

Instructions

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You can change the “view” of the document by zooming in or out.

To enter information, place the cursor inside a highlighted box and click once. As you type, the box will expand to include your entire text. You are able to edit or delete text, copy, cut, or paste text from one highlighted box to another.

On some pages, you will be instructed to select check boxes. To do this, place the cursor in the box and click.

The entire plan should be completed using the electronic County Plan document and be sent via e-mail. The following must be sent as separate documents in the same e-mail:

- Appendix A (signature page): Fill in the name of the county in the spaces indicated. Then print out the page so it can be signed by the appropriate officials. Scan it and send it via e-mail along with your plan or you may fax the page to 518-474-9452, attention Kristin Gleeson.
- Appendix H (Memorandum of Understanding Between the District Attorney’s Office and Child Protective Services): This must be sent as an electronic document with your Plan, or you may include a narrative on the page provided.

Note: Because the document is protected, you will not be able to use the direction (arrow) keys, the “Page Down” key, or the “Page Up” key to move around in the document. Use the slide bar on the right side of the document window.

If you need help working with the form, please contact Welfare Research Incorporated at 518-432-2563 or e-mail mnwebber@welfareresearch.org.

County Child and Family Services Plan

January 1, 2012 – December 31, 2016

Dutchess County

This Child and Family Services Plan contains county outcomes and strategies that respond to community needs. Specifically, the plan identifies Local Department of Social Services (districts) strategies in the areas of adoption, foster care, preventive, protective and other services for children, and protective and other services for adults. The plan also identifies Youth Bureau strategies for youth development and services for youth. In addition, it contains a description of public participation in the development of the Plan as well as estimates of expenditures and program information.

Bridget C. Goddard (845) 486-3007

Contact Person Phone

Assistant to the Commissioner bridget.goddard@dfa.state.ny.us

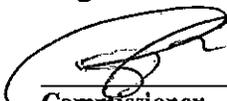
Title Email

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APPENDIX A
Plan Signature Page

We hereby approve and submit the Child and Family Services Plan for Dutchess County Department of Social Services and Youth Bureau for the period of January 1, 2012, through December 31, 2016. We also attest to our commitment to maintain compliance with the Legal Assurances as outlined in Child and Family Services Plan Guidance Document.



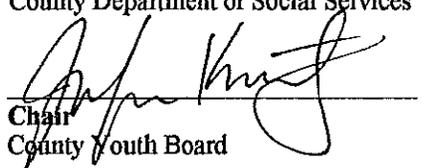
Commissioner
County Department of Social Services

9/10/11
Date



Executive Director
County Youth Bureau

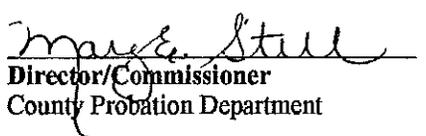
9/13/11
Date



Chair
County Youth Board

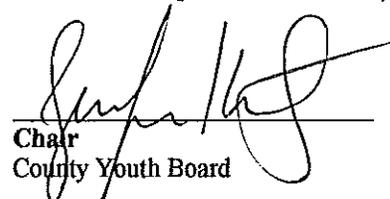
9-13-11
Date

I hereby approve and submit the PINS Diversion Service section of the Child and Family Services Plan for Dutchess County Probation Department for the period of January 1, 2012, through December 31, 2016.



Director/Commissioner
County Probation Department

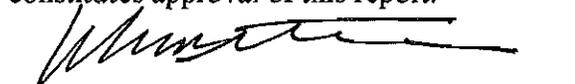
9-13-11
Date



Chair
County Youth Board

9-13-11
Date

Enclosed is the Child and Family Services Plan for Dutchess County. My signature below constitutes approval of this report.



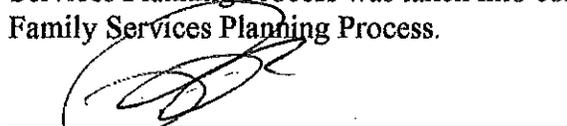
Chief Elected Officer
(or Chairperson of the legislative body
if the county does not have Chief Elected Officer)

9-19-2011
Date

.....
WAIVER

Complete and sign the following section if a waiver is being sought concerning the submission of Appendix I - Estimate of Clients to be served.

Dutchess County requests a waiver to 18 NYCRR 407.5(a)(3), which requests a numerical estimate of families, children, and adults requiring each service listed in Section 407.4 of this same Part. Therefore, Appendix I 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 Child and Family Services Planning Process was taken into consideration as part of the Dutchess County Child and Family Services Planning Process.



Commissioner
County Department of Social Services

9/15/11
Date

APPENDIX B-1

List of Required Interagency Consultation – Protective Services for Adults

In the development of the Protective Services for Adults component of the Annual Implementation Report, Section 34-a (4) and Sections 473(2) (a) and (b) of the State Social Services Law requires that districts consult with other appropriate public, private and voluntary agencies in order to ensure maximum local understanding, coordination, and cooperative action in the provision of appropriate services to protective services clients. These include, but are not limited to: aging, health, mental health, legal and law enforcement agencies. List the interagency consultation in the chart provided below:

Agency Type	Agency Name	Dates or Frequency of Meetings*
Aging	DC Office for the Aging	Quarterly
Health	DC Department Health	Quarterly
Mental Health	DC Department of Mental Health	Quarterly
Legal	DC Attorney	Quarterly
	DC District Attorney	Quarterly
Law Enforcement	DC Sheriff's Department	Quarterly
	New York State Police	Quarterly
	DC Office of Community Corrections and Probation	Quarterly
Other:	Alzheimer's Association, American Red Cross, Cornell Cooperative Extension, Family Services Battered Women's Program, Lutheran Care Association, Mediation Center, Ombudsman Program,	Ongoing

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Agency Type	Agency Name	Dates or Frequency of Meetings*
	Social Security Administration	
	Taconic DDSO	Quarterly

*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

APPENDIX B-2

List of Required Interagency Consultation – Child Protective Services

In the development of the Child Protective Services component of the Annual Implementation Report, Section 34-a(4) and Section 423 of the State Social Services Law requires that districts consult with local law enforcement agencies, the family court, and appropriate public and voluntary agencies including the societies for the prevention of cruelty to children. The family court judge or designated representative must be involved when the family court is consulted. List the interagency consultation in the chart provided below.

Agency Type	Agency Name	Dates or Frequency of Meetings*
Law Enforcement	DC Attorney	Weekly
	DC DA's Office	Monthly
	New York State Police,	Monthly
	DC Sheriff Dept	Monthly
	City of Poughkeepsie Police	Monthly
Family Court (judge or designee)	DC Family Court	Monthly
PINS Diversion lead agency	DC Office of Community Corrections & Probation	Monthly
Public/Private Agencies	DC Mental Hygiene, Divison of Youth Services	Monthly
	Child Abuse Prevention Center	Monthly
	Department of Health	Bi-Monthly
	Astor Child & Family Services, DC BOCES, Family Services, Inc., Grace Smith House, Hudson River Housing, Mental Health America, Planned Parenthood, Four Winds Hospital, St. Francis Hospital	Quarterly

*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

APPENDIX B-3

List of Required Interagency Consultation – Child Welfare Services

In the development of the Preventive, Foster Care, and Adoption Services for children component of the Annual Implementation Report, Section 34-a(4) and 409-d of the State Social Services Law requires that districts consult with other government agencies, authorized agencies, and other individuals and organizations concerned with the welfare of children residing in the district. List the interagency consultation in the chart provided below.

Agency Type	Agency Name	Dates or Frequency of Meetings*
Government Agencies	County Attorney, DA's Office, New York State Police, Dutchess County Sheriff	Monthly
	DC Mental Hygiene, Office of Community Corrections & Probation, Division of Youth Services	Monthly to Bi-monthly
Authorized Agencies	DC Family Court	Monthly
	Astor Child & Family Services	Monthly
	St. Anne's, LaSalle	Monthly
Concerned Individuals/Groups	Child Abuse Prevention Center	Monthly
	DC BOCES, Family Services, Inc., Grace Smith House, Hudson River Housing, Mental Health America	Quarterly

*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

APPENDIX B-4

List of Required Interagency Consultation – Child Care Services

Section 34-a(4) and 409-d of the State Social Services Law requires that, in the development of the Child and Family Services Plan, districts must consult with other government agencies, authorized agencies, and other individuals and organizations concerned with the welfare of children residing in the district. List the interagency consultation in the chart provided below.

Agency Type	Agency Name	Dates or Frequency of Meetings*
Government Agencies	County Executive's Office	Monthly
Other Public/Private/Voluntary Agencies	DC Workforce Investment Board	
Concerned Individuals/Groups	Family Day Care Professional Groups thru Child Care Council	Monthly
Child Care Resource and Referral Agencies	Child Care Council of Dutchess, Inc.	Monthly

*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

APPENDIX B-5*

List of Required Interagency Consultation – Runaway and Homeless Youth

List the interagency consultation in the chart provided below.

Agency Type	Agency Name
Department of Social Services	Dutchess County DSS
RHYA Providers	Hudson River Housing, Inc.
Other Public, Private and/or Voluntary Agencies	DC Division of Youth Services
	Dutchess County Housing Consortium
	Ten Year Plan to End Homelessness Workgroup
	ICP Workgroup

*This Appendix is required only if the county receives RHYA funding.

APPENDIX B-6

List of Required Interagency Consultation – Youth Development

List the interagency consultation in the chart provided below.

Agency Type	Agency Name	Dates or Frequency of Meetings*
Taskforce	Juvenile Justice Committee	4th Thursday every other month.
	ICP Workgroup	Monthly or as needed
	Children's Providers Committee	5 times per year (Jan, Mar, June, Sept, Nov on 3rd Tuesday)
Coalition	Northeast Coalition	2nd Tues of each month except for June- August
	Court Involved Youth Committee	1st Wednesday each month
	DC WIB Youth Council Committee	1st Wednesday of the month every three months
Youth Board	Dutchess Co. Youth Board	3rd Tuesday of each month
Parent	N/A	N/A
Youth	Dutchess County Youth Council	Monthly meetings Sept - June (meetings dates vary)
Community Providers	Enhanced Children's Coordinated Services Initiative Tier 1	As needed
	Enhanced Children's Coordinated Services Initiative Tier 2	Meets every other month, dates vary
	Criminal Justice Council Executive Committee	Monthly
Municipal Youth Board		

*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

APPENDIX C
List of Data Sources Used In Needs Assessment

Instructions: The list below contains common data sources often used in county planning. Please check all sources your county has used in the needs assessment performed for this plan. The list is not all-inclusive – if you have other sources of data, please indicate those as well.

Source	Check all used
1. NYS Touchstones Kids County Data Book	<input checked="" type="checkbox"/>
2. Kid's Well-being Indicators Clearinghouse	<input checked="" type="checkbox"/>
3. Monitoring and Analysis Profiles	<input checked="" type="checkbox"/>
4. Child Care Review Service	<input checked="" type="checkbox"/>
5. U.S. Census Data	<input checked="" type="checkbox"/>
6. OCFS Data Warehouse Reports	<input checked="" type="checkbox"/>
7. OCFS CFSR Data Packets	<input checked="" type="checkbox"/>
8. Adult Services Automation Project (ASAP)	<input type="checkbox"/>
9. Quality Youth Development System (QYDS)	<input checked="" type="checkbox"/>
10. Child Trends Data Bank	<input checked="" type="checkbox"/>
11. Prevention Risk Indicator/Services Monitoring System-PRISMS (OASAS)	<input checked="" type="checkbox"/>
12. NYS Department of Health	<input checked="" type="checkbox"/>
13. Surveys	
a. Communities That Care	<input type="checkbox"/>
b. Search Institute Survey	<input checked="" type="checkbox"/>
c. TAP Survey	<input type="checkbox"/>
d. United Way (Compass Survey or other)	<input type="checkbox"/>
e. Other (specify)	<input checked="" type="checkbox"/>
14. YASI Data	<input checked="" type="checkbox"/>

Other Data Sources (specify)	
15. Dutchess County Planning Department, Runaway & Homeless Youth Survey	<input checked="" type="checkbox"/>
16. Dutchess County Dept. Of Health Community Health Assessment	<input checked="" type="checkbox"/>
17. Dutchess County 10 Year Plan to End Homelessness	<input checked="" type="checkbox"/>
18. Dutchess County Criminal Justice Committee Reports and NYS DCJS data	<input checked="" type="checkbox"/>

Child and Family Services Plan Program Narrative

I. Outcome Framework/Mission/Vision

1. If the district has one, please enter the district’s outcome framework, mission, and/or vision. (If your district does not have this, leave this area blank.)

As part of our integrated county planning process for over the past ten years, the County has used the NYS Touchstones Framework to track countywide data, develop common outcome language among funders, increase knowledge about contracted services and government agencies’ functions, and organize strategic planning efforts for the Department of Social Services, the Youth Bureau and, more recently, the Office of Probation and Community Corrections.

In 2011 the County consolidated nine county departments into four departments including a new Department of Services for Aging, Veterans and Youth (SAVY). The Youth Services Division assumes the responsibilities of the Youth Bureau outlined in NYS Executive Law. The restructuring was approved in December 2010 by NYS OCFS. The Dutchess County Legislature also approved the Youth Services restructuring in December by approving the 2011 County Budget and the County Charter language for the new SAVY. This new Department is led by Commissioner Betsy Brockway, formerly the Health & Human Services (H&HS) Cabinet Director and member of the County Executive’s Senior Management Team. The H&HS Cabinet under her leadership continues as a working committee of Department Heads to address policy, efficiency and strategic planning issues for county human services in the Departments of Social Services, Probation, Mental Hygiene, and Health with the Division Directors of Aging, Veterans and Youth. The Integrated County Planning (ICP) Workgroup will function as a sub-committee of the H&HS Cabinet and also involves Youth Board participation.

The ICP Workgroup supports the following vision for its work:

We in Dutchess County strongly value children, youth, and families. We envision a community environment that is safe, supporting, nurturing, healthy, and drug free. We seek to offer services that are accessible to all diverse groups and provide equal opportunities for education, career development, and personal growth. We hope that all children, youth and families can maximize their potential to make contributions to their communities and participate in its leadership.

Both the Department of Social Services and the Youth Services missions support the above vision.

The Department of Social Services' mission is to meet the needs of the County's dependent population, as provided by social services law, in a courteous, fair and efficient manner with the aim of restoring each beneficiary to maximum independence by:

- I. Providing assistance to eligible individuals and families while assisting clients to achieve their full potential.
 - A. Conduct thorough eligibility investigations;
 - B. Apply rules, regulations and local policies objectively, consistently and uniformly;
 - C. Provide clients with all of the benefits to which they are entitled;
 - D. Work cooperatively as divisions to meet the separate needs of clients while preserving the integrity of each individual;
 - E. Maintain professionalism in all contacts.
- II. Develop and make available to families and individuals services that will strengthen the family unit, encourage stability in living arrangements, and provide for specialized care.
- III. Provide protective services to children and adults at risk.
- IV. Provide adequate information to the general public regarding our programs and services and maintain adequate knowledge of community services to act as a referral source.

The Youth Services' mission is to assure every youth a fair and equal opportunity to attain his/her full potential by providing and encouraging services which strengthen family life and by supporting families in their essential function of nurturing the youth's overall development. Similarly, Youth Services will encourage and assist communities to carry out their responsibilities to provide the important physical and social conditions necessary for the well being and development of our youth in a fiscally responsible manner.

The Health & Human Services Cabinet serves as a high-level executive management team to: tackle problems affecting multiple Departments, conduct cross-system planning, share information on best practices, and develop strategies to maximize the County's resources. Through bi-monthly meetings, the Cabinet provides an open forum for Commissioners and Directors to freely address issues and collaboratively plan for improvements in the County's health and human service system.

The ICP workgroup tasks include on-going needs assessment activities in support of the Department of Health's Health and Well-Being of Children, Families, and Adults in Dutchess County Select Data Indicators document (available at <http://www.co.dutchess.ny.us/CountyGov/Departments/Health/Publications/HDHealthW>

ellBeingICPReport.pdf.), strategic planning and coordination of services in OCFS' continuum of care for children, youth and families also supports the Cabinet's outcomes.

2. Describe your district's demographic, economic, and social characteristics.

Dutchess County is in the heart of the Hudson Valley, midway between New York City and Albany and encompasses approximately 800 square miles of rural , agricultural , urban and suburban land uses. This spreadout requires cars to get almost anywhere.. US Census estimates of poulation, demographic, economic characteristics, social characteristics and housing units for Dutchess County are summarized below and compared with New York State:

People QuickFacts	Dutchess County	New York
Population, 2010	297,488	19,378,102
Population, percent change, 2000 to 2010	6.2%	2.1%
Population, 2000	280,153	18,976,811
Persons under 5 years old, percent, 2009	5.4%	6.3%
Persons under 18 years old, percent, 2009	22.5%	22.6%
Persons 65 years old and over, percent, 2009	13.2%	13.4%
Female persons, percent, 2009	49.7%	51.4%
White persons, percent, 2010 (a)	80.1%	65.7%
Black persons, percent, 2010 (a)	9.9%	15.9%
American Indian and Alaska Native persons, percent, 2010 (a)	0.3%	0.6%
Asian persons, percent, 2010 (a)	3.5%	7.3%
Native Hawaiian and Other Pacific Islander, percent, 2010 (a)	Z	0.0%
Persons reporting two or more races, percent, 2010	2.6%	3.0%
Persons of Hispanic or Latino origin, percent, 2010 (b)	10.5%	17.6%
White persons not Hispanic, persons, 2010	74.6%	58.3%
Living in same house 1 year ago, pct 1 yr old & over, 2005-2009	86.8%	88.3%
Foreign born persons, percent, 2005-2009	10.4%	21.3%
Language other than English spoken at home, pct age 5+, 2005-2009	13.6%	28.5%
High school graduates, percent of persons age 25+, 2005-2009	88.6%	84.2%
Bachelor's degree or higher, pct of persons age 25+, 2005-2009	31.4%	31.8%
Veterans, 2005-2009	21,093	1,064,754
Mean travel time to work (minutes), workers age 16+, 2005-2009	29.7	31.4

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Housing units, 2009	113,343	8,017,881
Homeownership rate, 2005-2009	71.6%	55.7%
Housing units in multi-unit structures, percent, 2005-2009	27.6%	50.5%
Median value of owner-occupied housing units, 2005-2009	\$324,400	\$300,600
Households, 2005-2009	102,856	7,137,013
Persons per household, 2005-2009	2.66	2.64
Per capita money income in past 12 months (2009 dollars) 2005-2009	\$30,637	\$30,634
Median household income, 2009	\$68,891	\$54,554
Persons below poverty level, percent, 2009	8.9%	14.2%
Business QuickFacts	Dutchess County	New York
Private nonfarm establishments, 2008	7,647	518,632*
Private nonfarm employment, 2008	97,963	7,617,164*
Private nonfarm employment, percent change 2000-2008	7.6%	3.6%*
Nonemployer establishments, 2008	19,901	1,513,170
Total number of firms, 2007	26,974	1,956,895
Black-owned firms, percent, 2007	5.1%	10.4%
American Indian and Alaska Native owned firms, percent, 2007	F	0.7%
Asian-owned firms, percent, 2002	3.6%	8.5%
Native Hawaiian and Other Pacific Islander owned firms, percent, 2007	F	0.1%
Hispanic-owned firms, percent, 2007	S	9.9%
Women-owned firms, percent, 2007	32.3%	30.4%
Manufacturers shipments, 2007 (\$1000)	3,823,002	162,720,173
Merchant wholesaler sales, 2007 (\$1000)	982,323	313,461,904
Retail sales, 2007 (\$1000)	3,599,202	230,718,065
Retail sales per capita, 2007	\$12,334	\$11,879
Accommodation and food services sales, 2007 (\$1000)	424,664	39,813,499
Building permits, 2009	325	18,344
Federal spending, 2008	1,740,052	174,070,949*

County Child and Family Services Plan

Geography QuickFacts	Dutchess County	New York
Land area, 2000 (square miles)	801.59	47,213.79
Persons per square mile, 2010	371.1	410.4
FIPS Code	27	36
Metropolitan or Micropolitan Statistical Area	Poughkeepsie-Newburgh-Middletown, NY Metro Area	

*Includes data not distributed by county.

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

S: Suppressed; does not meet publication standards

Z: Value greater than zero but less than half unit of measure shown

F: Fewer than 100 firms

Source: US Census Bureau State & County QuickFacts

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, Census of Population and Housing, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report Last Revised: Friday, 03-Jun-2011 15:31:49 EDT

Population -- Between 2000 and 2010, the population grew by 6.2%. Most of this growth in Dutchess County was centered in the Southern and Eastern parts of the County. The Town of Hyde Park, City of Poughkeepsie, and City of Beacon were the only towns with negative population growths. Currently 10.4% of the population is foreign born with the majority arriving from Latin America. Much of the population increase observed in Dutchess County is due to international migration of documented individuals into the County. This influx is changing the face of Dutchess County. Among people at least five years old living in Dutchess County, 13.6 % speak a language other than English at home (ACS 2005-2009). When considering cultural and economic challenges faced by immigrants, healthcare providers, and the County as a whole, it is important to remember that data regarding immigrants do not provide much information on undocumented immigrants.

Age and Gender -- When examining changes in the population's age from 2000 to 2010, several trends are observed. The older population has increased, whereas the younger population 0-14 years has decreased. In fact, the greatest percent change occurred in adults between the ages of 45 and 54.

Race --Dutchess County has less racial diversity than NYS ,with 80.1% of the population as whites as opposed to NYS with 65.7% white. The Black population has increased from 9.3% in 2000, to 9.9.% in 2010, the Asian population has increased during this time period from 2.5% in 2000 to 3.5% in 2010. The Hispanic population is also on the rise, increasing from 6.4% in 2000, to 10.5% in 2010. Minority populations in Dutchess County are centered primarily in the City of Poughkeepsie. The percentage of Blacks and Hispanic/Latinos in the City of Poughkeepsie are 35.3%, and 17.4%, respectively compared to 10.5%, and 8.8%, respectively in Dutchess County (ACS 2005-2009).

Economic -- Dutchess County appears to be a prosperous community. The median household income is significantly higher than that of the rest of New York State, and the fraction of persons living below the poverty line is 7.5 %—significantly less than the 14.2% poverty rate experienced throughout the rest of the state. Some areas of the County, however, do not enjoy this level of affluence. The poverty rate in the County's primary urban center, Poughkeepsie, has reached 20.6 %. In addition, pockets of rural poverty dot the countryside, providing a study of contrasts between the stately affluence and generational poverty that are experienced in neighboring communities. Approximately 25.8% of households with children under 18 that are headed by women had income in the past twelve months under the poverty level (ACS 2005-2009).

A recent presentation by The Rockefeller Institute of Government on the fiscal challenges facing state and local governments shows that although the revenue crisis is easing, fiscal crisis continues for state and local governments. The Institute's research shows key variables such as taxable personal income, taxable consumption and home values are far below peak, and "longer-term pressures loom even after the cycle is behind us."

Dutchess County is no exception. Unemployment for March 2011 was 7.7%, down slightly from one year ago, but still significantly higher than the average annual employment rate of 4% for 2007 prior to the downturn. As the economic downturn lingers, DSS continues to see a significant increase in demand for services. Temporary assistance, food stamps and Medicaid caseloads are up over 2010 at this time, with total unduplicated DSS caseloads up 55% from 2007 prior to the economic downturn. A recent study by the Marist College Bureau of Economic Research shows the average annual number of businesses in 2007 was 8,224 compared to the average for 2010 of 8,086, a decline of 138 local businesses since the economic downturn began. Declines are most significant in the categories of construction, real estate, finance and insurance, and wholesale and retail trade. Business bankruptcies for the period September 2009 through September 2010 are 25% higher than 2007 prior to the economic downturn.

Statistics from the Mid-Hudson Multiple Listing Service shows:

- Dutchess County housing sales rose by 7.1% percent in the first quarter of 2011 compared to the first three months of last year; however, the county is still significantly below 2007 sales.
- Delinquent property taxes are up by nearly \$9 million, or 20%, since 2007.

- The County Clerk's Office reports a total of 1,337 foreclosures for 2010 showing a decline of 16% compared to 2009. However, 2010 foreclosures were still up nearly 13% compared to 2007 prior to the economic downturn.

The Dutchess County Housing Consortium has estimated about 1,500 homeless people in Dutchess County (2008-2010 Consolidated Plan, Dutchess County Dept of Planning and Development). According to data collected for the 2009 Annual Homeless Assessment Report, approximately 1,200 persons were counted as experiencing homelessness in Dutchess County from October 1, 2008 to September 30, 2009. This number does not include DSS Motel Voucher beds or Domestic Violence program numbers. DSS temporary shelter expenditures for 2010 exceeded \$3,600,000 even though the average stay in weeks decreased from 15.6 to 12 weeks. Throughout Dutchess County, new construction has, in recent years, centered predominantly on the development of single-family homes for middle or uppermiddle class households. At the same time, rental housing has seen an average price increase of 7 % in the past year. As a result, working-class and impoverished persons are being squeezed out of both home ownership and viable rental housing.

Social/Educational - 88.6% of people 25 years and over have at least graduated from high school and 31.4% have a bachelor's degree or higher (ACS 2005-2009). Eleven percent were dropouts; they were not enrolled in school and had not graduated from high school. The 2008-09 suspension rate of students for one full day or longer from public school varies in the County by school district with a high of 18 % for Poughkeepsie and Beacon at 14% to a low of 2% for Arlington, Pawling, Pine Plains and Red Hook(ny START). School test scores for the County for 2011 show a pass rate of 48.3% for 8th grade English, 57.0% for 8th grade math..

II. Planning Process

1. Describe the district's planning process and how that consultation informed your district's needs assessment, priorities, and outcomes.

The Child and Family Services Planning process tasks are assigned to the ICP Workgroup . The DSS Assistant to the Commissioner for Program Planning facilitates the ICP Workgroup meetings . The ICP Workgroup tasks include:

- Provision of oversight for Child and Family Services Plan development between DSS, the Youth Bureau, and the Office of Community Corrections and Probation
- Assistance in the identification of needs, outcomes, and strategies,
- Monitoring of the countywide data document,
- Monitoring the on-going needs assessment activities, and
- Analysis of the data.

Over the past ten years, the ICP Workgroup met at least quarterly focusing on current strategies, identification of emerging trends and possible new strategies for inclusion in the next CFS Plan. Meeting topics were:

Child Protective Services,
Foster Care and Adoption,

Detention Issues,
Runaway & Homeless Youth and Independent Living Needs,
Adult Services and Domestic Violence,
Child and Maternal Health,
Children's Health needs, and
Youth Development.

Members brought a range of professional expertise and their knowledge/involvement in other coalitions/committees that support our vision for Dutchess County. These committees include: DC Housing Coalition, Steering Committee of the Domestic Violence Response Team, Interagency Task Force on Child Sexual Abuse, Criminal Justice Council, Juvenile Justice Committee, Enhanced Coordinated Children's Services Initiative, Children's Mental Health Providers, WIB Youth Council, Choices for Change, Runaway Homeless Planning Group, and DC Elder Abuse Task Force. Many of the ICP Workgroup members are responsible for writing various county plans that direct efforts and funding in regards to children, youth, and families. Current ICP Workgroup membership includes:

- DSS, Deputy Commissioner , Assistant to Commissioner for Planning, Director of Children's Services Director of Adult Services
- Youth Services, Director and DC Runaway and Homeless Coordinator
- Dept. of Health, Health Education and Planning Director and ??
- Dept. of Mental Hygiene, Coordinator for Children and Youth Services
- Probation and Community Corrections, Director and Deputy Director
- Hudson River Housing, Youth Programs Director
- Astor Home for Children, Program Director of High Risk Services & Supervisor of SPOA Coordination
- Mental Health Association, Executive Director
- Family Services, Vice President
- Council on Addiction Prevention Education, Executive Director

The planning process also included the following:

1. Public Hearing on the Proposed Plan

In accordance with Section 34-a 3(a) of the Social Services law, a Public Hearing on the Plan was held on September 9, 2011. It was advertised in the Poughkeepsie Journal on August 25, 2011. Twenty four persons attended the hearing.

2. Advisory Board for the Department of Social Services

The Commissioner and the Deputy Commissioner of the Department of Social Services meet at least quarterly with its 15 member Commissioner's Citizens Advisory Council. The Department's Director of Adult Services attends all meetings of the Council, consults with Council members on a regular basis and serves as the Department's liaison to the Council for the purpose of gathering input and suggestions for the Plan.

3. Youth Board

The Youth Board members and the County Executive's Office were kept informed of the on-going county planning process through the monthly Director's reports. The status chart for the last plan's strategies achieved by the Youth Bureau was distributed to members. The on-going Needs Assessment activities results assisted the Youth Board members in developing their OCFS funding priorities using the Touchstone Objectives.

4. Municipalities

There are no municipal youth bureaus in Dutchess County.

5. Broad Based Community Participation

The past year's needs assessment activities included broad based community representation through the DC Health Department's Community Health Assessment; the County Department of Mental Hygiene's three public forums in 2011 covering Adult Mental Health Service Needs, Service Needs of Chemically Dependent Persons and the Mental Health Needs of Children and Youth. Members of the ICP workgroup attend these forums and the concerns raised and needs identified are shared with respective Departments, agencies and those responsible for plan strategy development. Also, the Council on Addiction, Prevention and Education reported their significant findings from the Search Institute Survey results in six school districts at the Criminal Justice Council meeting.

III. Self Assessment

1. Describe successes and achievements the district has experienced since the last plan update in each of the program areas listed below.

Child Protective Services	See attached Dutchess County 2010 CFSP Outcome Report Chart
Child Preventive Services	See attached Dutchess County 2010 CFSP Outcome Report Chart
Foster Care	See attached Dutchess County 2010 CFSP Outcome Report Chart
Adoption	See attached Dutchess County 2010 CFSP Outcome Report Chart
Detention	See attached Dutchess County 2010 CFSP Outcome Report Chart
Youth Development	See attached Dutchess County 2010 CFSP Outcome Report Chart
Runaway & Homeless Youth	See attached Dutchess County 2010 CFSP Outcome Report Chart
Domestic Violence	See attached Dutchess County 2010 CFSP Outcome

	Report Chart
Adult Protective Services	See attached Dutchess County 2010 CFSP Outcome Report Chart
Child Care	In 2010 the use of CCDBG funds was maximized with guaranteed families and optional families with incomes up to 150% of the SIS receiving childcare subsidy.

3. Noting the data and trends as identified in Appendix C; and the cumulative district consultations (Appendices B-1 to B-6), describe the underlying conditions or factors that influence your performance in meeting the needs of children, youth, adults and families (as applicable) in each of the following program areas:

Child Protective Services	Due to the number of reports received in Dutchess County, CPS workers may be required to carry more than the 12 investigations per month recommended by an OCFS caseload study.
Child Preventive Services	Dutchess County lost preventive slots for 36 families in 2010 due to budget cuts. There is sometimes a waiting list for preventive services, so Child Protective workers provide preventive services to families waiting for preventive slots.
Foster Care	1. Additional foster parents qualified to care for children aged 0-21 are always needed, so Dutchess continually recruits families to provide foster care. 2. Increasing visitation can have a positive effect on reunification of foster children and their biological parents, so Dutchess is looking for ways to achieve this. One strategy employed is that the Children's Museum in Poughkeepsie, NY has partnered with foster care to provide increased visitation for families at the museum.
Adoption	Due to many factors, including children's complex needs, NYS, DSS and family court time frames and available adoption resources, it may be longer than 24 months from the date of foster care placement to the date of adoption. DSS, Dutchess County Family Court and other community agencies are working together to develop strategies to more quickly achieve the permanency goal of adoption for children.
Detention	NYS OCFS Child welfare data indicates that Dutchess County has a high disparity rate for African American and Hispanic /Latino children and their families in the child welfare system. Addressing disproportionate minority representation locally will require that all of the stakeholders, including the

	<p>County Executive and staff, Family Court Judges and other personnel, the County Attorney, Department of Social Services, Law Guardians and Probation have a common understanding of the use of the detention screening tool and the alternatives to detention options available. Ongoing communication through our standing committees, such as the Court Involved Youth Committee and Juvenile Justice Committee is a necessary component to assess and improve our efforts in this area. We must continue to meet to address outcomes and any process issues that might be addressed to improve outcomes.</p> <p>2) Resources also affect our outcomes. We instituted the Juvenile Pre-Trial program without any additions to staff. The two Family Court Units have also been operating with one unfilled staff position in each unit. This can impact timeliness of interviews of youth in detention and their families and development of an alternative to detention plan.</p>
<p>Youth Development</p>	<p>As a result of decreased funding, we are seeing many programs and/or agencies shut down. Families are experiencing greater stressors across milieus. The Developmental Assets model has been institutionalized in many of our nonprofit agencies which is directly reflected in their youth programming. The Division of Youth Services will continue to promote the Developmental Assets in program development. We will also continue to increase opportunities for young people to develop leadership skills, life skills, and to provide their "voice" in youth programming.</p>
<p>Runaway & Homeless Youth</p>	<p>According to RHYA data, the number of older homeless youth seeking services increased by 30% in 2008 and has remained at that level. Economic conditions make it more difficult for young people to obtain employment and become self sufficient. Utilization of the RHYA Part I shelter for youth under age 18 has remained steady. In mid 2011, the shelter relocated to a newly constructed site, where it will be able to accommodate a teen parent with their child, in addition to housing 12 unaccompanied youth. The Part I shelter is increasingly relied upon to provide respite care for youth at risk of out of home placement.</p> <p>NYS/County RHYA funding has been sharply reduced since 2009. Alternate funding has allowed</p>

	the RHYA provider agency to temporarily avoid more significant reduction in services. The gap in funding continues to grow impacting the County's ability to continue offering RHYA services, particularly for older homeless youth.
Domestic Violence	Domestic violence often goes unreported. It may exist and workers may be unaware. Risk is highest when the decision to separate is made. Safety is an issue in reporting and leaving the abuser may cause homelessness.
Adult Protective Services	The goal of Adult Protective Services is to assist individuals to remain safely in their homes and communities. This must always be a consideration. Often victims of abuse or financial exploitation are unwilling to report the perpetrators to the police fearing loss of their homes or the incarceration of a family member. Mental illness, substance abuse, ability to perform the activities of daily living must always be considered.
Child Care	Worsening economic conditions in the County have increased need and forced the district to limit eligibility in the optional categories of eligible families to those whose income is at or below 125% of the SIS.

IV. Priority Program Areas

From the Self Assessment in Section III, please identify the program areas that the district has determined to be priorities.

Overall our economic indicators have worsened since 2007 resulting in a significant increase in the number families under stress. Suicides continue to increase as identified by the Medical Examiner as well as the abuse of prescription drugs. Exacerbating this is the loss of services in the community with St. Francis Hospital having closed its adolescent psychiatric beds and reducing its adult psychiatric beds, and Hudson River Psychiatric Center's planned closing in October 2011. Currently over 50 adults and youth per month are placed in facilities outside the county causing disruptions for them and their families in treatment, support and long term planning options.

Domestic violence homicides increased during 2010 along with DV calls both to Emergency Response and provider hotlines. We must strive to prevent the loss of funding to existing services in this economic climate.

Addressing transitioning youth successfully to adult services is still a need.

The Youth Board has identified the following Life Areas (LA) and Services, Opportunities & Supports (SOS) as program priorities for the Division of Youth Services: LA Economic Security with SOS's career counseling, employment, GED prep, independent living skills, matching with employers for internships/work, resume and job search assistance, self-sufficiency skills development, vocational training, work readiness

skills; LA Physical & Emotional Health with SOS's athletic activities, case management/referrals, chronic disease prevention, counseling, nutrition and food programs, recreational activities (both summer and year round), self esteem workshops, suicide prevention/education; LA Education with SOS's academic services/educationally related services, dropout prevention, study skills; LA Citizenship/Civic Engagement with SOS's character education, community service/youth activism projects, cultural enrichment/awareness, JAB/Officer, leadership skills development, youth leadership/empowerment; LA Family with SOS's child abuse & neglect intervention and treatment, child abuse & neglect prevention/education, programs to promote positive youth development, domestic violence prevention/education, family support, family violence prevention/education, parenting skills, services for pregnant and parenting youth, stress management workshops; and LA Community with SOS's information dissemination, RHYA Part 1 emergency shelter, RHYA Part 2 TILPS supported residence, violence/crime/delinquency prevention activities, RHYA Part 2 non-residential case management.

The main priority for Runaway and Homeless Youth is to maintain the current level and quality of services.

V. Outcomes

1. Outcomes are based on the district’s performance as identified through the data and trends noted in the Self Assessment. Outcomes should be expressed as desired changes within each program area to address the underlying conditions or factors as noted in the district’s self assessment. The outcomes must also be related to the use of OCFS funding, and/or required areas of services by the social services district and Youth Bureau. If the county receives RHYA funding, outcomes and strategies must be included and should address the coordination of available resources for runaway and homeless youth. Districts may incorporate outcomes from their Child and Family Services Review Program Improvement Plans. Districts are required to address at least two of the following State-determined adult service goals.
 - a. Impaired adults who self-neglect or are abused, neglected, or exploited by others will be identified, have their living situation thoroughly investigated, and be protected.
 - b. To pursue appropriate legal interventions to address situations where impaired adults are at risk of harm, are unable to make informed decisions, and are refusing necessary services.
 - c. To utilize multi-disciplinary community resources to improve assessments as well as develop service plans which reduce risk and protect adults.
 - d. To provide protective services in the least restrictive manner, respecting the adult’s rights to self-determination and decision-making.

List the district’s outcomes for each program area below:

Child Protective Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Child Preventive Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Foster Care	See attached Dutchess County CFSP 2012 Outcomes-

	Measures- Strategies Chart
Adoption	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Detention	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Youth Development	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Runaway & Homeless Youth	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Domestic Violence	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Adult Protective Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Child Care	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart

2. Identify quantifiable indicators (measures) of the desired changes in order to track progress.

Child Protective Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Child Preventive Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Foster Care	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Adoption	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Detention	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Youth Development	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Runaway & Homeless Youth	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Domestic Violence	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Adult Protective Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Child Care	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart

VI. Strategies to Achieve Outcomes

1. Describe strategies that will be implemented to achieve the identified outcomes, including those strategies that support your Child and Family Services PIP outcomes. Each strategy should include the timeframe for completion and a designation of what agency(ies) or department(s) is/are responsible for implementation. Explain how OCFS-administered funding supports achievement of outcomes. Strategies must be related to the achievement of outcomes. If the county receives RHYA state aid, the strategies must provide for the coordination of all available county resources for those populations.

Child Protective Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Child Preventive Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Foster Care	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Adoption	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Detention	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Youth Development	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Runaway & Homeless Youth	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Domestic Violence	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Adult Protective Services	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart
Child Care	See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart

VII. Plan Monitoring

1. Describe the methods and the processes that will be used by the district to verify and monitor the implementation of the Child and Family Services Plan and the achievement of outcomes.

The ICP Workgroup will monitor the status of the various strategies annually

The Youth Service's Child and Family Services Plan outcomes and strategies are reflected in the yearly Division's goals and shared with the Youth Board, Commissioner of SAVY, and County Executive. The Summary of Funded OCFS Program Services Annual Outcomes is also shared. Brief updates are included in the Youth Services emails to contract agencies as needed. The annual status of the Youth Services' goals are reported to the County Executive for his State of the County Address in January and summarized in the Annual Youth Services' Report to the Community.

The annual status of DSS achievements is reported to the County Executive for his State of the County Address and achievements are disseminated to a wider audience with the

Department's Annual report. DSS Administrative Staff meeting minutes are sent to the Commissioner of SAVY, CE, Legislature and DSS Commissioner's Advisory Committee.

Both DSS and Youth Services department goals and achievements are discussed during the course of the bi-monthly Health and Human Services Cabinet meetings. Opportunities to increase cross-system support and/or processes to improve outcomes for families and children will be studied and recommended to the County Executive. The Cabinet is involved in the long term project to incorporate outcome language into county direct and contracted services.

Probation shares bi-annually strategies achieved with the Juvenile Justice Committee.

VIII. Financing Process

1. Describe the financing for the district's services.
 - a. Include general information about the types of funds used (e.g. federal, State, local, TANF, or innovative funding approaches). Include new uses of TANF or Flexible Funds for Family Services for program services. Include any innovative approaches to funding or new uses of funds to support the service delivery system.

FFFS funds are limited and amounts that can be used for discretionary purposes are decreasing every year. During the 2010-2011 planning cycle the County used most of the funds for Child Welfare Administration, EAF/JD Pins (Foster Care /Tuition) , the Title XX transfer for Child Welfare, AP/DV, Non-AP/DV. We also fund two in-house Domestic Violence Liaisons. Due to cuts in the past we have been forced to reduce or eliminate our special and innovative TANF services programs which tended to be preventive in nature. The Department continues to use approved COPS funding as well as preventive funding where possible.

- b. If purchase of service agreements are used, describe the criteria and procedures used by the district for selecting providers for all child welfare, adult protective, and non-residential domestic violence purchase of services (e.g. RFP process, news releases on availability of funds, sister agencies panel).

RFP's are used. RFP's require that Proposers complete Logic Models and targeted outcome report forms . The County forms Rating Teams with members from affected Departments or Divisions within DSS to evaluate all proposals.

Dutchess County has a tradition of excellence with its human service departments sharing the following principles/values about human services:

We have a commitment to a continuum of quality services that improves the well being and health for all residents, protects our most vulnerable populations, and promotes public safety, self-sufficiency for individuals and families, and accountability to the taxpayer.

We value cost effective services that are delivered in the most appropriate setting and focus on strengths of individuals and families with culturally-sensitive, courteous and respectful treatment for all involved.

We make decisions based on local needs assessment, data analysis, evaluation and research.

We promote effective services and strategies based on current research and that demonstrate outcomes.

We believe that an investment in prevention is the long term, cost effective strategy for any system.

We are committed to using technology to improve services and decision-making.

We are recognized beyond the County for our leadership, innovative solutions and our collaboration across departments, in public/private partnerships, with residents or consumers as active participants.

When providing services through a contract, it is our intent that the service provider share the same values.

2. Describe how purchase service contracts will be monitored.

- a. Describe procedures that will be used to ensure that the services being purchased are effective in meeting the outcomes as outlined in the contract and your plan. Include the frequency of monitoring, tools that will be used, and who will be involved.

DSS incorporates Logic Models and targeted outcomes into every purchase of service contract and each contract requires program and outcome reports on a specified schedule. At the very least programs are required to report on outcomes at least semi-annually. Program and outcome reports are sent to the appropriate Division Director as well as to the Department's Assistant to the Commissioner for Program Planning and Evaluation. The Directors are also responsible for conducting Program Monitoring through the year. All of the contractors' reports are compiled into an annual Contract Performance Outcome Report, which is then shared with the County Executive's Office.

APPENDIX D

Relationship Between County Outcomes and Title IV-B Federal Goals

List each district outcome that supports or relates to achievement of the federal goals identified below. Many of your outcomes are listed under your Child and Family Services Review PIP, and should be included here.

Title IV-B of the Social Security Act, Subpart I

Goal 1: Families, including nuclear, extended, and adoptive families, will be strengthened and supported in raising and nurturing their children; in maintaining their children's connections to their heritage; and in planning their children's future.

Outcomes:

See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart ---Outcome 1, Goal 1

Goal 2: Children who are removed from their birth families will be afforded stability, continuity, and an environment that supports all aspects of their development.

Outcomes:

See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart ---Outcome 1, Goal 2

Goal 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 promote their continued growth and development (child).

Outcomes:

See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart ---Outcome 1, Goal 3

Goal 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.

Outcomes:

See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart ---Outcome 1, Goal 1

Goal 5: Native American families, including nuclear, extended, and adoptive families, will be strengthened and supported in raising and nurturing their children; in maintaining their children's connections to their heritage; and in planning their children's future.

Outcomes:

See attached Dutchess County CFSP 2012 Outcomes-Measures- Strategies Chart ---Outcome 1, Goal 1

APPENDIX E
Public Hearing Requirements

Complete the form below to provide information on the required elements of the public hearing.

Date Public Hearing held: 9/9/11 (at least 15 days prior to submittal of Plan)

Date Public Notice published: 8/25/11 (at least 15 days in advance of Public Hearing)

Name of Newspaper: Poughkeepsie Journal

Number of Attendees: 24

Areas represented at the Public Hearing:

- | | | |
|---|--|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Legal | <input type="checkbox"/> Child Care |
| <input checked="" type="checkbox"/> Adolescents | <input checked="" type="checkbox"/> Mental Health | <input checked="" type="checkbox"/> Law Enforcement |
| <input checked="" type="checkbox"/> Aging | <input checked="" type="checkbox"/> General Public | |
| <input checked="" type="checkbox"/> Other:
Domestic Violence | <input checked="" type="checkbox"/> Other:
Child Abuse Prevention
Center | <input checked="" type="checkbox"/> Other:
Council on Additcion,
Prevention & Education |

Issues identified at the Public Hearing:

Loss of fund but continuing need for the Strengthening Families Program.

Continuing need for services for youth transitiong to adult services. The Youth Shelter is seeing a number of youth for whom there is a lack of age appropriate servcies, community residences for younger individuals, for example. 18-25 year olds need skill building and socialization services which are limited or unavailable.

Concern expressed over how DSS specifically plans to reduce the recurrence of child abuse.

Concerns expressed about what happens to youth when they are discharged from foster care - the supports that are available.

The domestic violence providers are seeing a surge in adult abuse. Need to increase community awareness of the issues of adult abuse and exploitation. Concern for what the banks are doing in this area to curb exploitation. More training is needed for staff on domestic violence issues.

There is a need for qualified child care providers who are willing to care for children 13+ with special needs and a need for afterschool programs for this population.

APPENDIX F
Program Matrix

Each district will enter their Program Information into the Welfare Management System (WMS). Instructions for completing this process are located in the Plan Guidance Document. Answer the questions below related to the information you entered into the WMS system.

1. Are there changes to the services your county intends to provide during the County Planning cycle?
 No Yes

2. If there are changes to the services, please indicate what those changes are.

APPENDIX G
Technical Assistance Needs

In the space below, describe technical assistance or training, if any, requested by the district to implement this plan. Please be as specific as possible.

None

APPENDIX H
Memorandum of Understanding
Between the District Attorney's Office and Child Protective Services

Chapter 156 of the Laws of 2000 (the Abandoned Infant Protection Act) went into effect in July 2000, and was **amended effective August 30, 2010**. This law is intended to prevent infants from being abandoned in an unsafe manner that could result in physical harm to them. Please send an electronic copy of your signed MOU with your County Plan or include a narrative summary of the cooperative procedures to be followed by both parties in the investigation of incidents of child abuse and maltreatment, consistent with their respective obligations for the investigation or prosecution of such incidents, or as otherwise required by law.

- Copy of active MOU is being sent with the County Plan.
- Active MOU is not attached, but a narrative summary is provided below.

Narrative Summary:

Cooperative Agreement made by and between Dutchess County Department of Social Services (hereinafter referred to as the "Department") with offices at 60 Market Street, Poughkeepsie, NY 12601 and Dutchess County District Attorney (hereinafter referred to as the "DA") with offices at 236 Main Street, Poughkeepsie, NY 12601.

WHEREAS, the Department investigates reports of suspected child abuse and maltreatment; and
WHEREAS, 18 NYCRR 432.3 requires that, the Department provide notice and forward copies of those reports to the DA that the DA has specified;

NOW THEREFORE, DSS and the DA agree with the terms and conditions hereinafter stated:

1. Child Protective Services (hereinafter referred to as CPS) will notify immediately by telephone during normal business hours and forward a hard copy of each State Central Registry report of abuse, including sexual abuse, or physical abuse to the district attorney's office.
2. CPS will notify immediately by telephone during normal business hours and forward a hard copy of each State Central Registry report characterized as "neglect" when the neglect allegation includes evidence or an assertion accusing any person of inflicting physical injury to a child that may not raise to the level defined in Social Services Law as abuse and any State Central Registry Reports of neglect when any allegation in the report relates to providing alcoholic beverages and/or illegal drugs to a child to the district attorney's office.
3. CPS will contact a designated police officer at the earliest practicable time to arrange for simultaneous or parallel investigation of above reports and will notify the district attorney's office of the police agency involved in any investigations.
4. CPS will report by telephone immediately allegations of the death of a child due to abuse or neglect to the district attorney's office.
5. CPS will return telephone calls received from district attorney's office within one business day.
6. The District Attorney has designated the following hospitals as "suitable locations" where an infant may be abandoned in compliance with Chapter 156 of the Laws of 2000:

Vassar Brothers Hospital , Reade Place Poughkeepsie, NY

St. Francis Hospital, 241 North Road, Poughkeepsie, NY

Northern Dutchess Hospital, 6511 Springbrook Ave, Rhinebeck, NY

In the case of an infant abandoned in any of those locations the procedures that will be followed are the same procedures outlined in #3 above and CPS will notify the District Attorney's Office of the police agency involved.

7. The District Attorney agrees to appoint an Assistant District Attorney to serve as liaison to CPS. This liaison agrees to advise CPS upon issues affecting criminal court cases.
8. Assistant District Attorneys will return telephone calls from CPS within one business day.
9. CPS workers will keep Assistant District Attorneys advised of Family Court developments. Assistant District Attorneys will keep CPS advised of criminal prosecution developments e.g., release from jail, guilty pleas, indictments.
10. No monetary consideration shall be payable by either the DSS or the District Attorney for performance under this Memorandum of Understanding.

APPENDIX I
2012 Estimates of Persons to Be Served

Required only if the district does not seek a waiver, as noted on Appendix A

Type of Care/Service	Total*	Children	Adults
Adoption			
Child Care			
Domestic Violence			
Family Planning			
Preventive Child Mandated			
Preventive Child Non-Mandated			
Child Protective Services			
Child Protective Services Investigation			
Unmarried Parents			
Preventive – Adults			
Protective Services Adults – Services			
Protective Services Adults – Investigation			
Social Group Services Senior Citizens			
Education			
Employment			
Health Related			
Home Management			
Homemaker			
Housekeeper/Chore			
Housing Improvement			
Information and Referral			
Transportation			

*Total equals children plus adults

County Child and Family Services Plan

Type of Care/Service — Foster Care	Total	Non JD/PINS Child	OCFS JD/PINS Child	DSS JD/PINS Child
Institutions				
Group Homes/Residences				
Agency Operated Boarding Homes				
Family Foster Care				
Unduplicated Count of All Children in Care				

Type of Care/Service – Adult	Total	Adults
Residential Placement Services		

APPENDIX J

Non-Residential Domestic Violence Services (Complete a Copy for Each Program)

In accordance with the Domestic Violence Prevention Act and subsequent budget provisions, districts are required to provide non-residential services to victims of domestic violence, either directly or through a purchase of service agreement. Whether provided directly or through a purchase of service, each program must be approved through the Child and Family Services Plan process. Non-residential domestic violence programs must comply with 18 NYCRR Part 462. Please provide the information required below.

County: Dutchess

Phone Number: (845) 486-3026

County Contact Person: Maryanne Maruschak
maryanne.maruschak@dfa.state.ny.us

E-mail Address:

SECTION A

Program Closure

Complete this section if an approved non-residential domestic violence program “closed” during the previous year.

Name of program:

Date closed:

Reason for closing:

SECTION B

Complete this section for each program that provides non-residential domestic violence services in the district.

To promote accuracy through the review and approval process, OCFS recommends that this section be completed by the non-residential DV program.

Agency Name: Family Services, Inc.

Business Address: 50 North Hamilton St. Poughkeepsie, NY 12601

Contact Person: Kathryn Graham, Director

Telephone Number: (845) 454- 6770

E-mail Address:

Program Requirements

1. Seventy percent of the clientele served must consist of victims of domestic violence and their children. This program is intended to be a separate and distinct program offering specialized services for victims of domestic violence.

Describe how the program is separate and distinct and how it fits into the overall agency.

At least 70 % of the clientele served by the BWS programs are victims of domestic violence and their children.

2. Services must be provided regardless of financial eligibility; services must be provided in a manner that addresses special needs, including physically handicapped, hearing impaired, and non-English speaking; and services must address the ethnic compositions of the community served.

Describe the eligibility criteria for clients of the non-residential domestic violence program and how special needs populations are accommodated.

All program services are provided free of charge and are accessible to all victims of domestic violence in Dutchess County regardless of age, economic status, race, ethnicity, religion, disability, or sexual orientation. Services for non-English speaking victims are provided through bi-lingual staff, volunteers and interns, and the "Language Line."

3. There must be evidence that the program is needed, based on the number of persons to be served and evidence that the indicators used are realistic.

Provide an estimate of the number of victims of domestic violence needing non-residential services and description of the indicator/data used to determine that estimate.

Family Services, Inc. projects a minimum of 1,100 clients receiving services in 2012. Of those 1,100, they anticipate a minimum of 225 will receive substantial, on-going counseling. Additionally they anticipate a minimum of 12,000 calls to the 24-hour Battered Women's Services hotline.

4. Where are the non-residential domestic violence services provided?

Describe the type of location (e.g. at the business office, at the school, etc.). The specific should not be included and should not be identifiable from the information provided.

Non-residential services will be provided at locations that ensure the safety of the persons receiving services and the confidentiality of their identities. Information and referral services can be provided in the program offices, over the telephone, or in person at any location that is safe and convenient for the victim and counselor.

5. Explain how the location(s) where the non-residential domestic violence services are provided to ensure the safety of the persons receiving services and the confidentiality of their identities. Do not provide the location addresses.

At the BWS's facility general information about the client, as well as each contact and the nature of that contact is recorded and kept in folders which are accessible only to staff and trained volunteers. All files are kept in a file cabinet in the Battered Women's Services office. Whenever Battered Women's Services staff is not present, the office door is locked. BWS requires signed release forms from clients before they share any information with other service providers. BWS will not confirm or deny that they are working with an individual unless they have a signed consent release form. Safe home locations are disclosed only to staff or clients who stay at the home. Clients are asked to sign a contract of safe home rules and guidelines which forbids the disclosure of the location. In addition, the importance of confidentiality is impressed upon them by the staff person arranging the placement.

At the BWS's facility general information about the client, as well as each contact and the nature of that contact is recorded and kept in folders which are accessible only to staff and trained volunteers. All files are kept in a file cabinet in the Battered Women's Services office. Whenever Battered Women's Services staff is not present, the office door

is locked. BWS requires signed release forms from clients before they share any information' with other service providers. BWS will not confirm or deny that they are working with an individual unless they have a signed consent release form. Safe home locations are disclosed only to staff or clients who stay at the home. Clients are asked to sign a contract of safe home rules and guidelines which forbids the disclosure of the location. In addition, the importance of confidentiality is impressed upon them by the staff person arranging the placement.

The telephone number for the Battered Women's Services hotline is blocked. If, when dialing a number staff is prompted to remove a block, they will either use one of the Family Services' lines or go thru the Agency's answering service so that the hotline number and name will not appear. After hours, the on-call staff will generally place calls through the answering service so that their personal numbers will not show. The BWS does not have Caller ID service on any of its phones so that clients may call anonymously. The BWS asks clients to provide them with a telephone number where it is safe to reach them. If the client does not have a safe place to be reached the BWS will NOT call them under any circumstances. The BWS also instructs its clients to dial a "safe number" after they have called the BWS's number so that the call cannot be traced through *69.

The Programs will adhere to the confidentiality requirements of 18 NYCRR 462.9.

6. All of the **core services** listed in 18 NYCRR 462.4 must be provided directly by the program, as defined in the regulations, and must be provided in a timely manner. For each of the core services listed below, include:
 - a. Days and hours the service is available
 - b. How the service is provided
 - c. Where the service is provided, when the service is provided at a location other than the program location (i.e., accompanying the client to court)
 - d. Details specific to this program other than program location.

Telephone Hotline Assistance

Include hotline operation hours and detail the methods currently being used for the operation of the hotline service (e.g. coverage, staff responsibility, any technology used).

The BWS hotline will operate 24 hours a day, seven days a week. The hotline is operated by staff and trained volunteers. During business hours (9:00 am - 5:00 pm from Monday-Friday), the hotline is answered in the BWS offices. After hours (5:00 pm - 9:00 am on weekdays and throughout the weekend), the hotline is coded into Hudson Valley Message Bureau's answering service. The staff rotates on-call duty. Staff on-call serves

as back up for the volunteer and is responsible for managing crisis situations that may arise once the office is closed. Crisis situations may include but are not limited to emergency housing and on-site advocacy at hospitals and police stations. In addition to the staff on-call, there is a second staff member who is also on call. The second staff member is the DART Assistant Advocate who is responsible for answering DART calls which are placed by police officers after they have responded to a domestic incident. The purpose of the DART call is to connect victims with our services. The DART Assistant Advocate is responsible for assessing victim's safety and following up as appropriate. Upon receiving a call, the answering service immediately contacts the designated volunteer, staff on call or DART Assistant Advocate. The caller has the option to wait on the line or may leave a number where they may safely be reached.

A victim of domestic violence is able to receive counseling, information, referrals, crisis intervention and advocacy through the hotline.

The hotline also accepts collect calls.

Information and referral

Operates Monday through Friday from 9 A.M. to 5 P.M. Information may be conveyed to a client when they call the hotline, come into the office for counseling or is accompanied to court. They may learn basic facts about domestic violence such as information concerning the cycle of violence, characteristics of an abuser, or the effects of violence on children. Another type of information commonly given to clients through the program is legal information. This may include steps to obtain an order of protection in family court or criminal court or they may learn of their basic rights in relationships. Another type of information given is info concerning services provided by Battered Women's Services. A victim of domestic violence can then determine which method of assistance would best fit their needs. A referral may be made to a several local agencies depending on the needs of the client

Advocacy

Describe all types offered, including accompaniment.

Available over the hotline 24 hours per day seven days per week and generally operates in person Monday through Friday from 9 A.M. to 5 P.M.

Court and Legal Advocacy

Court and legal advocacy are provided in several ways. The DART Advocate and Counselor/Advocates and/or volunteers will also accompany clients to Family and Criminal Court upon request.

Social Service and Public Assistance Advocacy

Advocacy for Social Services is provided upon request from the client. An explanation of public assistance benefits is given when the situation warrants. The program will also call specific caseworkers on behalf of the client to obtain necessary services. The BWS staff

person or volunteer may also accompany a client to the Department of Social Services to advocate for her.

Housing Advocacy

When a woman indicates that she is in need of emergency shelter, the program will initially refer her to Grace Smith House. If Grace Smith House is full, BWS provides her with temporary shelter in a safe home. If her needs are for long term housing they refer her to the Department of Social Services. Emergency temporary housing can be provided by Hudson River Housing. In this situation BWS provides transportation, food, counseling and advocacy.

Employment Advocacy

If a client indicates that they are in need of employment BWS refers them to agencies that will assist in locating a job. These agencies include but are not limited to employment agencies, Dutchess County Department of Social Services Employment Division, New York State Department of Labor and Dutchess County BOCES.

Medical Care Advocacy

If a woman is in need of medical attention, a BWS staff or volunteer will arrange transportation to one of three local hospitals, or to a physician's office. Advocacy is provided assuring proper documentation of the battering incident, including pictures when appropriate. Whenever possible and with client permission, BWS contacts the Family Services SAFE Nurse who will examine victim and collect forensic documentation. In addition BWS staff often facilitates the release of medical records at the request of a client. Another form of medical advocacy occurs when BWS staff, with proper release from a client, is requested to confer with a therapist concerning a mutual client. BWS also goes to local hospitals to counsel battered women and provide training to hospital personnel on the dynamics of domestic violence and how to access.

Counseling

Describe all types offered, including individual and group.

Operates Monday through Friday from 9 A.M. to 5 P.M. Counseling is provided either in the BWS offices, on the telephone, or in any location that is safe and convenient to the client. The purpose of the counseling sessions is to support and empower victims of domestic violence, thereby enabling them to establish violence free lives. The counselor does this by actively listening, providing direction to the session by helping a client to focus on the issues, assisting in prioritizing tasks and clarifying options and helping client create a safety plan. Crisis counseling is designed to help the client define and label immediate needs and concerns. The counselor is more directive in presenting options and may even call the police, make shelter and transportation arrangements, make appropriate medical referrals and provide transportation and advocacy when necessary.

Community Education and Outreach

Describe methods used, target audience, and messages conveyed. If there is more than one domestic violence provider in the community, describe how the outreach activities are coordinated.

Generally operates Monday through Friday from 9 A.M. to 5 P.M. Some evening or weekend presentations as needed. The BWS makes presentations to community groups include women's social and political clubs, youth groups, church organizations and the Rotary. Presentations are also made to professional organizations and individuals such as law enforcement, probation department, prosecutors, mediation, judicial, medical and mental health personnel, Family Services (Rape' Crisis), DGCADV, the Dutchess County Legislature, Lunchbox, Teen Parents Program, and employees of local businesses. Volunteers are an integral part of the BWS and are involved in every aspect of the program including hotline services, legal advocacy, counseling, crisis intervention, children's counseling, support groups and volunteer training. In addition, former battered women volunteer to accompany the Youth Education Coordinator to school presentations to speak to students about abuse. There is a core group of approximately 80 volunteers and 10 safe home volunteers.

Optional Services (e.g., support groups, children's services, translation services, etc.)

DART Project Services

The Domestic Abuse Response Team (DART) Project is a collaborative criminal justice team that has restructured and enhanced the response to domestic violence cases in the City and Town of Poughkeepsie, and the City of Beacon.

The goals of the DART Project are:

1. To enhance the criminal justice response to domestic violence. This will improve the ability of the system to monitor compliance of defendants and shift the responsibility of monitoring onto the justice system and off of the victim.
2. To increase batterer accountability to ultimately reduce case attrition and increase safety of victims
3. To increase safety and improve coordination of services to women who are victims of domestic violence. This will occur when batterers are held accountable by the system. It is our hope that victims will be more willing to pursue prosecution as they see the system's immediate and coordinated response.

From the time of arrest throughout the disposition of the cases, defendants are monitored and victims have access to services. Policies have been modified in an effort to increase coordination among relevant agencies to ensure the domestic violence cases receive close supervision, monitoring and attention. Team members work closely on a daily basis to enhance victim safety and batterer accountability. The overseeing organization of the DART Project is the Steering Committee for a Universal Response to Domestic Violence.

The Project employs a Project Coordinator and DART Domestic Violence Outreach Workers located in the District Attorney's Office , and DART Advocates and Assistant

Advocates who provide 128 hours of telephone hotline coverage on evenings and weekends located at BWS.

Family Services, Inc. maintains a coordinated supervisory relationship with the Bureau Chief of the Special Victims Bureau in the District Attorney's Office with regards to the DART Outreach Worker positions, which are under the daily supervision and control of the District Attorney. Family Services, Inc. understands further that the Project Coordinator position is supervised and guided by the Steering Committee for a Universal Response to Domestic Violence, of which Family Services, Inc. is a member, and as such shall participate equally as such with other members of the Steering Committee on issues of hiring and supervision of the Project Coordinator position.

Police Officers place a call to the 24-hour telephone hotline when responding to every domestic incident in the three DART jurisdictions to give the victim an opportunity to speak with a counselor/advocate. All cases involving an arrest are conferenced at the regularly scheduled Team meetings with staff from the District Attorney's Office, Probation Department, Police Department, Domestic Abuse Awareness Classes for Men facilitator, Project Coordinator and Advocate.

The DART Project provides information and referrals re: legal system and available service, collaboration with partnering & participating agencies/ program development and supervision.

DART Outcomes

Domestic violence victims in the 3 DART jurisdictions will receive access and referrals to supportive services from the time of police-involved incidents.

Enhanced and coordinated criminal justice responses to domestic violence incidents will maximize offender accountability and enhance victim safety.

Service Delivery Sites & Hours

24-hour hotline operates 7 days/week

BWS Main Offices in Poughkeepsie M – F 9am – 5pm Program Director,
Associate Director, Program Assistant and DART Victim Advocates

D.C. District Attorney's Office M – F 9am – 5pm Project Coordinator,
Outreach Workers

Domestic Violence Education Prevention Program Services

The Domestic Violence Education Prevention Program is a school-based comprehensive prevention education program with a focus on providing youth between the ages of 5 years and 21 years with information about domestic violence, teen dating violence, services available, basic rights and options available and accessible to youth, and crisis counseling for youth affected by domestic violence and/or teen dating violence. The

program also recruits, trains and supervises community volunteers to work with youth in the schools and with Battered Women's Services as a whole.

Staff, interns and trained volunteers conduct presentations on domestic violence and provide follow-up services and education of students on domestic violence including explanation of agency services, discussion of teen dating violence, crisis intervention and information and referrals.

BWS employs a Youth Education Coordinator to design and implement the school-based education and youth counseling portions of the program and a Volunteer Coordinator responsible for the training, supervision, and on-going support of community volunteers and student interns.

Domestic Violence Education Outcomes

Youth will increase their knowledge of the dynamics of domestic violence, teen dating violence, agency services and their basic rights and options by the end of the program session.

Youth who have been victims of domestic violence who have witnessed domestic violence in their homes will receive short term counseling.

Youth who receive counseling will increase their access to available services.

Community members who complete the 32-hour domestic violence training will volunteer to assist in the Youth Domestic Violence Prevention Education program by the end of the funding cycle.

7. Each program must employ both a qualified director and a sufficient number of staff who are *responsible for providing core and optional services*.

List each of the staff/volunteer positions responsible for providing non-residential services including title, responsibilities and qualifications.

- **Do not** give names
- Resumes **are not** required

Title: Director

Responsibilities:

Responsible for the administration of all aspects of BWS program. Oversees program staff

Qualifications:

BA or MA in Human Services or minimum 5 years relevant experience. Training and experience in program management, counseling, and personnel relations. Extensive knowledge about dynamics of domestic violence.

Title: Associate Director

Responsibilities:

Responsible for the administration oversight of the BWS program, oversees program staff and hotline coverage.

Qualifications:

BA or MA in Human Services or minimum 5 years relevant experience. Training and experience in program management, counseling, and personnel relations. Extensive knowledge about dynamics of domestic violence.

Title: Domestic Violence Outreach Worker

Responsibilities:

Attempts to connect with victims of domestic violence before arraignment of the offender in a criminal case in the City and Town of Poughkeepsie, and Beacon. Acts as a liaison between victims of domestic violence and the District Attorney's Office. Case conferences with other members of DART. Maintains statistical and demographic information. Supervised by Director and Bureau Chief of the Special Victims Bureau of the District.

Qualifications:

Either an Associates Degree and 1 year experience in human services field, or High School diploma and 3 years experience in human services field, or equivalent combination of training and experience

Title: Counselor Advocate

Responsibilities:

Responsible for counseling, advocacy, crisis intervention, support, group facilitation, referral services, and community outreach. Provides crisis intervention, short term counseling and advocacy

Qualifications:

BA in Human Services field preferred, but relevant experience considered. Counseling, advocacy, crisis intervention, community organizing, public speaking, and related work experience preferred.

Title: 1. DART Project Coordinator 2. Latina Outreach Coordinator

Responsibilities:

1. Oversees the coordinated community response to domestic violence, coordinates Domestic Violence Abuse Response Team (DART) Project and Grant to Encourage Arrest Project. Supervised by Associate Director and Steering Committee for a Universal Response to Domestic Violence. 2. Responsible for counseling advocacy, advocacy, crisis intervention, referral services and community outreach and education. Provides outreach to Latina victims of domestic violence.

Qualifications:

1. MA in Social Work, Public Policy or related field preferred, but 5 years relevant experience considered. Grant writing, program and budget management, research, data

management, and computer skills. Excellent communication skills, both oral and written.
2. BA in Human Services field preferred, but relevant experience is considered.
Counseling and advocacy experience required. Fluency in Spanish required.

Title: 1. DART Victim Advocate and 2. DART Assistant Night Advocate

Responsibilities:

1. Provides advocacy, counseling and crisis intervention, case conferencing and follow up.
2. Responsible for responding to telephone hot line calls on nights, weekends, and holidays to provide crisis intervention, counseling, information and referral, arrangements for emergency transportation to shelter and support to volunteers. Provides advocacy, counseling and crisis intervention

Qualifications:

1. BA in Human Services field preferred, but relevant experience considered. Counseling and advocacy experience .
2. BA in Human Services field preferred, but 3 years relevant experience is considered. Counseling, advocacy, crisis intervention, community organizing and related work experience preferred

APPENDIX K
Child Care Administration

Describe how your local district is organized to administer the child care program, including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families: Dutchess County Department of Social Services Day Care Unit

Transitioning Families: Dutchess County Department of Social Services Day Care Unit

Income Eligible Families: Dutchess County Department of Social Services Day Care Unit

Title XX: Dutchess County Department of Social Services Day Care Unit

2. Provide the following information on the use of New York State Child Care Block Grant (NYSCCBG) Funds.

FFY 2009-2010 Rollover funds (available from the NYSCCBG ceiling report in the claiming system):.....\$0.00

Estimate FFY 2010-11 Rollover Funds\$0.00

Estimate of Flexible Funds for Families (FFS) for child care subsidies.....\$0.00

NYSCCBG Allocation 2011-12\$6,284,740.00

Estimate of Local Share\$143,433.00

Total Estimated NYSCCBG Amount\$6,478,173.00

a. Subsidy\$5,446,853.00

b. Other program costs excluding subsidy\$0.00

c. Administrative costs\$826,882.00

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?

Function	Organization	Amount of Contract
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Determining if legally-exempt providers meet State-approved additional standards		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

APPENDIX L

Other Eligible Families if Funds are Available (Required)

Listed below are the optional categories of eligible families that your district can include as part of its County Plan. Select any categories your county wants to serve using the NYSCCBG funds and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	When caretaker is participating in an approved educational or vocational activity approved by DSS Employment Unit
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is: a) participating in an approved substance abuse treatment program b) homeless c) a victim of domestic violence d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PA recipients only
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
a) is physically or mentally incapacitated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to six months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If working towards lifting sanction

<p>7. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Temporary Assistance recipients only with approval of DCDSS Employment worker</i></p>
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose primary language is other than English</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>f) a two-year full-time degree granting program at a community college, a two-year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Temporary Assistance recipients only with approval of the DCDSS Employment worker</p>
<p>g) a training program, which has a specific occupational goal and is conducted by an institution other than a college or university that is licensed or approved by the State Education Department</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Temporary Assistance recipients only with approval of DC DSS Employment Worker</p>
<p>h) a prevocational skill training program such as a basic education and literacy training program</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If approved by the DC DSS Employment Worker and the program does not exceed 6 months</p>
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>Note: The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker</p>		

cannot enroll in more than one program.		
8. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associate's degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Temporary Assistance recipients and low income families with income up to 125% of the SIS for attendance at a college or university in courses that are conducted on the campus, not online.
9. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associate's degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Only Temporary Assistance recipients and low income families with income up to 125% of the SIS for attendance at a college or university in courses that are conducted on the campus, not online.
10. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program leading to a bachelor's degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Only Temporary Assistance recipients for attendance at a college or university in courses that are conducted on the campus, not online.
11. Families with incomes up to the 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in an employment field that currently is or is likely to be in demand in the future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

caretaker is able to document is directly related to the caretaker engaging in such a program.		
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APPENDIX M

Reasonable Distance, Very Low Income, Family Share, Case Closing and Openings, Recertification Period, Fraud and Abuse Control Activities (Required)

Reasonable Distance

Define “reasonable distance” based on community standards for determining accessible child care.

The following defines “reasonable distance”: For the purpose of determining whether child care is accessible to a TANF recipient who is a caretaker relative of a child under the age of 13 Dutchess County defines a reasonable distance as one-way travel time up to one and one half hours from home to a work activity with a stop at a child care provider.

Describe any steps/consultations made to arrive at your definition: Dutchess County has a public transportation system that uses the “2 mile” rule for employment purposes. If an individual resides outside of the 2 mile radius of public transportation, alternate arrangements are explored. This is consistent with Dutchess County’s employment plan.

Very Low Income

Define “very low income” as it is used in determining priorities for child care benefits.

“Very Low Income” is defined as 100% of the State Income Standard.

Family Share

“Family share” is the weekly amount paid towards the costs of the child care services by the child’s parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The weekly family share of child care costs is calculated by applying the family share percentage against the amount of the family’s annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by the county 30%.

Note: The percentage selected here must match the percentage selected in Title XX Program Matrix in WMS.

Case Closings

The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Describe below how districts will select cases to be closed in the event that there are insufficient or no funds available.

1. Identification of local priorities in addition to the required federal priorities (select one).
 - The district has identified local priorities in addition to the required federal priorities (Complete Section 2)
 - The district has not identified local priorities in addition to the required federal priorities (Complete Section 3).

2. Describe how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities.

Describe in the space below how the district will select cases to be closed in the event that there are insufficient or no funds available.

a. The district will select cases to be closed based ONLY on income.

No.

Yes. Check 1 or 2 below.

1) The district will close cases from the highest income to lowest income.

2) The district will close cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:

b. The district will select cases to be closed based ONLY on categories of families.

No.

Yes. List the categories in the order that they will be closed, including the optional categories selected in Appendix L:

c. The district will select cases to be closed based on a combination of income and family category.

No.

Yes. List the categories and income groupings in the order that they will be closed:

d. The district will select cases to be closed on a basis other than the options listed above.

No.

Yes. Describe how the district will select cases to be closed in the event that there are insufficient funds to maintain the district's current case load:

e. The last cases to be closed will be those that fall under federal priorities. Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be closed last.

Very low income Rank 1 Rank 2

Families that have a child with special needs Rank 1 Rank 2

3. If all NYSCCBG funds are committed, case closings for families that are not eligible under a child care guarantee and are not a federally mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time the family has received child care services, but must be consistent for all families.

- a. Identify how the district will prioritize federal priorities. Cases that are ranked 1 will be closed last.

Very low income Rank 1 Rank 2

Families that have a child with special needs Rank 1 Rank 2

The district will close cases based on the federal priorities and the amount of time the family has been receiving child care services.

Shortest time receiving child care services

Longest time receiving child care services

- b. The district will establish a waiting list for families whose cases were closed because our county did not have sufficient funds to maintain our current caseload.

No.

Yes. Describe how these cases will be selected to be reopened if funds become available:

Case Openings

Describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that insufficient funds are available.

1. The first cases to be opened will be those that fall under the federal priorities.

Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be opened first.

Very low income Rank 1 Rank 2

Families that have a child with special needs Rank 1 Rank 2

2. The district will select cases to be opened based ONLY on income.

No.

Yes. Check 1 or 2 below.

1) The district will open cases from the lowest income to highest income.

2) The district will open cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:

3. The district will select cases to be opened based ONLY on category.

No.

Yes. List the categories in the order that they will be opened, including the optional categories selected in Appendix L:

4. The district will select cases to be opened based on a combination of income and category of family.
- No.
- Yes. List the categories and income groupings in the order that they will be opened:
5. The district selects cases to be opened on a basis other than the options listed above.
- No.
- Yes. Describe how the district will select cases to be opened in the event that there are not sufficient funds to open all eligible families:
6. The district will establish a waiting list when there are not sufficient funds to open all eligible cases.
- No.
- Yes. Describe how these cases will be selected to be opened when funds become available:

The district's recertification period is every six months twelve months

Fraud and Abuse Control Activities

Describe below the criteria the district will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment in addition to procedures for referring such applications to the district's front-end detection system.

Below is the approved Front End Detection System Plan for Operations for NYSCCBG Child Care Cases and Investigative Unit Operations Plan for Dutchess County:

DUTCHESS COUNTY FRONT END DETECTION SYSTEM PLAN FOR OPERATIONS FOR NYSCCBG CHILD CARE CASES

Prepared by: Chris Corman, Supervisor of Special Investigations, (845) 486-3044

FEDS Contact Person:

Chris Corman, Supervisor of Special Investigations, (845) 486-3044

60 Market Street, Poughkeepsie, New York 12601

1. The following criteria will prompt a Child Care FEDS Referral:
- Self-employed but without adequate business records to support financial assertions
 - Childcare provider lives in the same household as child
 - Working off the books
 - Applicant unsure of own address

- Applicant has no documentation to verify his/her identity or the identification is suspect
- Documents or information provided are inconsistent with application, such as different name used for signature
- Prior history of denial, case closing, or overpayments resulting from an investigation
- No absent parent information or information is inconsistent with application
- P.O. Box used as a mailing address without reasonable explanation

2. Childcare Unit Process and Procedure:

The FEDS referral will be reviewed for each Childcare eligibility interview. When one or more of the circumstances listed above occurs, the referral form and the appointment notice are completed by the Childcare worker. The referral is given to the Childcare supervisor with the case record. The supervisor reviews the referral and, if appropriate, sends the FEDS referral to the Special Investigations Unit (SIU) within 24 hours of the date of application.

3. Special Investigations Unit Process and Procedure:

The FEDS referral will be logged in and assigned immediately. The investigation will begin within forty-eight (48) hours. The investigation will include collateral contacts and home visits when necessary, computer checks and further interviews with the applicant. A written report will be provided to the Childcare worker within five (5) days of the completion of the investigation. If an investigation cannot be completed within five (5) days, an oral report will be given to the Childcare worker within forty-eight (48) hours and a written report as soon as the investigation can be completed. All investigations will be completed in a manner that is consistent with the processing of applications within thirty (30) days.

a) Investigative unit processing, includes logging, tracking and brief description of investigative unit processes (i.e., home visit, collateral contact, age, etc.). Also includes the targeted timeframes for reporting investigative results back to eligibility worker for final determination.

4. Procedure for Reporting Final Disposition:

The lower section of the Investigation Unit's report has a section for the case disposition. The childcare worker will complete this section when processing the case. The original of the form will be sent to SIU for report purposes. The copy will be filed in the case record.

5. Methodology for completing the monthly FEDS report:

The SIU Supervisor has a program in place on his computer to summarize the monthly FEDS activity. The SIU Supervisor will prepare the monthly report of FEDS complaints and investigations and forward the report to OTDA via e-mail by the 10th of the following month.

The FEDS program has been operational for Family Assistance, Safety Net and Medicaid since 1/93. SIU currently has four (4) Investigators involved with both FEDS and fraud referrals.

Dated: 2/9/10

Describe the sampling methodology used to determine which cases will require verification of an applicant's or recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.

For all Low income and Transitional Child Care cases, a recertification application is completed yearly (copy attached). An Employment Questionnaire (copy attached) is also completed yearly. This results in contact every six months. Verification of income is required at each contact. A new enrollment form is only required at recertification.

For Child care for TA individuals in training, participating in WEP, attending approved drug/alcohol treatment, or employed, a new enrollment form is required yearly. All informal providers must submit forms to the Child Care supervisor who reviews them and forwards them to the Child Care Council for approval. Payment is made only if provider is approved and verification of attendance/participation is received. Payment is made for actual hours of participation plus reasonable travel time.

Describe the sampling methodology used to determine which providers of subsidized child care services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving subsidized child care services with any Child and Adult Care Food Program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Dutchess currently has approximately 72 providers who are not day care centers in the CACFP Program. The Council forwards the attendance forms from each inspection to the Department where annually 20 % of the providers are selected for a point in time review. The Supervisor of the Day Care Unit contacts the Child Care Council member who is in charge of the site visits on a monthly basis and requests a list of 3-4 providers that had site visits done that month along with the names of the children present at the time of the visit. He will then compare the information to the attendance forms for that provider to verify that DSS was billed correctly. Any discrepancies will be referred to the Special Investigations Unit for further action.

APPENDIX N
District Options (Required)

Districts have some flexibility to administer their child care subsidy programs to meet local needs. Check which options that your district wishes to include in your county plan. Complete the attached appendices for any area(s) checked.

1. The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
2. The district is using Title XX funds for the provision of child care services (complete Appendix P).
3. The district has chosen to establish additional local standards for child care providers (complete Appendix Q).
4. The district has chosen to make payments to child care providers for absences (complete Appendix R).
5. The district has chosen to make payments to child care providers for program closures (complete Appendix S).
6. The district has chosen to pay for transportation to and from a child care provider (complete Appendix T).
7. The district has chosen to pay up to 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix T).
8. The district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix T).
9. The district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training, which has been verified by the Legally-Exempt Caregiver Enrollment Agency (complete Appendix T).
10. The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).
11. The district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix T).
12. The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U)
13. The district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix U).
14. The district has chosen to pay for breaks in activity for low income families (non public assistance families). Complete Appendix U.

15. The district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification, and/or enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

APPENDIX O
Funding Set-Asides (Optional)

Total NYSCCBG Block Grant Amount, Including Local Funds

Category:	\$

Total Set-Asides.....\$

Describe for each category the rationale behind specific set-aside amounts from the NYSCCBG (e.g., estimated number of children).

Category:

Description:

Category:

Description:

Category:

Description:

Category:

Description:

The following amounts are set aside for specific priorities from the Title XX block grant:

Category:	\$
Category:	\$
Category:	\$

Total Set-Asides (Title XX).....\$

Describe for each category the rationale behind specific amounts set aside from of the Title XX block grant (e.g., estimated number of children).

Category:

Description:

Category:

Description:

Category:

Description:

Category:

Description:

APPENDIX P
Title XX Child Care (Optional)

Enter projected total Title XX expenditures for the plan's duration:\$

Indicate the financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of one or two, 255% for a family of three, and 225% for a family of four or more. Districts that are utilizing Title XX funds *only* for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size: (2) % (3) % (4) %

Programmatic Eligibility for Income Eligible Families (Check all that apply.)

- Title XX: employment education/training
 seeking employment illness/incapacity
 homelessness domestic violence
 emergency situation of short duration
 participating in an approved substance abuse treatment program

Does the district apply any limitations to the programmatic eligibility criteria?

- Yes No

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

Does the district prioritize certain eligible families for Title XX funding?

- Yes No

If yes, describe which families will receive priority:

Does the district use Title XX funds for child care for open child protective services cases?

- Yes No

Does the district use Title XX funds for child care for open child preventive services cases?

- Yes No

APPENDIX Q
Additional Local Standards for Child Care Providers (Optional)

The district may propose local standards in addition to the State standards for legally-exempt providers who will receive child care subsidies. This appendix must be completed for **each** additional standard that the district wishes to implement.

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
 - Provider Provider's Employee Provider's Volunteer
- Provider's household member age 18 or older
- Legally-exempt in-home child care program. Check all that apply.
 - Provider Provider's Employee Provider's Volunteer
- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
 - Provider Provider's Employee Provider's Volunteer
- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
 - Provider Provider's Employee Provider's Volunteer

3. Districts are responsible for implementation of the additional local standard unless they have a formal agreement or contract with another organization. Check the organization that will be responsible for the implementation of the additional local standard.

- Local social services staff
 Provide the name of the unit and contact person:

Contracted agency

Provide the name of the agency and contact person:

4. Are there any costs associated with the additional standard?

Yes No

Note: Costs associated with the additional standard cannot be passed on to the provider.

5. Describe the steps for evaluating whether the additional local standard has been met.

6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.

Legally-Exempt Programs:

Initial enrollment During the 12-month enrollment period
 Re-enrollment Other

7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)

8. Describe the justification for the additional standard in the space below.

APPENDIX R

Payment to Child Care Providers for Absences (Optional)

The following providers are eligible for payment for absences (check all that are eligible):

- Day Care Center
- Legally-Exempt Group
- Group Family Day Care
- School Age Child Care
- Family Day Care

Our county will only pay for absences to providers with which the district has a contract or letter of intent.

- Yes
- No

Base period (check one) 3 months 6 months

Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	12	3	15
Base period	12	8	20

List reasons for absences for which the district will allow payment:

Illness of the adult or child or a temporary crisis

List any limitations on the above providers' eligibility for payment for absences:

Payment will only be made when the provider charges all customers the same rates with absences

Note: Legally-exempt family child care and in-home child care providers are **not** eligible to receive payment for absences.

APPENDIX S
Payment to Child Care Providers for Program Closures (Optional)

The following providers are eligible for payment for program closures:

- Day Care Center Legally-Exempt Group
 Group Family Day Care School Age Child Care
 Family Day Care

The county will only pay for program closures to providers with which the district has a contract or letter of intent.

- Yes No

Enter the number of days allowed for program closures (maximum allowable time for program closures is five days).

List the allowable program closures for which the county will provide payment.

Note: Legally-exempt family child care and in-home child car providers are **not** allowed to be reimbursed for program closures.

APPENDIX T

Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt and In-Home Providers, and Sleep (Optional)

Transportation

Describe any circumstances and limitations your county will use to reimburse for transportation. Include what type of transportation will be reimbursed (public vs. private) and how much your county will pay (per mile or trip). Note that if the county is paying for transportation, the Program Matrix in WMS should reflect this choice.

Differential Payment Rates

Indicate the percentage above the market rate your county has chosen.

- Accredited programs may receive a differential payment up to _____ % above market rate.
- Care during non-traditional hours may be paid up to _____ % above market rate.
- Limitations to the above differentials:

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is more than 15% above the applicable market rate, describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

Enhanced Market Rate for Legally-Exempt Family and In-Home Child Care Providers

Indicate if the district is electing to establish a payment rate that is in excess of the enhanced market rate for legally-exempt family and in-home child care providers who have annually completed 10 or more hours of training and the training has been verified by the legally-exempt caregiver enrollment agency.

- No.
- Yes. Our market rate will not exceed 75% of the child care market rate established for registered family day care.

Sleep

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps, as well as any limitations pertaining to payment:

The district will pay for child care while a parent or caretaker relative works a second or third shift when the parent or caretaker relative requests it and the Day Care Unit Director and the Deputy Commissioner determine that it is necessary to allow him/her to get a minimum of 6 hours sleep per day.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight).

8 hours

APPENDIX U

**Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers,
and Breaks in Activities (Optional)**

Child Care Exceeding 24 Hours

Child Care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other situations where the caretaker's approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the county will pay for child care exceeding 24 hours.

- On a short-term or emergency basis
- The caretaker's approved activity necessitates care for 24 hours on a limited basis

Describe any limitations for payment of child care services that exceed 24 consecutive hours.

Child Care Services Unit (CCSU)

Indicate below if your county will include 18-, 19-, or 20-year-olds in the CCSU, which is used in determining family size and countable family income.

The district will include the following in the CCSU (check all that apply).

- 18-year-olds
- 19-year-olds
- 20-year-olds

OR

The district will only include the following in the CCSU when it will benefit the family (check all that apply)

- 18-year-olds
- 19-year-olds
- 20-year-olds

Describe the criteria your district will use to determine whether or not 18-, 19-, or 20-year olds are included in the CCSU.

Waivers

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your county is requesting a waiver.

Breaks in Activities

Districts may pay for child care services for low income families during breaks in activities either for a period not to exceed two weeks or for a period not to exceed four weeks when child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period. Indicate below if your county will make such payments (check one).

- Two weeks
- Four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income

families are eligible for child care services during a break in activities (check any that are eligible):

- Entering an activity
- Waiting for employment
- On a break between activities

APPENDIX V

Persons In Need of Supervision (PINS) Diversion Services

This appendix refers to the PINS Diversion population only. Complete sections 1 through 4 for PINS Diversion population only.

1. Designation of Lead Agency (check one):

- Probation LDSS

2. Inventory of PINS Diversion Service Options – Describe below the current inventory of available community services within each category below for the PINS Diversion population. For each service, include the geographic area (countywide or specific cities or towns). Please note that the first three service categories are required.

Service Category	Geographic Area	Service Gap – Check one
Residential Respite – required	Hudson River Housing Inc.: River Haven provides emergency housing and support services for runaway and homeless youth and young people who can otherwise benefit from short-term/respite housing due to family conflict/emergency, risk of court placement, or other issues. The River Haven Shelter is certified by NYS to house youth ages 10 through 17. Staff are available 24/7 to handle requests for housing, and provide related services including: referrals, information, counseling and crisis intervention for adolescents and their families. River Haven serves all of Dutchess County.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Crisis Intervention 24 hours/day – required	Office of Probation: Mon., Wed., 9:00 a.m. -5:00 p.m., Thurs. and Tues. 8:00 a.m.-6:00 p.m., Friday 8:00 a.m.-5:00 p.m. Other days/hours: Dutchess County Department of Mental Hygiene HELPLINE for mental health emergencies and River Haven Shelter for respite and housing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	emergencies. All are available to all of Dutchess County 24/7.	
Diversion Services/other alternatives to detention – required	Dutchess County Office of Probation, Diversion Services, Alternatives to Detention including: Pre-trial Services, Electronic Monitoring, Curfew Monitoring, MHJJ and JRISC are available on a pre-trial basis as an alternative to detention. These services are available county wide, except MHJJ which is limited to the Poughkeepsie area.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Alternative Dispute Resolution Services – optional	No longer available on site. Families can still be referred for this service off site and they will be charged a fee for service.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other: Functional Family Therapy (FFT)	Our two co-located Collaborative Solutions Team members, a psychologist from Astor Community Based Services and an M.S.W. from the Department of Mental Hygiene provide FFT in addition to consultation and referral on other high and medium risk cases. A probation officer is also a trained FFT therapist and provide FFT to PINS Diversion families on a part-time basis. At any given time, 18 PINS Diversion families receive FFT on site.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No

3. PINS Diversion Procedures – Please provide a description of any changes that have been made to these procedures since the submission of your last comprehensive plan, including any collaborative team processes.

PINS Diversion Services Protocol

Responsible Agency(ies)

Brief Description of How Provided

PINS Diversion Services Protocol	Responsible Agency(ies)	Brief Description of How Provided
<p>1. Provides an immediate response to youth and families in crisis (includes 24 hours a day response capability)</p>	<p> <input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input checked="" type="checkbox"/> Other (name) River Haven, HELPLINE </p>	<p>Families can contact the Dutchess County Office of Probation and Community Corrections Monday, Wednesday and Fridays between the hours of 9:00 a.m. and 5:00 p.m. and Tuesdays and Thursdays between the hours of 8:30 a.m. and 6:30 p.m. for an immediate response to families and youth in need of services. On days and times outside of those hours, families can contact the River Haven Shelter or, for psychiatric emergencies, the Dutchess County Department of Mental Hygiene Helpline. The River Haven Shelter can provide respite services and the Emergency Department located at St. Francis Hospital can provide emergency psychiatric services. The local police agencies can be contacted in situations where violence is present.</p>

PINS Diversion Services Protocol	Responsible Agency(ies)	Brief Description of How Provided
2. Determines the need for residential respite services and need for alternatives to detention	<input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input checked="" type="checkbox"/> Both <input checked="" type="checkbox"/> Other (name) Asst. County Attorneys	<p>If a family is in crisis, the probation officer engages any combination of a member of the Collaborative Solutions Team, the Sr. Probation Officer and/or Unit Administrator of the Family Court Diversion Unit to meet with the family immediately at the office, home or school. They assess if the youth or family member requires an emergency psychiatric evaluation or respite housing either at the River Haven shelter or with an appropriate friend or family member.</p> <p>We currently use the YASI Detention tab if any case is forwarded to Family Court. We have an array of alternative to detention options which are considered for any youth who scores medium or high on the detention tab.</p>

PINS Diversion Services Protocol	Responsible Agency(ies)	Brief Description of How Provided
<p>3. Serves as intake agency – accepts referral for PINS diversion services, conducts initial conferencing, and makes PIN eligibility determinations</p>	<p> <input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name) </p>	<p>The Sr. Probation Officer or the intake/officer who will be conducting the initial interview schedules the initial conference. In cases of emergencies, the Sr. Probation Officer or Unit Administrator will make arrangements for the family to be seen immediately by the appropriate staff. This may include a member of the Collaborative Solutions Team when indicated</p> <p>All youth under the age of 18 who fit the legal criteria of a PINS will be considered for diversion services. The Sr. Probation Officer of the Dutchess County Office of Probation and Community Corrections Family Court Intake/Diversion Unit will review all complaints to determine if they meet eligibility requirements. If questionable, the Unit Administrator will review the complaint for a final determination.</p> <p>Every potential respondent shall qualify for adjustment services. Exceptions to this would include the respondent's refusal to cooperate with adjustment services or a run away. In these cases, every effort will be made to locate and engage the potential respondent so as to avoid a petition to court. Family Court is used as a last resort when diversion efforts are unsuccessful. .</p>

PINS Diversion Services Protocol	Responsible Agency(ies)	Brief Description of How Provided
<p>4. Conducts assessment of needs, strengths, and risk for continuing with PIN behavior</p> <p>Name of assessment instrument used: Youth Assessment Screening Instrument</p>	<p><input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)</p>	<p>At Intake, a YASI pre-screen is completed. As research is clear that low-risk youth are better served in a non-juvenile justice setting, low risk youth are referred to the Dutchess County Youth Services Unit for services. A full YASI assessment is completed on all medium and high risk youth who have agreed to diversion services. Upon signed consent from parent(s) and youth, a MAYSI screening is also conducted for the purpose of determining any mental health issues that would indicate the need for further evaluation on an emergency basis or for linkages to a mental health provider.</p>
<p>5. Works with youth and family to develop case plan</p>	<p><input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)</p>	<p>The assigned probation officer will develop a case plan based on the needs and strengths identified by the YASI. The family will take an active part in the case planning process and will sign off on the plan. The case plan must be specific and measurable and correlate to the assessment. YASI updates will be conducted at 90 day intervals and at closing to measure progress. Should risk levels increase or protective factors decrease, a plan to address these factors must be noted in the case plan.</p>

PINS Diversion Services Protocol	Responsible Agency(ies)	Brief Description of How Provided
<p>6. Determines service providers and makes referrals</p>	<p><input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input checked="" type="checkbox"/> Other (name) Collaborative Solutions Team</p>	<p>All medium and highrisk cases that are accepted for PINS Diversion services are presented to the Intake Review Committee, which is comprised of the Collaborative Solutions Team, Probation supervisor, Astor clinical supervisor and JRISC therapist, to match needs with services including, but not limited to, J-RISC, FFT, MHJJ, Lexington Center for Recovery and the Collaborative Solutions Team. The Intake Review Committee meets weekly to review all cases.</p>
<p>7. Makes case closing determination</p>	<p><input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)</p>	<p>Cases where the goals of the case plan have been met shall be considered for successful case closure. In these instances, the probation officer submits the YASI reassessment with a summary of the youth's progress to the Sr. Probation Officer or Unit Administrator. In instances where the case has not been successfully diverted and the probation officer in consultation with the Sr. Probation Officer or Unit Administrator determines that diversion efforts have been exhausted and that there is no substantial likelihood that the youth and family would benefit from continued services, a petition may be submitted to Family Court. Unless there are emergency circumstances, generally there is a meeting with the supervisor, probation officer and family and/or consultation with Collaborative Solutions Team members prior to final determination for a petition to be filed.</p>

4. PINS Diversion Services Plan

a. Development of PINS Diversion Services Plan and MOU

- i. Planning activities – Briefly describe all PINS Diversion Services Planning activities the county has engaged in related to this current plan.

The ICP Committee continues to meet as does the Court Involved Youth Committee and the Juvenile Justice Committee.

ii. List stakeholder and service agency involvement in planning.

Dutchess County Office of Mental Hygiene: Attends the ICP, Court Involved Youth and Juvenile Justice Committees

Dutchess County Department of Social Services: Attends the ICP, Court Involved Youth and Juvenile Justice Committees

Dutchess County Office of Probation: Attends the ICP, Court Involved Youth and Juvenile Justice Committees.

Hudson River Housing, River Haven: Attends the ICP, Court Involved Youth and Juvenile Justice Committees.

Dutchess County Division of Youth Services: Attends ICP, Court Involved Youth Committee and Juvenile Justice Committee

Astor Community Based Services: Attend the Court Involved Youth Committee and Juvenile Justice Committee

Dutchess County Attorney's Office: Attends the Court Involved Youth and Juvenile Justice Committees

City of Poughkeepsie Police Department Attends the Juvenile Justice Committee

Community Representative Attends the Juvenile Justice Committee

Attorney: Kent Pritchard: Attends the Court Involved Youth Committee

Family Court Personnel: Attend the Court Involved Youth Committee

Non-Secure Detention Provider: Attends the Court Involved Youth Committee

Mental Health America: Attends the ICP meetings

b. Please define the PINS Diversion population in your county. Specifically, please provide the following:

i. Number of PINS Diversion referrals filed by parents: 166 (2010 full year)

ii. Number of PINS Diversion referrals by schools: 168 (2010 full year)

iii. Number of PINS Diversion referrals other sources: 60: Restore to Diversion from Family Court, 1 from DSS, 1 from police (2010 full year)

iv. Number of PINS Diversion cases closed as Successfully Diverted: 98 (2010 full year)

v. Number of PINS Diversion cases closed as Unsuccessful and Referred to Petition: 71 (2010 full year)

5. Identify any **aggregate** needs assessment conclusions and/or priorities regarding the PINS Diversion Population that have been developed as part of the planning process.

We continue to use the YASI data to examine the numbers of high risk youth entering our system and to determine dynamic risk reduction and dynamic protective factor

increase at the time of closing. We also continue to use this data to assess the efficacy of programs and to match youth with the greatest risk and needs to our more highly structured programs.

6. Please identify the intended outcomes to be achieved for the PINS Diversion population. For each outcome:
 - a. In the first column, identify quantifiable and verifiable outcomes of the desired change in conditions or behaviors for the PINS Diversion population.
 - b. In the second column, identify the specific raw number or percentage change indicator sought for that outcome.
 - c. In the third column, **describe the strategies** to be implemented to achieve the identified indicator and outcome. Each strategy should include the timeframe for completion, and a designation of who is responsible for implementation.

Outcome (For PINS Diversion Population)	Indicator (Expressed as a raw number or % change)	Strategy/Plan to achieve (Who, what, and when)
Please refer to the attached Dutchess County Child & Family Serviced Plan Probation 2012.	Please refer to the attached Dutchess County Child & Family Serviced Plan Probation 2012.	Please refer to the attached Dutchess County Child & Family Serviced Plan Probation 2012.

APPENDIX J

Non-Residential Domestic Violence Services (Complete a Copy for Each Program)

In accordance with the Domestic Violence Prevention Act and subsequent budget provisions, districts are required to provide non-residential services to victims of domestic violence, either directly or through a purchase of service agreement. Whether provided directly or through a purchase of service, each program must be approved through the Child and Family Services Plan process. Non-residential domestic violence programs must comply with 18 NYCRR Part 462. Please provide the information required below.

County: Dutchess

Phone Number: (845) 486-3026

County Contact Person: Maryanne Maruschak
maryanne.maruschak@dfa.state.ny.us

E-mail Address:

SECTION A

Program Closure

Complete this section if an approved non-residential domestic violence program "closed" during the previous year.

Name of program:

Date closed:

Reason for closing:

SECTION B

Complete this section for each program that provides non-residential domestic violence services in the district.

To promote accuracy through the review and approval process, OCFS recommends that this section be completed by the non-residential DV program.

Agency Name: Grace Smith House, Inc.

Business Address: P.O. Box 5205, Poughkeepsie, NY 12602

Contact Person: Renee Filette, Executive Director

Telephone Number: (845) 452- 7155

E-mail Address: administrator@gracesmithhouse.org

Program Requirements

1. Seventy percent of the clientele served must consist of victims of domestic violence and their children. This program is intended to be a separate and distinct program offering specialized services for victims of domestic violence.

Describe how the program is separate and distinct and how it fits into the overall agency.

At least 70 % of the clientele served by Grace Smith House programs are victims of domestic violence and their children.

2. Services must be provided regardless of financial eligibility; services must be provided in a manner that addresses special needs, including physically handicapped, hearing impaired, and non-English speaking; and services must address the ethnic compositions of the community served.

Describe the eligibility criteria for clients of the non-residential domestic violence program and how special needs populations are accommodated.

All program services are provided free of charge and are accessible to all victims of domestic violence in Dutchess County regardless of age, economic status, race, ethnicity, religion, disability, or sexual orientation. Services for non-English speaking victims are provided through bi-lingual staff, volunteers and interns, and the "Language Line."

3. There must be evidence that the program is needed, based on the number of persons to be served and evidence that the indicators used are realistic.

Provide an estimate of the number of victims of domestic violence needing non-residential services and description of the indicator/data used to determine that estimate.

From 1/1/10-12/31/10:

GSH received a total of 1,750 hotline calls with 64% seeking shelter. Grace Smith House maintains a 24 hour hot line seven days per week. Trained domestic violence staff responds to all calls. Staff assesses and responds to the needs of the caller. When the caller is seeking shelter staff completes the hot-line form and determines whether GSH has the capacity to accept the client and her children. When there are no beds available, staff works with the client to identify other shelters and provides information (e.g. location, phone number). If there is a present danger, staff offers to call 911 on behalf of the client to get immediate police and/or medical assistance. Referrals are frequently made to various services based on the client's articulation of her needs (e.g. Battered Women's Services, Family Services, Mental Health, DSS, etc.) All calls are recorded and referrals documented. and among those seeking shelter 85% being denied, primarily for lack of available space.

Total Hotline calls to GSH	1,750	
Seeking Shelter	1,111	64%
Denied	633	57%

GSH Program records indicate advocacy assistance contacts in 2010 were as follows:

Referrals to TANF programs	272	Legal	144
Immigration	8	Housing	124
Basic needs (food, clothing)	146	Health-related	116
Child-related	44	Employment/Education	24

4. Where are the non-residential domestic violence services provided?

Describe the type of location (e.g. at the business office, at the school, etc.). The specific should not be included and should not be identifiable from the information provided.

Non-residential services will be provided at the administrative offices.

5. Explain how the location(s) where the non-residential domestic violence services are provided to ensure the safety of the persons receiving services and the confidentiality of their identities. Do not provide the location addresses.

Each non-residential worker has her own office and equipment in the administrative office location. There are built in safety features that include video surveillance of the property, and two layers of locked doors that prevent unauthorized people from entering. Their confidentiality is protected by a vast amount of organizational protocol that includes but is not limited to non-identifiable record keeping. The agency will not confirm whether or not an individual is receiving services there without a signed release form, and much more.

6. All of the core services listed in 18 NYCRR 462.4 must be provided directly by the program, as defined in the regulations, and must be provided in a timely manner. For each of the core services listed below, include:
 - a. Days and hours the service is available
 - b. How the service is provided
 - c. Where the service is provided, when the service is provided at a location other than the program location (i.e., accompanying the client to court)
 - d. Details specific to this program other than program location.

Telephone Hotline Assistance

Include hotline operation hours and detail the methods currently being used for the operation of the hotline service (e.g. coverage, staff responsibility, any technology used).

GSH maintains a 24 hour hot line seven days per week. Trained domestic violence staff responds to all calls. Staff assesses and responds to the needs of the caller. When the caller is seeking shelter staff completes the hot-line form and determines whether GSH has the capacity to accept the client and her children. When there are no beds available, staff works with the client to identify other shelters and provides information (e.g. location, phone number). If there is a present danger, staff offers to call 911 on behalf of the client to get immediate police and/or medical assistance. Referrals are frequently made to various services based on the client's articulation of her needs (e.g. Battered Women's Services, Family Services, Mental Health, DSS, etc.) All calls are recorded and referrals documented.

Information and referral

Available over the hotline 24 hours per day seven days per week and generally operates in person Monday through Friday from 9 A.M. to 5 P.M. The follow up program of GSH provides the non-residential services to women in the community and living in transitional housing (Brookhaven). Women are assigned to one of the two advocates upon entering the follow-up process. Each woman is assisted in developing a clear safety

plan and establishing short and long term goals for herself (and children). Based on her goals, the advocate works with the woman identifying and making referrals to other services and resources within the community.

Advocacy

Describe all types offered, including accompaniment.

Operates Monday through Friday from 9 A.M. to 5 P.M. Using the safety plan and goals established by the women, staff provides support and advocacy as needed. If an Order of Protection is established as part of the safety plan, staff will assist that woman in the process of requesting the Order of Protection. Advocacy is provided in a number of arenas for women and their children (e.g. healthcare, legal, immigration, social services, mental health).

Counseling

Describe all types offered, including individual and group.

Operates Monday through Friday from 9 A.M. to 5 P.M. Each woman involved in the Follow-Up Program is assigned to a specific counselor. They meet regularly with their counselor and focus on the myriad of issues they face leaving an abusive relationship – feelings of inadequacy, economic concerns, children's issues, exploring the how and whys of their lives and struggling with understanding and embracing change, growth and decisions. Additionally, women participate in supports groups bonding and sharing with other women – learning that their experience is not unique, is not about them, but rather an experience they share with many women. They learn that abusive intimate partners are a product of ideological beliefs and they are not responsible for the beliefs or the behavior. Each week two evening support groups are provided for participants. The Tuesday group is in English. The Thursday group is in Spanish.

Community Education and Outreach

Describe methods used, target audience, and messages conveyed. If there is more than one domestic violence provider in the community, describe how the outreach activities are coordinated.

Generally operates Monday through Friday from 9 A.M. to 5 P.M. Some evening or weekend presentations as needed. Grace Smith House is actively involved in various segments of the community education process. We provide speakers upon request for numerous community entities – e.g. churches, colleges, agencies.

Optional Services (e.g., support groups, children's services, translation services, etc.)

The County will provide the following optional services:

Domestic Violence Legal Representation Program

Divorce Representation Services

GSH will sub contract, through an appropriate agreement, with Legal Services of Dutchess County (LSDC), an affiliate of Westchester/Putnam Legal Services. LSDC will hire a staff attorney to represent victims of domestic violence in matrimonial actions in

Supreme Court, Dutchess County. The sub contractor will employ attorneys under this project.

The client population will consist of victims of domestic violence which LSDC has represented under its VAWA funded Family Court project, and who now want divorce representation, as well as victims on LSDC's waiting list for divorce representation .

Intake staff of LSDC will screen and conduct intake with clients and determine financial eligibility. LSDC will supply paralegal and secretarial support services.

Family Court Representation Services

GSH will sub contract, through an appropriate agreement, with Legal Services of Dutchess County (LSDC), an affiliate of Westchester/Putnam Legal Services. LSDC will hire a staff attorney to represent individuals in actions in Family Court, Dutchess County. The sub contractor will employ attorneys under this project.

The client population will consist of victims of domestic violence which are referred to LSDC from a variety of sources, including Grace Smith House, Battered Women's Services, House of Hope, the New York State Police, Dutchess Outreach, private attorneys, Dutchess County Mediation Center, the Dutchess County Bar Association, Family Court, Supreme Court, the Department of Mental Hygiene, the Department of Social Services, health centers, hospitals, and a variety of agencies assisting the disabled.

The staff of LSDC will screen and conduct intake with clients and determine financial eligibility. LSDC will supply para-legal and secretarial support services.

Domestic Violence Legal Representation Outcomes

Meet with attorney and receive advice regarding rights, options, legal remedies available.

Obtain needed services through referrals, including counseling, assistance in locating and securing housing, food, and clothing.

Obtain custody or visitation of children, secure protection from violence

Be freed from abusive relationships through divorce, under terms which are beneficial to clients.

Obtain divorces in abusive situations by utilizing the pro bono panel of the private bar.

Family Advocate/Latina Outreach Worker Program Services

This program provides additional services to promote safety and self-sufficiency for TANF victims of domestic violence. GSH will assign a full time Family Advocate/Latina Outreach Worker to this program who will work cooperatively with the other staff in the planning and implementation of work done with the families in the the Agency's programs. The worker will operate out of the Agency's Brookhaven offices in Poughkeepsie.

This project will target victims of domestic violence who are eligible for TANF services, including Family Assistance recipients, federally funded Safety Net Assistance recipients as well as other eligible participants not currently in receipt of TANF assistance but eligible under the 200% of federal poverty level income guidelines.

Family Advocate/Latina Outreach Worker Outcomes

Women will gain knowledge about domestic violence and services available

Women will develop goals (service plan) and will accomplish two goals on that plan

New clients will develop a safety plan

community presentations will occur

Women who need housing will obtain permanent (non-emergency) housing, independent of their batterer.

Domestic Violence Children's Services Liaison Services Services

Grace Smith House will provide a liaison between the CPS and domestic violence service providers for the purpose of identifying gaps in service, identifying and addressing barriers that hinder effective communication between CPS and Domestic violence service providers, and designing and implementing with child welfare cross-training modules.

Domestic Violence Children's Services Liaison Outcomes

Victims of domestic violence referred to the liaison who agree to services will receive an assessment, safety planning and referrals to appropriate community resources.

Each year, 1 CPS/DV cross training for DV service providers and child welfare staff will be held.

Two in-service trainings for CPS staff will be provided each year.

Family Court Advocacy Services Services

GSH provides Dutchess County Family Court Advocacy Services at the Dutchess County Office of Probation and Community Corrections and Dutchess County Family Court, 50 Market Street, Poughkeepsie, New York. GSH will perform the following services full-time Mondays to Fridays from 9AM to 5PM:

- 1) Provide information to victims of domestic violence about the court system, and advise them about options and potential consequences of their decisions. If the Victim Advocate is not available, another informed counselor/advocate must provide this service;

- 2) Help victims formulate petition when the victim/petitioner chooses to continue the Family Court process;

- 3) Enter completed petitions it into the Family Court computer system;
- 4) Accompany the petitioner to court when requested;
- 5) Provide, as needed, counseling and information about domestic violence services available for the entire family.
- 6) Work with victims to develop a safety plan, provide counseling, crisis intervention, advocacy, and references to shelter and/or other services
- 7) With prior consent, contact the petitioner within two weeks from the date the petition is filed and provide follow-up services.
- 8) Maintain demographic and statistical information as requested by the County for reporting requirements.

Supervision

The program requires programmatic oversight from a Domestic Violence Program Director who meets the requirements of Title 18 NYCRR 462.5 as well as ongoing staff development and administrative support.

Family Court Advocacy Outcomes

Participants will be informed about their legal options

Participants seeking legal recourse will receive advocacy

Participants seeking legal recourse will file for protection orders

7. Each program must employ both a qualified director and a sufficient number of staff who are *responsible for providing core and optional services*.

List each of the staff/volunteer positions responsible for providing non-residential services including title, responsibilities and qualifications.

- **Do not** give names
- Resumes **are not** required

Title: Program Director

Responsibilities:

Management of the non-residential Program, including supervision of staff, program coordination, grant writing and reports.

Qualifications:

Masters degree in human services preferred or Bachelors degree with 5 years experience in domestic violence. Must have four years of relevant experience including supervisory experience. .

Title: Family Advocate:

Responsibilities:

Responsible for providing services to families participating in the Grace Smith House Non-Residential Program. These services include individual support and crisis counseling, facilitating groups, advocacy, referrals, coordination of services, and collaboration with outside agencies. The Family Advocate is expected to work cooperatively with other staff in the planning and implementation of work done with the families as well as with the program. The Family Advocate is expected to participate in community education on domestic violence issues.

Qualifications:

Associates Degree

Title: Latina Outreach Worker/Family Advocate

Responsibilities:

- 1) Conducting intake screening, helping to establish goals, and providing case GSH will provide group child care for the children of domestic violence victims while victims attend evening support group sessions. management in the Non-Residential Program;
- 2) Providing individual emotional support;
- 3) Providing information and referrals, educating on domestic violence issues;
- 4) Providing advocacy;
- 5) Facilitating support groups in the Non-residential Program and helping with children's group in the Non-Residential Program;
- 6) Helping to train and supervise students and volunteers;
- 7) Providing carryover of women and children leaving the Shelter who are becoming part of the Non-Residential Program and keeping shelter staff informed of progress of former residents in the Non-Residential Program
- 8) Maintaining records and statistics for monthly, quarterly and yearly reports as well as individual family files.
- 9) Educating the community, especially the Latino community, on the needs of Latina women and their children involved in domestic violence situations as well as on other domestic violence issues.
- 10) Being involved in community programs that are concerned with domestic violence/shelter issues and work towards empowering women.

Qualifications:

BA in Psychology, 3 years experience in domestic violence

Title: Domestic Violence Children's Services Liaison

Responsibilities:

Screen all new Child Protective Services (CPS) cases with input from CPS staff for the presence of domestic violence. Where domestic violence is present, the DV /CPS Liaison will advise and assist with appropriate referrals.

Attend on-going CPS training pertaining to child welfare protocol.

Attend case conferences.

Provide expertise on the dimensions and types of domestic violence.

Document and track data on all cases involving domestic violence and produce reports as needed.

Develop a protocol for addressing confidentiality issues between CPS and domestic violence service providers.

Participate, upon request, as part of the CPS response team..

Qualifications:

- 1) A Bachelor's degree with at least three years experience in the dynamics of family violence;
- 2) One year of relevant experience or training in child abuse reporting requirements and confidentiality issues;
- 3) Good communication and counseling skills with individuals;
- 4) Knowledge of community and public agencies and their services.

Title: Family Court Advocacy Services Domestic Violence Victim Advocate-

Responsibilities:

Work with victims to develop a safety plan, providing counseling, crisis intervention, advocacy, and references to shelter and/or other services,

Attend case conferencing meetings - with victim consent if requested.

Share information and concerns about batterer or other important details with other members to enhance the coordinated response and maximize offender accountability, and

Maintain demographic and statistical information as requested by the County for reporting requirements.

Qualifications:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in counseling, psychology or human services field preferred but 3 years of relevant experience will be considered. Counseling, advocacy, crisis intervention, community organizing and related work experience required

Title: Attorney

Responsibilities:

Provide legal advice and/or full representation to clients including interviewing clients and witnesses, providing advise and counsel, obtaining documents and other evidence,

doing legal research, drafting and preparing court documents, representing clients in court, and negotiating and settling disputes.

Qualifications:

Licensed to practice in New York State