survey will be requested of the selected 17, 19, and 21 year old foster youth and incentives to complete the NYTD survey will be provided.</p> <p>Objective 3: Assist with the oversight, administration of, and transition to the Step Up Program for Participating IL Youth aging and aged out of care, ages 18-20.</p>	<p>Activities for Objective 1: Youth as participants - IL workers will counsel youth in active contact regarding their case plan, identifying areas of need and providing assistance for general need and/or critical need to maintain the youth's self-sufficiency and welfare. Youth as planners – Youth will inform staff of their goals and resources needed to meet their goals. Youth as providers – Youth Advisory Boards will be able to contact youth needing assistance from other states as needed.</p> <p>Activities for Objective 2: All attempts to locate and incentivize specified youth to complete the National Youth in Transition Database Survey will be made and documented by staff.</p> <p>Activities for Objective 3: IL and Step Up staff shall meet with youth prior to transition to facilitate the aging out process.</p> <p>Ongoing assistance shall be provided to assist and incentivize youth to earn their high school diploma or equivalency.</p> <p>IL and Step Up staff shall meet quarterly to discuss and address the needs of both the Independent Living and Step Up participating youth.</p>	<p>July 1, 2020 to June 30, 2021</p>	<p>Verification of IL assignments. UNITY case notes and files. Case managers, will compile client records of activities/services provided in case notes</p> <p>NYTD data submitted to DCFS including emails etc.</p> <p>Verification of case transfers to Step Up. Emails, appointment verification.</p>	<p>1. Objectives will be measured from Monthly Program Reports (which includes a compilation of all case manager "client tracker excel tools").</p> <p>2. Measured data will be provided from UNITY data entry and reports, where applicable.</p>

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Goal 6: Provide personal and emotional support to youth aging out of foster care through mentors and the promotion of interactions with dedicated adults:

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
60% of Participating IL Youth ages 17-19 will receive information regarding the Educational Training Voucher, per year.	Staff will provide information on ETV during the development of their ILTP as the youth are transitioning into the young adult program. ETV is administered through the Children's Cabinet. Staff will encourage youth to participate in ongoing financial aid workshops for hands on assistance in completion of financial aid and ETV.	July 1, 2020 to June 30, 2021	Verification youth received ETV referral. UNITY case notes and files. Case managers, will compile client records of activities/services provided in case notes	1. Objectives will be measured from Monthly Program Reports (which includes a compilation of all case manager "client tracker excel tools"). 2. Measured data will be provided from UNITY data entry and reports, where applicable.

Goal 7: Provide Services to youth who after attaining 16 years of age, have left foster care for kinship guardianship or adoption:

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
Identify and assist 60% of eligible youth who have left foster care for kinship, guardianship or adoption after attaining the age of 16.	Youth as participants – Staff will remain assigned or be assigned to youth needing services. Youth as planners – Youth will state their desire to continue with IL services. Youth as providers – Youth will be given the opportunity to participate in FAAYT and complete surveys to improve outcomes.	July 1, 2020 to June 30, 2021	UNITY case notes and files. Case managers, will compile client records of activities/services provided in case notes	1. Objectives will be measured from Monthly Program Reports (which includes a compilation of all case manager "client tracker excel tools"). 2. Measured data will be provided from UNITY data entry and reports, where applicable.