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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 96 LCM-100

Date: November 8, 1996

Division: Services & Community
Development

TO: Local District Commissioners

SUBJECT: Annual Implementation Report of the Consolidated Services Plan

ATTACHMENTS: Annual Implementation Report Guidelines
Worksheets/ Optional Formats (AIR)
Appendix F (AIR)
Attachment A (AIR)
(Available On-Line)

The purpose of this memo is to provide you with the guidelines and related materials for preparing the Annual Implementation Report (AIR) of the Consolidated Services Plan (CSP).

The Department is cognizant of the issues for planning in an environment that includes managed care, welfare reform, a child and family services block grant, CONNECTIONS, and decreases in Title XX funding, with some decisions and directions yet to be determined. Given those factors, the Department has attempted to develop requirements for the Annual Implementation Report which meet the statutory and regulatory requirements in the least burdensome way, and continue to maintain the focus on improved outcomes to strengthen New York's families, children and adults.

The Guidelines provide an overview and general description of the AIR process and detailed instructions for preparing the required information. Included are a series of worksheets and optional formats that the county can use for organizing the plan document. The Annual Implementation Report Guidelines and Worksheets/ Optional Formats are appended to this document (Appendix F and Attachment A are attached separately) and are also included in the E-FORMS drawer in ELIB. Each worksheet/ optional format is also included as a separate document.

The AIR provides an opportunity to update the CSP needs assessment if needed, and to report on the progress made in meeting the outcomes identified in the CSP, based on the measurable indicators that you established. In addition, there is a requirement to address child welfare services related to Native American children as a result of changes in federal Title IV-B requirements.

You will recall that among the changes in the Consolidated Services Planning process was increased flexibility in the planning cycle. The district may have established a plan cycle of two, three or four years and may have established its own annual cycle as well. Social services districts with a multi-year Consolidated Services Plan scheduled to end in December 1996 or part way through the 1997 calendar year are strongly encouraged to request an extension to their CSP with the submittal of the AIR. The Department encourages those social services districts to request a two-year extension. If you are considering submitting a Consolidated Services Plan rather than the AIR, please discuss this matter with the appropriate family and children services regional director and the adult services representative. Social services districts with a multi-year CSP which ends in December 1998 or part way through the 1999 calendar year will probably have the opportunity to request a one-year extension next year. Please refer to the Guidelines for information regarding required due dates for the AIR.

Even in a condensed approach to planning, the local planning process provides the most accessible mechanism for ensuring the broadest possible community involvement and cross-system collaboration. The public hearing continues to be a required part of the process as well as the consultation required for child protective services, protective services for adults and child welfare services.

The Department continues to rely upon social services districts to translate State Goal Statements into an effective service delivery response. Staff from our offices are available to assist as you initiate your planning efforts.

Rose M. Pandozy
Deputy Commissioner
Division of Services and
Community Development

Annual Implementation Report
Technical Assistance

NYSDSS Contact People

<u>County</u>	<u>Family & Children Services</u>		<u>Adult Services</u>
Albany	Dianne Ewashko	(518) 432-2754	Michael Monahan (518) 432-2667
Allegany	Lynne Vallone	(716) 847-3814	Michael Monahan (518) 432-2667
Broome	Mary Miller	(315) 423-1056	Carole Fox (518) 432-2864
Cattaraugus	Lynne Vallone	(716) 847-3814	Michael Monahan (518) 432-2667
Cayuga	Mary Miller	(315) 423-1056	Kathleen Crowe (518) 432-2985
Chautauqua	Lynne Vallone	(716) 847-3814	Michael Monahan (518) 432-2667
Chemung	Jim Schmitt	(716) 238-8274	Kathleen Crowe (518) 432-2985
Chenango	John McCann	(315) 423-1200	Carole Fox (518) 432-2864
Clinton	Dianne Ewashko	(518) 432-2754	Carole Fox (518) 432-2864
Columbia	Mary Fitzgerald	(518) 432-2778	Michael Monahan (518) 432-2667
Cortland	John McCann	(315) 423-1200	Carole Fox (518) 432-2864
Delaware	Bill Dorr	(518) 432-2753	Carole Fox (518) 432-2864
Dutchess	Ellen Lally	(212) 383-1808	Carole Fox (518) 432-2864
Erie	Gwendolyn Bennett	(716) 847-3145	Michael Monahan (518) 432-2667
Essex	Bill Dorr	(518) 432-2753	Carole Fox (518) 432-2864
Franklin	Marilyn Riley	(518) 432-2752	Carole Fox (518) 432-2864
Fulton	Marilyn Riley	(518) 432-2752	Michael Monahan (518) 432-2667
Genesee	Gwendolyn Bennett	(716) 847-3145	Michael Monahan (518) 432-2667
Greene	Bill Dorr	(518) 432-2753	Carole Fox (518) 432-2864
Hamilton	Dianne Ewashko	(518) 432-2754	Michael Monahan (518) 432-2667
Herkimer	John McCann	(315) 423-1200	Carole Fox (518) 432-2864
Jefferson	Mike Melara	(315) 423-1199	Carole Fox (518) 432-2864

<u>County</u>	<u>Family & Children Services</u>		<u>Adult Services</u>	
Lewis	John McCann	(315) 423-1200	Carole Fox	(518) 432-2864
Livingston	Bill Mead	(716) 239-8204	Kathleen Crowe	(518) 432-2985
Madison	Mike Melara	(315) 423-1199	Carole Fox	(518) 432-2864
Monroe	Linda Kurtz	(716) 238-8201	Kathleen Crowe	(518) 432-2985
Montgomery	Marilyn Riley	(518) 432-2752	Michael Monahan	(518) 432-2667
Nassau	Ellen Lally	(212) 383-1808	Michael Monahan	(518) 432-2667
Niagara	Lynne Vallone	(716) 847-3814	Michael Monahan	(518) 432-2667
Oneida	Mike Melara	(315) 423-1199	Michael Monahan	(518) 432-2667
Onondaga	Mike Melara	(315) 423-1199	Kathleen Crowe	(518) 432-2985
Ontario	Bill Mead	(716) 238-8204	Kathleen Crowe	(518) 432-2985
Orange	Ellen Lally	(212) 383-1808	Carole Fox	(518) 432-2864
Orleans	Patricia Harper	(716) 847-3145	Michael Monahan	(518) 432-2667
Oswego	Mike Melara	(315) 423-1199	Carole Fox	(518) 432-2864
Otsego	Dianne Ewashko	(518) 432-2754	Carole Fox	(518) 432-2864
Putnam	Ellen Lally	(212) 383-1808	Carole Fox	(518) 432-2864
Rensselaer	Marilyn Riley	(518) 432-2752	Michael Monahan	(518) 432-2667
Rockland	Ellen Lally	(212) 383-1808	Kathleen Crowe	(518) 432-2985
St.Lawrence	Mary Miller	(315) 423-1056	Carole Fox	(518) 432-2864
Saratoga	Mary Fitzgerald	(518) 432-2778	Michael Monahan	(518) 432-2667
Schenectady	Mary Fitzgerald	(518) 432-2778	Carole Fox	(518) 432-2864
Schoharie	Bill Dorr	(518) 432-2753	Carole Fox	(518) 432-2864
Schuyler	Jim Schmitt	(716) 238-8274	Kathleen Crowe	(518) 432-2985
Seneca	Bill Mead	(716) 238-8204	Kathleen Crowe	(518) 432-2985
Steuben	Bill Mead	(716) 238-8204	Kathleen Crowe	(518) 432-2985
Suffolk	Ellen Lally	(212) 383-1808	Michael Monahan	(518) 432-2667

<u>County</u>	<u>Family & Children Services</u>		<u>Adult Services</u>
Sullivan	Ellen Lally	(212) 383-1808	Michael Monahan (518) 432-2667
Tioga	John McCann	(315) 423-1200	Kathleen Crowe (518) 432-2985
Tompkins	Mary Miller	(315) 423-1056	Carole Fox (518) 432-2864
Ulster	Ellen Lally	(212) 383-1808	Michael Monahan (518) 432-2667
Warren	Mary Fitzgerald	(518) 432-2778	Michael Monahan (518) 432-2667
Washington	Mary Fitzgerald	(518) 432-2778	Michael Monahan (518) 432-2667
Wayne	Jim Schmitt	(716) 238-8274	Kathleen Crowe (518) 432-2985
Westchester	Ellen Lally	(212) 383-1808	Kathleen Crowe (518) 432-2985
Wyoming	Gwendolyn Bennett	(716) 847-3145	Michael Monahan (518) 432-2667
Yates	Jim Schmitt	(716) 238-8274	Kathleen Crowe (518) 432-2985
NYC	Ellen Lally	(212) 383-1808	Kathleen Crowe (518) 432-2985
St. Regis	Marilyn Riley	(518) 432-2752	

NEW YORK STATE
DEPARTMENT OF SOCIAL SERVICES

DIVISION OF SERVICES AND COMMUNITY DEVELOPMENT

G U I D E L I N E S

f o r t h e

A N N U A L I M P L E M E N T A T I O N R E P O R T

November 1996

OVERVIEW

The organizing feature of the planning process for submission of the Annual Implementation Report (AIR) continues to be the State Goal Statements which provide a statewide vision and direction for family, children and adult services. The State Goal Statements provide a strong focus for planning, yet they are purposely broad enough to encompass all of the services for which the social services district is responsible and allow the social services district to define its unique issues. The social services district also has the option of including additional information as may be determined locally to clarify or strengthen the plan's local agenda setting function. The AIR planning activities continue to support a partnership between the State and the county for meeting shared goals and outcomes.

Local goals and activities for each service type are not required. Instead, the social services district will be required to decide how various services should be strengthened, developed or maintained in order to support efforts to achieve the projected outcomes. These deliberations are to be conducted in consultation with the community and with the support of Department staff.

The Department is cognizant of the issues for planning in an environment that includes managed care, welfare reform, the Family and Children's Services Block Grant, CONNECTIONS, decreases in Title XX funding, etc., with some decisions and directions yet to be determined. Given those factors, the Department has attempted to develop requirements for the AIR which meet the statutory and regulatory requirements in the least burdensome way, and continue to maintain the focus on improved outcomes to strengthen New York's families, children and adults.

Social services districts with a multi-year Consolidated Services Plan (CSP) scheduled to end December 1996 or part way through the 1997 calendar year, may request an extension to their multi-year Consolidated Services Plan (CSP) with the submission of an Annual Implementation Report. The Department would encourage those social services districts to request a two-year extension. Social services districts with a multi-year CSP which ends in December 1998 or part way through the 1999 calendar year will probably have the opportunity to request a one-year extension next year.

Extremely important even with a condensed approach to planning is community involvement or public participation. The public hearing continues to be a required part of the process as well as the consultation required for child protective services, protective services for adults and child welfare services.

To assist the social services district in meeting the requirements for submission of the AIR, standardized formats have been provided. The use of these worksheets is optional; however, social services districts should review the forms to get a sense of the acceptable scope and brevity of the required information.

The Department's review of the AIR will be guided by its interest in assisting the social services district in shaping the most effective agenda possible. The Commissioner's approval represents a commitment to work closely with the social services district in implementing the AIR.

Following is a brief description of changes that have been made for this year's AIR submission.

- o A requirement to address child welfare services related to Native American children and families is included as a result of changes in federal Title IV-B requirements. The State Goal Statement and descriptive material can be found in Section 7 of the Annual Progress and Services Report for FFY 96-97 which was sent to each social services district in October 1996.
- o The Organizational Chart requirements will be deemed to be met by the social services district's assurance that DSS-3624, "Report of Staff Charged to Functions", submitted to the Bureau of Data Management and Analysis is current.
- o Appendix F has been modified to incorporate information about the relationship between specific service categories and the outcomes and strategies devised by the social services district as well as the estimate of expenditures. This information was captured previously on Appendix C.
- o The form to report changes to the TASA program has been eliminated.
- o Information regarding the agreement between the social services district and the district attorney's office related to child protective services may be required.
- o Assurances have been expanded to include reference to program requirements previously required to be submitted in more detail.
- o While prior Department approval is still required for entering into a Public Purchase contract for preventive services, the request/approval process has been removed from the AIR.

Content of the AIR

For the AIR, the information is to be included as specified in the instructions. At a minimum, the required information must be submitted.

Worksheets/Optional Formats

- * Introduction Page (Required)
- * Update to the Needs Assessment (Optional)
- * Goal 5: Indian Child Welfare (Required)
- * Progress in Meeting Outcomes (Required)
- * Strategies for 1997 (Required)

- * Summary Listing of Outcome Statements (Optional)
- * Implication for Future Staff Development (Optional)
- * Child Day Care Update. (Required as specified. No worksheet included in Guidelines)
- * Non-Residential Domestic Violence Services (Required only for changes since previous submittal in the current CSP)
- * Understanding with the District Attorney's office (Required if changed since previous submittal in the CSP. No worksheet included in Guidelines.)
- * Public Hearing and Agency Consultation (Required)

Appendices

- * Appendix B: Estimate of Persons To Be Served (Required only if the social services district does not seek a waiver. The Appendix B waiver is included on the Commissioner's signature page)
- * Appendix D: Assurances (Required)
- * Appendix F: Program Information Matrix, Outcomes/Strategies, and Estimate of Expenditures (Required)

Signature Pages

- * Commissioner Signature Page (Required)
- * Signature of the chief elected officer of the county or the chairperson of the legislative body in those social services districts without a chief elected official (Required)

Criteria for Approval

1. All of the State goal statements were considered in developing the AIR.
2. The AIR is internally consistent (outcomes and strategies continue to relate to the CSP needs assessment or any new information incorporated in the AIR).
3. The AIR complies with requirements of the planning process, including those addressing community involvement.
4. The AIR contains all required information and required enclosures.

Submission

The original and two copies of the AIR are to be submitted to the Commissioner. At the same time, two copies of the AIR should be sent to the appropriate Regional Office for Family and Children Services. Please number all pages in your submission. The AIR may be submitted electronically via OFISLINK with information available only in hard copy being submitted simultaneously. All of the forms and optional worksheets are contained in the SCD file of the E-FORM drawer in the Electronic Library.

The addresses are as follows:

Acting Commissioner Brian J. Wing
New York State Department of Social Services
40 North Pearl Street
Albany, New York 12243
(0co040)

Mr. Fred Levitan
Acting Director
Metropolitan Regional Office
NYS DSS Family and Children
Services
80 Maiden Lane
New York, New York 10038
(72w035)

Mr. William McLaughlin,
Director
Albany Regional Office
NYS DSS Family and Children
Services
3 City Square
Albany, New York 12243
(0fn010)

Mr. Jack Klump, Director
Syracuse Regional Office
NYS DSS Family and Children
Services
351 South Warren Street,
5th floor
Syracuse, New York 13202
(89w005)

Ms. Linda C. Brown, Director
Buffalo Regional Office
NYS DSS Family and Children
Services
Ellicot Square Building
Room 838
Buffalo, New York 14203
(89d421)

Ms. Linda Kurtz, Director
Rochester Regional Office
NYS DSS Family and Children
Services
259 Monroe Avenue
Rochester, New York 14607
(0fh010)

Questions concerning the content or process for completing the AIR that are related to Family and Children Services should be directed to the appropriate Regional Office and questions related to Adult Services should be directed to the Office of Housing and Adult Services. A listing of Division contact names and phone numbers for each social services district is included as Attachment A.

Planning Calendar

The AIR will be due January 31, 1997 for social services districts that are operating on a calendar year currently, or 90 days prior to the end of the social services district's current yearly cycle if it covers a period of time other than the calendar year.

The AIR will project service delivery for the subsequent appropriate 12 month period as established in the current CSP cycle. The AIR will report, at a minimum, on progress made during the previous plan cycle year.

INSTRUCTIONS

As in previous years, worksheets are provided for much of the information. The social services district has the option of utilizing these worksheets or using their own format. All information required by the worksheet and the instructions must be included in the social services district's submission. The social services district should review the forms to get a sense of the acceptable scope and brevity of the information.

Appendix B information, if the social services district opts not to request a waiver, may be submitted in Appendix B or alternative format.

Appendix D information should be submitted exactly as included in these Guidelines.

Appendix F Program Information must be submitted on Appendix F. The Outcomes/Strategies and Estimate of Expenditures included on Appendix F, while preferably should be submitted on Appendix F, may be submitted in an alternative format if it is more convenient for the social services district.

Attachment B, "Checklist for Submission", is required to be submitted. In the first column, please indicate the page number(s) of the materials submitted. For those materials where submission is optional, please note in the second column that no material is submitted. Please refer to the instructions for more details about the information required to be submitted.

The update to the needs assessment and the summary listing of county outcomes have titled pages developed, copies of which are included in the guidelines. These pages can be found in the electronic file noted earlier on page 4 in these Guidelines and a hard copy is included for your convenience.

If you need more detailed information to guide you in developing some of the elements of the AIR, please refer to the Consolidated Services Plan Guidelines of October 1994. The requirements of these November 1996 Guidelines supersede the requirements in the October 1994 Guidelines in those situations where the requirements in these guidelines are different than in the previous guidelines.

Following are instructions about the worksheets included in the Guidelines. For ease of writing these Guidelines, reference is to required information for the worksheets. The social services district is not required to use the worksheets and may submit information in other formats.

Update to the Needs Assessment (Optional)

This would be submitted if the social services district wishes to update the needs assessment which was submitted in the CSP. The social services district may wish to address any major issues that have emerged since the submission of the CSP. This section would form the background for any new or changed priorities or Outcomes and should provide a clear picture of the issues and concerns which the social services district seeks to address. Please indicate on the form the State Goal Statement(s) to which the updated needs assessments is related.

For those social services districts which made a commitment to perform additional needs assessments activities during different or the planning cycle, the needs assessment should be submitted during the appropriate plan year.

Goal 5: Indian Child Welfare (Required)

A State Goal Statement related specifically to Indian Child Welfare is incorporated in response to federal Title IV-B requirements. The social services district will need to develop an outcome(s) related to this population.

This worksheet provides two options for the social services district to address its outcomes and strategies specifically related to Native American children and families.

- o The social services district may amend existing Outcomes/Strategies to include specific reference to Native American children and families. Check the first box on this worksheet and then make appropriate changes to the existing Outcome.
- o The social services district may develop an Outcome specifically to address this State Goal Statement. Check the second box and complete the remainder of the worksheet.

Indicate the State goals which will be addressed by this new Outcome, in addition to F&CS #5, if applicable.

Identify the County Outcome # in accordance with the system the social services district has developed for the CSP and then state the Outcome.

Identify the indicators that will be used to track the district's progress.

Describe the Strategies that will be used over the remainder of the planning cycle.

Progress in Meeting Outcomes, and Strategies Planned (Required)

This worksheet is a guide for reporting on the progress that the social services district has made toward meeting each county-specific Outcome identified in the CSP, using the measurable indicators which were identified to monitor progress. The social services district needs to report on the progress made, on any changes that may need to be made in the Outcome or the measurable indicators, and any changes to be made in the implementation of the Strategies for the 1997 AIR year.

For each Outcome, identify the county Outcome # and state the measurable Outcome. Indicate the State Goal Statement the Outcome is related to, including F&CS #5 if the Outcome will address the Indian Child Welfare issues. An Outcome must be expressed as a measurable change in the status of individuals or groups of individuals.

Section 1: Discuss the progress made for at least the previous 12 month period, referring to the indicators that were identified in the CSP as your measures. Outcomes are linked to one or more measurable indicators that enable the social services district to track its progress in meeting the outcome.

Section 2: Changes may need to be made to the CSP Outcomes submitted previously, based on any emerging problems or issues in the community or based on the results of the measures that were selected. If needed, the needs assessment may be updated to reflect changes.

- o Check the appropriate box if the Outcome will continue as submitted in the CSP; or
- o Indicate that this Outcome will be changed and provide a narrative description of the change.

Section 3: Indicate the County Outcome # and the Strategy numbers that are to be implemented in 1997 related to the Outcome.

- o Check the appropriate box if the Strategies will continue as submitted in the CSP; or
- o Indicate that a Strategy will be changed and provide a description of the revised or new Strategy. Describe the level of proposed change in service utilization or capacity and identify key actors/agencies to be involved in implementation, if changed.

Strategies are the activities the social services district proposes to undertake in order to achieve its stated Outcome(s). Changes in Strategies may or may not result in changes in the service utilization or capacity or in the key actors or agencies that will be involved. Please indicate "no change" if any aspect is not to be changed, or provide a discussion of those areas that will be changed.

It is important to keep in mind the length of the multi-year planning cycle you selected. The multi-year cycle offers the social services district broad flexibility in structuring and prioritizing its actions. The strategies related to one or more of the State Goal Statements and county Outcomes may commence in later years of the plan cycle, depending on the length of the planning cycle established.

Strategies that were proposed for this coming year in the CSP may have been in formative stages when the CSP was developed, and will need to be developed at this time.

Social services districts who take the option of requesting an extension of the Consolidated Services Plan will need to review their Outcomes and Strategies carefully. The CSP was developed with the expectation that December 1996 would be the end of the planning cycle with outcomes and strategies being completed within that timeframe.

Summary of Outcomes (Optional)

It may be useful, in some format, to include an overview of the outcomes included in the AIR. If you included a summary of outcomes in the CSP, an updated version may be included in the AIR.

Implications for Future Staff Development (Optional)

The social service district has the option of providing to the Department an assessment of the kinds and level of training support that will be needed to implement proposed strategies. To the extent resources are available, the Department seeks to promote and strengthen the link between services planning and staff development planning. In assessing training needs, the social services district should think about the full range of potential trainees, including case workers, foster and adoptive parents, volunteers, supervisors, contract agencies, and workers from other service systems.

The Department strongly encourage the involvement of your staff development coordinator in this process. Department staff from the Office of Human Resource Development are available to assist social services districts in structuring an in-depth training needs assessment. This reference in the AIR does not serve as an application for specific training programs, but does give social services districts a more integrated mechanism for defining trends and shaping training priorities for subsequent year(s). It will augment information gathered by the Office of Human Resource Development through other aspects of the training needs assessment process.

Child Day Care (Required as specified. No worksheet included in Guidelines.)

The information contained in child care charts in the previous JOBS Plan is required to be updated and submitted only if that information has changed since the previous submission. The information may be submitted in the JOBS Plan format.

The social services district must complete the day care information in Appendix F whether or not they are proposing changes. Enter the required information under Day Care (38) and include the appropriate income standards and the fee percentage on the last page of Appendix F.

Non-Residential Domestic Violence Services (Required if changes)

This worksheet is required only for changes which have occurred since the CSP submission. Please note that an assurance has been included in Appendix D stipulating that the social services district has reviewed Department regulations related to Non-Residential Domestic Violence Services. In designating an agency as a non-residential domestic violence service provider, the social services district must assure that this provider meets the standards defined in 18 NYCRR Part 462.

Understanding with the District Attorney's Office (Required if changes)

The social services district is required to submit a summary of the understanding with the District Attorney's office if such understanding has changed since a previous submission in the CSP. The summary must outline the cooperative procedures to be followed by both parties in investigating incidents of child abuse and maltreatment, consistent with their respective obligations for the investigation or prosecution of such incidents, as otherwise required by law.

Public Hearing and Agency Consultation (Required)

Public Hearing: The following requirements established by statute must be met: Section 34-a.3(a) of the Social Services Law requires at least one public hearing to be held at least 15 days prior to submission of the AIR to the Department. Section 34-a.3(a) requires the district to advertise the public hearing at least 15 days in advance and the notice of such a hearing must specify the dates and times during the public hearing(s) when the Child Protective Services, Adult Services and Family and Children's Services components of the AIR are to be considered.

The social services district must make available at the hearing(s) either copies of relevant material or copies of the completed draft AIR, depending upon whether the hearing is being used in the development or review phase.

The worksheet provides a format to report on the first page:

- o the date(s) of such hearing(s);
- o the number of persons who attended;
- o identification of the areas of interest represented at the hearing; and
- o a discussion of the issues raised and the impact on the service delivery system.

A copy of the notice published in a newspaper of general circulation within the county in which the hearing was held must be submitted.

Agency Consultation

Protective Services for Adults: Section 34-a.4 and Sections 473.2(a) and (b) of the Social Services Law require that in the development of the Protective Services for Adults component of the AIR, social services districts must consult with other appropriate public, private and voluntary agencies in order to assure maximum local understanding, coordination, and cooperative action in the provision of appropriate services to protective services clients. These agencies include, but are not limited to, aging, health, mental health, legal and law enforcement agencies.

Child Protective Services (CPS): Section 34-a.4 and Section 423 of the State Social Services Law require that in the development of the Child Protective Services component of the AIR local districts must consult with local law enforcement agencies, the family court, and appropriate public and voluntary agencies including societies for the prevention of cruelty to children. Regarding consultation with family court, the family court judge or a designated representative should be involved.

Child Welfare Services: Sections 34-a.4 and 409.2-d of the State Social Services Law require that in the development of the Preventive Services for Children, Foster Care Services for Children and Adoption Services components of the AIR, the social services district must consult with other government agencies concerned with the welfare of children residing in the district, authorized agencies and other concerned individuals and organizations. Examples of these agencies/organizations include: youth bureaus or boards, departments of probation, family court judges, mental health agencies, boards of education, and legal and law enforcement agencies.

Please indicate on the Worksheet the following information regarding Agency Consultation for each of the areas, Protective Services for Adults, Child Protective Services and Child Welfare Services the following:

- o specific agencies represented;
- o number of meetings held, or frequency of meetings if they are held on a regular basis, or dates of meetings; and
- o a discussion of the issues raised and the impact on the service delivery system.

Examples of these agencies and organizations from the several mandated areas are as follows.

Aging: Representatives from the area agencies on aging, senior citizen centers and voluntary organizations which provide services to the elderly population.

Health: Representatives from the Public Health Department including public health nurses and the environmental staff of the Health Department, school health clinics, Title XIX funded home care providers and other medical and health service providers.

Mental Health: Representatives from the county Mental Health Department, psychiatric and developmental centers, community support systems core agencies, and other organizations and agencies involved in the provision of mental health services to mentally ill, mentally retarded, and developmentally disabled adults and children.

Legal: Representatives from legal aid organizations, the courts, Department of Probation, the legal advocacy attorney from the area agency on aging, the County Attorney's office, the Family Court judge and the district Attorney's office.

Law Enforcement: Representatives from the State Police, city, town or village police force, the sheriff's department and the district attorney's office.

Youth/Children: Youth bureaus or boards, Family Court judges, department of probation, mental health agencies serving children and youth, Salvation Army, YWCA, YMCA, societies for the prevention of cruelty to children, not-for-profit agencies serving children and families,

The second page of the worksheet is a matrix which reflects agency consultation and indicates those consultations that are required. Please enter the names of the agencies and other entities with which you have consulted, including information about the number of meetings, the frequency of meetings or the dates of meetings. Please discuss the issues raised and their impact on the service delivery system.

Checklist for Submission

Please submit this form as part of the Annual Implementation Report

	Submitted Page Number(s)	Not Submitted
Introduction Page (Required)		
Update to the Needs Assessment (Optional)		
Goal 5: Indian Child Welfare (Required)		
Progress in Meeting Outcomes (submit one for each outcome) (Required)		
Section 1: Progress Toward Achievement of Outcomes		
Section 2: Changes to Outcomes		
Section 3: Strategies to be implemented in 1997		
Summary Listing of Outcome Statements (Optional)		
Implication for Future Staff Development (Optional)		
Child Day Care Update (Required, as specified)		
Non-Residential Domestic Violence Services (Required if changes)		
Understanding with District Attorney's Office (Required if changes)		
Public Hearing and Agency Consultation (Required)		
Appendix B: Estimate of Persons to Be Served (Required unless waiver requested)		
Appendix D: Assurances (Required)		
Appendix F: Program Information Matrix, Outcomes /Strategies and Estimate of Expenditures (Required)		
Commissioner Signature Page (Required)		
County Executive/ Chief Elected Official Signature Page (Required)		

WORKSHEETS AND OPTIONAL FORMATS FOR INCLUSION IN THE PLAN DOCUMENT

1. State Goal Statements for Family and Children Services (F&CS) and Adult Services (AS)

Worksheets/Optional Formats

2. Introduction Page (Required)
3. Update to the Needs Assessment (Optional)
4. Goal 5: Indian Child Welfare (Required)
5. Progress in Meeting Outcomes (Required)
 - Section 1: Progress Toward Achievement of Outcomes
 - Section 2: Changes to Outcomes
 - Section 3: Strategies to be implemented in 1997
6. Summary Listing of Outcome Statements (Optional)
7. Implication for Future Staff Development (Optional)
8. Child Day Care Update (Required as specified)
9. Non-Residential Domestic Violence Services (Required only for changes since previous submittal in the current CSP)
10. Understanding with the District Attorney's Office (Required if changes since submittal in CSP)
11. Public Hearing and Agency Consultation (Required)

Appendices

12. Appendix B: Estimate of Persons to Be Served (Required only if the social services district does not seek a waiver. The Appendix B waiver is included on the Commissioner's signature page)
13. Appendix D: Assurances (Required)
14. Appendix F: Program Information Matrix, Outcomes/Strategies, and Estimate of Expenditures (Required)

Signature Pages

15. Commissioner Signature Page (with pre-printed appendix B waiver request, request for extension of CSP plan period) (Required)
16. Signature of the chief elected officer of the county or the chairperson of the legislative body in those social services districts without a chief elected official (Required)

STATE GOAL STATEMENTS FOR
FAMILY AND CHILDREN SERVICES (F&CS) AND ADULT SERVICES (AS)

F&CS #1: FAMILIES, INCLUDING NUCLEAR, EXTENDED AND ADOPTIVE FAMILIES WILL BE STRENGTHENED AND SUPPORTED IN RAISING AND NURTURING THEIR CHILDREN, IN ENSURING THEIR CHILDREN'S CONNECTIONS TO THEIR HERITAGE; AND IN PLANNING FOR THEIR CHILDREN'S FUTURE.

F&CS #2: CHILDREN WHO ARE REMOVED FROM THEIR BIRTH FAMILIES WILL BE ENSURED STABILITY, CONTINUITY AND AN ENVIRONMENT THAT SUPPORTS ALL ASPECTS OF THEIR DEVELOPMENT.

F&CS #3: VICTIMS OF FAMILY VIOLENCE, BOTH CHILD AND ADULT, WILL BE AFFORDED THE SAFETY AND SUPPORT NECESSARY TO ACHIEVE SELF-SUFFICIENCY (ADULT), AND/ OR TO ENSURE THEIR CONTINUED GROWTH AND DEVELOPMENT (CHILD).

F&CS #4: ADOLESCENTS IN FOSTER CARE AND PREGNANT, PARENTING AND AT-RISK TEENS IN RECEIPT OF PUBLIC ASSISTANCE WILL DEVELOP THE SOCIAL, EDUCATIONAL AND VOCATIONAL SKILLS NECESSARY FOR SELF-SUFFICIENCY, (Districts are encouraged to expand this goal statement to include all pregnant and parenting teens, regardless of their association with assistance.)

F&CS #5: NATIVE AMERICAN FAMILIES, INCLUDING NUCLEAR, EXTENDED AND ADOPTIVE FAMILIES WILL BE STRENGTHENED AND SUPPORTED IN RAISING AND NURTURING THEIR CHILDREN, IN ENSURING THEIR CHILDREN'S CONNECTIONS TO THEIR TRIBAL HERITAGE; AND IN PLANNING FOR THEIR CHILDREN'S FUTURE.

AS #1: IMPAIRED ADULTS WHO ARE ABUSED, NEGLECTED OR EXPLOITED BY OTHERS, WILL BE IDENTIFIED, HAVE THEIR SITUATION THOROUGHLY INVESTIGATED, AND BE PROTECTED.

AS #2: IMPAIRED ADULTS WHO ARE AT RISK OF HARM; UNABLE TO MAKE DECISIONS ON THEIR OWN BEHALF; AND REFUSE NECESSARY SERVICES, WILL BE ASSESSED AND SERVED PURSUANT TO THE APPROPRIATE LEGAL INTERVENTION.

AS #3: THE MENTAL HEALTH, DEVELOPMENT, HEALTH AND SOCIAL SERVICES NEEDS OF IMPAIRED ADULTS WILL BE THOROUGHLY ASSESSED TO ASSURE THAT APPROPRIATE SERVICE PLANS ARE DEVELOPED.

AS #4: ADULTS WHO ARE UNABLE TO LIVE ON THEIR OWN WILL BE PLACED IN APPROPRIATE RESIDENTIAL CARE FACILITIES INCLUDING SMALL HOME-LIKE SETTINGS.

Annual Implementation Report

for the period of _____, 19__ - _____, 19__

for the
Consolidated Services Plan

_____, 19__ - _____, 19__

_____ County

This Annual Implementation Report covers the period of _____ to _____. The Report contains County Outcomes and Strategies to be undertaken by the social services district that respond to community needs in the areas of Adoption, Foster Care Services for Children, Preventive Services for Children, Protective Services for Adults,, Protective Services for Children, Other Adult Services, and Other Children and Family Services. In addition, the Report contains a description of public participation. The Report contains estimates of expenditures, and program information. Anyone interested in participating in the process may do so by

.....

UPDATE TO THE NEEDS ASSESSMENT

_____County

RELATED TO STATE GOAL (MARK RELEVANT GOALS)				
F&CS 1 _____	F&CS 2 _____	F&CS 3 _____	F&CS 4 _____	F&CS 5 _____
AS 1 _____	AS 2 _____	AS 3 _____	AS 4 _____	

GOAL 5: INDIAN CHILD WELFARE

_____County

```

+-----+
| F&CS #5: NATIVE AMERICAN FAMILIES, INCLUDING NUCLEAR, EXTENDED AND  |
| ADOPTIVE FAMILIES WILL BE STRENGTHENED AND SUPPORTED IN  |
| RAISING AND NURTURING THEIR CHILDREN, IN ENSURING THEIR  |
| CHILDREN'S CONNECTIONS TO THEIR TRIBAL HERITAGE; AND IN  |
| PLANNING FOR THEIR CHILDREN'S FUTURE.  |
+-----+
  
```

+--+ EXISTING OUTCOMES HAVE BEEN AMENDED TO ADDRESS INDIAN CHILD WELFARE
 +--+ BY THE INCLUSION OF SPECIFIC STRATEGIES (Please indicate by checking
 Goal 5 on the County Outcome Progress Worksheet)

or

+--+ THE FOLLOWING OUTCOME AND STRATEGIES IS ADDED TO ADDRESS INDIAN CHILD
 +--+ WELFARE ISSUES

COUNTY OUTCOME # _____: State measurable outcome

```

+-----+
| RELATED TO STATE GOAL (MARK RELEVANT GOALS)  |
| F&CS 1 _____ F&CS 2 _____ F&CS 3 _____ F&CS 4 _____ F&CS 5 _____ |
| AS 1 _____ AS 2 _____ AS 3 _____ AS 4 _____ |
+-----+
  
```

INDICATORS TO BE USED TO TRACK COUNTY PROGRESS IN ACHIEVEMENT OF THIS OUTCOME

OVERVIEW OF COUNTY STRATEGIES TO ACHIEVE OUTCOME OVER THE REMAINDER OF THE PLAN CYCLE

Strategy (ies) to Be Implemented in 1997

RELATED TO COUNTY OUTCOME #_____

STRATEGY(IES) #_____

DESCRIPTION

DESCRIBE LEVEL OF PROPOSED CHANGE IN SERVICE UTILIZATION OR CAPACITY

IDENTIFY KEY ACTORS/ AGENCIES TO BE INVOLVED IN IMPLEMENTATION

PROGRESS IN MEETING OUTCOMES

_____County

COUNTY OUTCOME # ____: State measurable outcome (or attach relevant CSP pages)

RELATED TO STATE GOAL (MARK RELEVANT GOALS)				
F&CS 1	F&CS 2	F&CS 3	F&CS 4	F&CS 5
AS 1	AS 2	AS 3	AS 4	

Section 1: Progress Toward Achievement of Outcomes

Section 2: Changes to Outcomes

+++ CONTINUE OUTCOME AS SUBMITTED IN THE CSP

+++

or

+++ THE OUTCOME IS CHANGED AS FOLLOWS:

+++

Section 3: Strategy (ies) to Be Implemented in 1997

Related to County Outcome #_____

Strategy (ies): #_____

OVERVIEW OF COUNTY STRATEGIES TO ACHIEVE OUTCOME OVER THE REMAINDER OF THE PLAN CYCLE

+--+ CONTINUE STRATEGY(IES) AS SUBMITTED IN THE CSP

+--+

or

+--+ THE STRATEGY IS CHANGED AS FOLLOWS

+--+

DESCRIPTION OF REVISED OR NEW STRATEGY

DESCRIBE LEVEL OF PROPOSED CHANGE IN SERVICE UTILIZATION OR CAPACITY
(if appropriate, indicate no change)

IDENTIFY KEY ACTORS/ AGENCIES TO BE INVOLVED IN IMPLEMENTATION
(if appropriate, indicate no change)

SUMMARY LISTING OF OUTCOME STATEMENTS

____County

NUMBER

OUTCOME STATEMENT

IMPLICATION FOR FUTURE STAFF DEVELOPMENT

County

[illegible]

NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES

(Changes)

_____County

1. The county will provide non-residential services:

Directly_____ Through purchase of service_____

2. If you are purchasing non-residential services, provide the following information for ALL agencies with which you will be contracting for the provision of non-residential services. (make copies of form as needed)

Agency: _____ New_____ Continuing _____

Address: _____

- a. Describe each service component for both _____ and optional services.

- b. Describe the days and hours of service availability.

- c. Discuss the location of the services as it relates to client safety and confidentiality.

- d. Identify the staffing pattern and staff roles for the provision of non-residential services.

PUBLIC HEARING AND AGENCY CONSULTATION

_____County

Public Hearing

Public Hearing Held:_____ (15 days prior to submittal of AIR)
date

Public Notice Published:_____ (15 days in advance of the
date Public Hearing)

Newspaper_____ (Attach copy of published Notice)

Number who attended_____

Areas represented at the Public Hearing:

_____Health

_____Legal

_____Child Care

_____Law Enforcement

_____Adolescents

_____Other_____

_____Mental Health

_____Other_____

_____Aging

_____Other_____

_____General Public

Issues Identified at the Public Hearing

Agency Consultation: Protective Services for Adults

Identify Agencies and number, frequency <u>or</u> dates	
Aging	*
Health	*
Mental Health	*
Legal	*
Law Enforcement	*
Public Agencies	
Voluntary Agencies	
Other Concerned Individuals and Organization	

Those areas which include an * are required to be included in the process.

Issues raised and the impact on the service delivery system.

Agency Consultation: Child Protective Services

Identify Agencies and number, frequency <u>or</u> dates	
Law Enforcement	*
Family Court	*
Public\ Voluntary Agencies	*
Health	
Mental Health	
Legal	
Other Concerned Individuals and Organization	

Those areas which include an * are required to be included in the process.

* Required Consultation: Appropriate public or voluntary agencies including the societies for the prevention of cruelty to children.

Issues raised and the impact on the service delivery system.

Agency Consultation: Child Welfare Services

Identify Agencies and Frequency of Consultation	
Public Agencies	*
Authorized Agencies	*
Other Concerned Individuals and Organization	*
Health	
Mental Health	
Legal	
Law Enforcement	
Family Court	

Those areas which include an * are required to be included in the process.

* Required Consultation: Other government agencies concerned with the welfare of children residing in the districts.

Issues raised and the impact on the service delivery system.

APPENDIX B

DSS-3490EL CONSOLIDATED SERVICES PLAN +-----+
 (7/90) 19 ESTIMATES OF PERSONS TO BE SERVED | PAGE 1 |

|COUNTY NAME: |

| COUNTY CODE: |

TYPE OF CARE/SERVICE	TOTAL*	CHILDREN	ADULTS
1 Adoption			
2 Day Care			
3 Domestic Violence			
4 Family Planning			
5 Preventive Child Mandated			
6 Preventive Child Non-Man.			
7 Child Protective Services			
8 Child Protect Svs Investig			
9 Unmarried Parents			
10 Preventive - Adults			
11 Prot Svs Adults - Svs			
12 Prot Svs Adults - Investig			
13 Social Group Svs Sr Citiz			
14 Education			
15 Employment			
16 Health Related			
17 Home Management			
18 Homemaker			
19 Housekeeper/Chore			
20 Housing Improvement			
21 Information and Referral			
22 Transportation			

* Total Equals Children Plus Adults

APPENDIX B

DSS-3490EL CONSOLIDATED SERVICES PLAN +-----+
 (7/90) 19 ESTIMATES OF PERSONS TO BE SERVED | PAGE 2 |

|COUNTY NAME: | COUNTY CODE: |

	NON JD/PINS	DFY JD/PINS	DSS JD/PINS	
TYPE OF CARE/SERVICE	TOTAL*	CHILD	ADULTS	CHILD CHILD

CHILD FOSTER CARE					
23 Institutions					
24 Group Homes/Residences					
25 Agency Oper Board Homes					
26 Family Foster Care					
27 Comm on the Handicapped					

Unduplicated Count of	
All Children in Care	

TYPE OF CARE/SERVICE	TOTAL*	CHILDREN	ADULTS
ADULT			
28 Residential Placement Serv.			

* Total Equals Children Plus Adults

APPENDIX D

Assurances

(Social Services Districts)

Appendix D contains the requirements each social services district must fulfill in order to meet the existing mandates found in the State and/or federal statutes and/or regulations. Since the activities indicated are statutory mandates or regulatory requirements, no option is given to indicate that any of these activities are not current practice.

The inclusion of these assurances in the AIR constitutes the social services district's commitment to maintain compliance with these assurances.

1. All providers of service under this plan will operate in full conformance with applicable federal, State and local fire, health, safety and sanitation and other standards prescribed in law or regulations. Where the social services district is required to provide licensure for the provision of services, agencies providing such services shall be licensed.
2. All providers of services are required to operate each program or activity so that, when viewed in its entirety, the program or activity is readily accessible to and usable by handicapped persons to the extent required by federal and State law.
3. Benefits and services available under the State Plan are provided in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 as amended.
4. The activities covered by this plan serve only those individuals and groups eligible under the provisions of the applicable state and federal statutes.
5. No requirements as to duration of residence or citizenship will be imposed as a condition of participation in the state's program for the provision of services except to the extent required by State and/or federal law.
6. In accordance with 18 NYCRR Part 358, applicants for or recipients of services and care have a right to a fair hearing to review the denial, discontinuation, suspension, reduction, restriction or adequacy of services/care or failure to take timely action upon an application for service/care.
7. Adequate and timely notice is provided to applicants for and recipients of services and care as required by section 407.5(h)(2)(i) of the Department's regulations.
8. Title XX funded services are available to eligible individuals in every geographic area within the district. Where different services are made available to a specific category of individuals in different geographic areas, services are available to all eligible individuals in that category who reside in that area.

9. The social services district has specifically reviewed 18 NYCRR 432.2 (f)(3) to ensure its compliance with all child protective services assurances outlined in those regulations.
10. The social services district has specifically reviewed 18 NYCRR 462.3(b)(2) and (5) to ensure its compliance with the non-residential services for victims of domestic violence assurances outlined in those regulations.
11. The social services district's DSS-3624, "Report of Staff Charged to Functions", submitted to the Bureau of Data Management and Analysis is current.
12. Each agreement between the social services district and a provider or coordinator of services required under Section 422.4(A)(o) of the Social Services Law under which such a provider or coordinator of services is authorized to redisclose child protective services records, reports or other information to other persons or agencies which also provide services to a child or the child's family will include: the specific agencies and categories of individuals to which such information may be redisclosed; the circumstances under which the provider or coordinator of services may redisclose such information; and, a provision indicating that persons or agencies given access to such records, reports or information may exchange such information only as necessary to facilitate the provision or coordination of services to the child or the child's family.

COMMISSIONER'S SIGNATURE PAGE

I hereby approve and submit the Annual Implementation Report for the _____ County Department of Social Services for the period of _____ 19__ through _____, 19__.

Date

Commissioner

(COMPLETE AND SIGN THE FOLLOWING SECTION IF AN EXTENSION IS BEING REQUESTED. THIS MAY BE DONE IF THE CONSOLIDATED SERVICES PLAN IS SCHEDULED TO END DECEMBER 1996 OR PART WAY THROUGH THE 1997 CALENDAR YEAR.)

I hereby request an extension of the Consolidated Services Plan, for no more than two years, for the period _____, 19__ through _____, 19__.

Date

Commissioner

(COMPLETE AND SIGN THE FOLLOWING SECTION IF A WAIVER IS BEING SOUGHT CONCERNING THE SUBMISSION OF APPENDIX B - ESTIMATE OF CLIENTS TO BE SERVED)

_____ County requests a waiver to 18 NYCRR 407.5 (a)(4) which requests a numerical estimate of families, children and adults requiring each service listed in Section 407.4 of the same Part. Therefore, Appendix B is not included in this Plan submission. I assert that the level of service need and utilization for the full array of services encompassed by the Consolidated Services Planning process was taken into consideration as part of the _____ County Consolidated Services Planning process.

Date

Commissioner

Enclosed is the Annual Implementation Report for _____
County. My signature below constitutes approval of this report.

Date

(Chief Elected Officer: or the
Chairperson of the legislative body in
those districts without a chief elected
officer.

APPENDIX F INSTRUCTIONS

NOTE: This appendix has been revised and expanded to include the Estimate of Expenditures and Summary of Relationship between Services and County Strategies which were previously included on separate worksheets.

Social services districts are required to submit Appendix F which reflects the program information regarding goals addressed, method of provision, category of clients served and income eligibility standards. The chart provides a complete itemization of the restrictions on and the availability of any Title XX service. Since Appendix F is used to update your WMS/SSRR matrix for authorization of services, make sure that ALL INFORMATION IS NOTED.

1. County Code- Complete with your 2 digit number (e.g. Albany = 01).
2. Goals - The five goals are those goals stated in Title XX of the Federal Social Security Act. An abbreviated version of each goal is included on page 6 of Appendix F. The five goals in their entirety are as follows:

- Goal 1. Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency.
- Goal 2. Achieving or maintaining self-sufficiency including reduction or prevention of dependency.
- Goal 3. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.
- Goal 4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.
- Goal 5. Securing referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.

The blank spaces in the chart under Goals, Methods and Eligibility Categories must be completed with either a "Y" = Yes or "N" = No. Where the chart contains a pre-printed "Y" or "N", that particular item is determined by State mandate. Where the "Y" is preprinted, social services districts must maintain the ability to provide that service. In order for a service to be authorized, it must relate to at least one goal. Therefore, if you intend to offer a particular service, there must be at least one "Y" in the Goal section.

3. Method of Provision addresses the way in which a district will deliver a service. The three possible methods are:

- D Direct - Service provided by employees of the social services district.
- U Public Purchase - Service provided through a contract with a public agency (other governmental entity, public authority or public school).
- R Private Purchase - Service provided through a contract with a private agency (either not-for-profit or proprietary).

This section has preprinted Y's in the private purchase section of Adoption and Foster Care Children. This insures your ability to authorize adoption subsidies and service and maintenance payments. Similarly, pre-printed "N"s signify that a particular method of provision is not allowable for a particular service.

To provide a component of a primary service (Protective Adults, Protective Children, and Child Preventive Services), a "Y" entry is required under the appropriate method of provision of the primary service. For example, if the social services district is going to provide purchased day care, transportation, etc., as a component of mandated Preventive Children Services, a "Y" entry is required under the appropriate purchase categories on the line for mandated Preventive Services.

To provide a service where the social services district is purchasing the service, a "Y" entry is required under Direct and under Purchase (either public or private).

4. Gross Estimated Expenditures for each of the services should represent the overall investment of public funds the social services district anticipates making in this service in the coming year, including federal, State and county funds. The source(s) of funding is not required, nor is the county required to document the breakdown of costs across various funding streams.
5. Strategies Addressed provides a description of how the social services district outcomes and strategies address or include specific services. It is important to examine how the different services supported by Social Services funding will be utilized in meeting the various County Outcomes and Strategies.

For each service, please list the strategies OR OUTCOMES that address that service. It is possible that not all services will be referenced in the social services district's Strategies. However, it is mandatory that some cross-reference be found for the following services:

Adoption Services	Child Protective Services
Preventive Services	Foster Care Services
Protective Services for Adults	

6. The Eligibility Categories - Appendix F reflects 12 different categories of service eligibilities as follows:

02	FCAA	Foster Care and Adoption Assistance (Title IV-E)
03	ADC	Aid to Families with Dependent Children (Title IV-A)
04	EAF	Emergency Aid to Families
05	AGED	Supplementary Security Income
06	BLIND	Supplemental Security Income
07	DISABLED	Supplemental Security Income
08	MA	Medical Assistance
09	URM	Unaccompanied Refugee Minor
10	UEM	Unaccompanied Entrant Minor
13	HR	Home Relief
14	IE	Income Eligible*
	WR	Without Regard to Income or other eligibility determinations

* In those instances where service eligibility includes Income Eligible, the county may establish its own standard. The standard is expressed as a percentage of the poverty level adjusted for the size of the family seeking services. For all services where income eligibility is allowable, a State standard is included on Appendix F. If the district does not set its own income eligibility standard for a service and there is a "Y" for eligibility 14, the State standard will be used.

COUNTY NAME:

1.COUNTY CODE:

	01	04	05	06	07	08
					Resid	Foster
			Family	Medical	Placemnt	Care
	Adoption	Educate	Employmt	Planning	Option	Adults
						Child
2.GOALS:	1	N			N	
	2				N	
	3		N			
	4	N	N			
	5	N	N		N	
3.METHOD:	D				N	
	U	N	N			
	R	Y	N			Y
GROSS ESTIMATED						
EXPENDITURES						
STRATEGIES						
ADDRESSED						
ELIGIBILITY CATEGORIES						
02 FCAA	Y				N	Y
03 ADC	Y			Y	Y	Y
04 EAF						Y
05 AGED				Y	Y	
06 BLIND	Y			Y	Y	Y
07 DISABLED	Y			Y	Y	Y
08 MA	Y				Y	Y
09 URM				Y		Y
10 UEM				Y		Y
13 HR	Y			Y	Y	Y
14 IE	Y				Y	Y
WR	Y	N	N	under 21	N	Y
INCOME ELIGIBILITY STANDARDS						
STATE STNDRDS	WR	150 %	150 %	150 %	150 %	WR
LOCAL STNDRDS	WR				150 %	WR

Local standards not specified assumed to be established at State standards.

COUNTY NAME:

1.COUNTY CODE:

	09	10	11	12
	Health	Home	Homemaker	House-
	Related	Managemt	Component	keeper/
			A	B
				C1
				Chore
GOALS:	1			
	2			
	3			
	4			
	5	N	N	N
METHOD:	D			
	U			
	R			
STRATEGIES				
ADDRESSED				
GROSS ESTIMATED				
EXPENDITURES				
ELIGIBILITY CATEGORIES				
02 FCAA				
03 ADC				
04 EAF				
05 AGED	Y	Y	Y	Y
06 BLIND	Y	Y	Y	Y
07 DISABLED	Y	Y	Y	Y
08 MA				
09 URM				
10 UEM				
13 HR				
14 IE				
WR	N	N	N	N
INCOME ELIGIBILITY STANDARDS				
STATE STNDRDS	150 %	150 %	150 %	150 %
LOCAL STNDRDS				

Local standards not specified assumed to be established at State standards.
1 This component is mandated for SSI individuals

COUNTY NAME:

1.COUNTY CODE:

	13	14	15	
	Housing Improvement	Info & Referral	Preventive Adults Component	
	A1	B	A	B C D
GOALS:	1	N		
2				
3				
4				
5	N	N	N	N
METHOD:	D			
U				
R				
STRATEGIES				
ADDRESSED				
GROSS ESTIMATED				
EXPENDITURES				
ELIGIBILITY CATEGORIES				
02 FCAA		N		
03 ADC		N		
04 EAF		N		
05 AGED	Y	N		
06 BLIND	Y	N		
07 DISABLED	Y	N		
08 MA		N		
09 URM		N		
10 UEM		N		
13 HR		N		
14 IE		Y		
WR	Component B	Y	N	
INCOME ELIGIBILITY STANDARDS				
STATE STNDRDS	150 %	WR	190 %	
LOCAL STNDRDS		WR		

Local standards not specified assumed to be established at State standards.
1 This component is mandated for SSI individuals

COUNTY NAME:

1.COUNTY CODE:

	16	17	20	21	22	23	24
A & B					Personal	Victims	
Protectv	Protectv		Unmarr'd	Care	Domestic		
Adults	Children	Transp	Parents	Services	Violence	CHAP	

GOALS:	1	N	N						
2	N	N							
3	Y	Y							
4	N	N							
5	N	N			N	N	N		

METHOD:	D								
U				N					
R									

STRATEGIES									
ADDRESSED									

GROSS ESTIMATED									
EXPENDITURES									

ELIGIBILITY CATEGORIES									

02 FCAA									Y
03 ADC					Y			Y	Y
04 EAF			Y					Y	Y
05 AGED									Y
06 BLIND					Y				Y
07 DISABLED					Y				Y
08 MA					Y				Y
09 URM									Y
10 UEM									Y
13 HR					Y	N		Y	Y
14 IE					Y	N			N
WR	Y	Y	N	N	N		Y		N

INCOME ELIGIBILITY STANDARDS									

STATE STNDRDS	WR	WR	150 %	150 %		WR			
---------------	----	----	-------	-------	--	----	--	--	--

LOCAL STNDRDS	WR	WR		150 %		WR			
---------------	----	----	--	-------	--	----	--	--	--

Local standards not specified assumed to be established at State standards.

COUNTY NAME:

1.COUNTY CODE:

	25	26	38
Preventive			
Child			Day Care
Mandated		Optional	All

GOALS:	1	N	N
2	N	N	
3	Y		
4	N	N	
5	N	N	N

METHOD:	D			
U				
R				

STRATEGIES				
ADDRESSED				

GROSS ESTIMATED				
EXPENDITURES				

ELIGIBILITY CATEGORIES				

02 FCAA				
---------	--	--	--	--

03 ADC				Y
--------	--	--	--	---

04 EAF				
--------	--	--	--	--

05 AGED				
---------	--	--	--	--

06 BLIND				
----------	--	--	--	--

07 DISABLED				
-------------	--	--	--	--

08 MA				
-------	--	--	--	--

09 URM				
--------	--	--	--	--

10 UEM				
--------	--	--	--	--

13 HR				
-------	--	--	--	--

14 IE				
-------	--	--	--	--

WR	Y			
----	---	--	--	--

INCOME ELIGIBILITY STANDARDS				

STATE STNDRDS	WR	WR	*	
---------------	----	----	---	--

LOCAL STNDRDS	WR			
---------------	----	--	--	--

Local standards not specified assumed to be established at State standards.

* Up to: 275% family of 2; 255% family of 3; 225% family of 4 or more

COUNTY NAME:

1.COUNTY CODE:

Key to Goals		Maximum State Standards	
		Title XX Day Care	
1. Self-support			
2. Self-sufficiency	275%	Family of 2	
3. Protection	255%	Family of 3	
4. Community-based care	225%	Family of 4 or more	
5. Institutional Care			

PROGRAM LIMITATIONS

DAY CARE

TITLE XX	FEDERAL		DAY CARE
	LOW INCOME	TRANSITIONAL	
_____ % Family of 2	All Family Sizes	200%	Fee % _____
_____ % Family of 3			
_____ % Family of 4	_____ %		
or more			

OTHER PROGRAM LIMITATIONS: