SCOPE: County Commissioners and Executives
County Children and Youth Administrators
County Children and Youth Advisory Committees
County Children and Youth Fiscal Officers
Juvenile Court Judges Commission
County Chief Juvenile Probation Officers

PURPOSE:
The purpose of this bulletin is to transmit guidelines for the preparation and submission of county children and youth agency applications for Title IV-E Independent Living (IL) funds for State Fiscal Year (SFY) 2006-2007. This bulletin includes significant information pertaining to the opportunities, guidelines and requirements for the successful development and implementation of county IL services under the provisions of the Foster Care Independence Act of 1999 (FCIA) and the Senator John H. Chafee Foster Care Independence Program (CFCIP or Chafee).

BACKGROUND:
The FCIA challenges states to continually examine existing services and philosophies regarding the future of adolescent youth in the substitute care system and their inclusion into the overall continuum of child welfare services.

Congress learned through research and testimonials from foster care youth and child welfare professionals that, frequently, youth’s needs were not met and some youth were faced with serious challenges as a result of inadequate programs or overburdened case managers responsible for these youth. While it is required that case managers make reasonable efforts to find adoptive families for children, including older children for whom reunification with their biological family is not in the best interests of the child, some older children may continue to live in substitute care.

REFER COMMENTS AND QUESTIONS REGARDING THIS BULLETIN TO:
Regional Children and Youth Program Directors
ORIGIN: Angelo Santore 717-772-7012
In addition to being appropriately placed in a living arrangement designed to encourage and foster positive adolescent development, these youth should be provided IL services designed to assist them in preparing for employment, education and successful management of adult responsibilities.

Each year Pennsylvania has approximately 21,000 children or youth in substitute care each year. These youth are removed from their parents or caregivers for a variety of reasons such as abuse, neglect or abandonment. These youth are then placed in a variety of settings from living with relatives to Residential Treatment Facilities.

Approximately 25% of the youth in care are discharged from their substitute care setting on or after age 16 years. Of these discharged youth approximately 1,000 (17%) per year are discharged from care due to emancipation, meaning they have reached the age of majority (age 18). In many instances they are expected to support themselves. In reality, many of these youth find it difficult, if not impossible, to successfully transition into adulthood, resulting in high rates of homelessness, poverty, delinquent or criminal behavior or becoming the target of crime and physical or mental abuse.

Pennsylvania’s purpose for providing IL services to youth in care and those who have exited care is to make every effort possible to reduce or eliminate the instances of homelessness, poverty and delinquent or criminal behavior. The intent of these services is to increase employability, high school graduation rates, enrollment in post-secondary or vocational institutions and to support the successful transition to adulthood.

DISCUSSION:

The amount of Title IV-E IL funds available to Pennsylvania for Federal Fiscal Year (FFY) 2006-07 is estimated to be $5,563,753, which has a required state or local match of $1,390,938. Pennsylvania’s IL allotment was slightly increased by the Administration for Children and Families based on several considerations including the most recently available Automated Foster Care and Adoption Reporting System (AFCARS) data regarding the total number of children in foster care.

All counties wishing to receive Title IV-E IL grant funds to provide services from July 1, 2006 – June 30, 2007 must submit an application as outlined in this bulletin. The deadline for submitting the SFY 2006-2007 application is May 2, 2006.
## 2006-2007 TITLE IV-E YOUTH INDEPENDENT LIVING PROGRAM APPLICATION GUIDELINES

### TABLE OF CONTENTS

**Bulletin Guidelines, Information and Requirements**  
Pg. 1-24

- Highlights and Changes  
Pg. 4
- Program Guidelines and Components  
Pg. 5-24
  - Youth Eligibility Requirements  
Pg. 5-6
  - Program Activities for Which IL Funds Can Be Used  
Pg. 7-15
  - Coordination and Collaboration  
Pg. 16-17
  - Technical Assistance/Monitoring  
Pg. 17-18
  - Purchase of Assets  
Pg. 18
  - Fiscal Reporting  
Pg. 18-19
  - Record of Expenditure/Audit  
Pg. 19
  - Program Reporting  
Pg. 19
  - County Program Changes  
Pg. 19
  - County Application and Allocation  
Pg. 19-20
  - IL Program Application Submission and Content  
Pg. 21-22
  - Review of Applications  
Pg. 23
  - Approval of Applications  
Pg. 23
  - Proposal Checklist  
Pg. 24

**Program Description Forms and Instructions**  
Appendix A

- Certification of County Executive Officers
- Services Program Description Forms

**Limited English Proficiency**  
Appendix B

**Single Audit Bulletin**  
Appendix C

**IL Budget and Expenditure Reporting Forms and Instructions**  
Appendix D

- CY-809 Program Budget Forms and Instructions
- Volunteer Match Determination Worksheet and Instructions
- Other Match Determination Worksheet and Instructions
- CY-814 Expenditure by Intermediate Object Forms and Instructions
- CY-815 Expenditure by Source of Reimbursement Forms and Instructions
HIGHLIGHTS and CHANGES (2006-2007 Program Year):

- To improve services provided to IL youth, counties are required to actively engage all youth, family members and service providers when appropriate in the assessment of strengths and needs, development of the child’s permanency plan and the delivery of IL services. Counties are also encouraged to make use of existing community resources, services and community funding options, as well as to identify and coordinate with existing programs.

- To improve the accessibility and usability of the IL Bulletin, selected appendices have been made available only through the University of Pittsburgh’s Independent Living Project’s web site at http://www.ilp.pitt.edu. Click on the ILP Bulletin link at the top.

- To improve availability of Room and Board Services, Counties may expend more than 30% of its allocation for room and board services if approved (See room and board section of “Program Activities for Which Title IV-E IL Funds Can Be Used”).
Program Guidelines and Components  
Youth Eligibility Requirements

The FCIA gives states broad discretion to define who is eligible for services, other than room and board, provided with CFCIP funds. This flexibility has been extended to counties to determine whether a child is likely to remain in substitute care until age 18. These eligibility criteria must ensure the determination is based on fair, objective and equitable criteria. Identifying eligible youth should be based, in part, on historical evidence that adolescents in foster care, as a group, have always been more likely to remain there until adulthood. Once this determination is made, and youth meet general eligibility criteria below, all youth, regardless of race, religion, nationality, sex, educational level or disability will be eligible to receive some level of services.

Chafee Foster Care Independence Program Eligibility – In general, to be eligible for services funded with Title IV-E IL grant funds in Pennsylvania, a youth must:

- be at least 16 years old but less than 21 years old at the beginning of the state fiscal year;
- be in, or have been in, out-of-home placement on or after age 16 (non-Title IV-E eligible youth may receive services through this funding source); and
- have been adjudicated dependent; or
- have been dually adjudicated dependent AND delinquent; or
- have been adjudicated delinquent with shared case management responsibility between the county children and youth agency and the juvenile probation office.

Aftercare – The CFCIP broadens youth eligibility by requiring states to make available services to former foster care youth. In Pennsylvania this is a reference to aftercare. Aftercare Services are defined as IL services available to any dependent youth who exited substitute care on or after his or her 16th birthday and prior to his or her 21st birthday, as specified in the Youth Eligibility Requirements Section of this bulletin.

Youth Younger Than 16 – CFCIP also makes it possible to serve youth younger than age 16 through the provision of age appropriate services. Counties that plan to serve youth under age 16 with Title IV-E IL funds must describe their intent by submitting a separate attachment to their application. The attachment must include:

- the projected number of underage youth to be served;
- the services that will be provided;
- a description of youth conditions or situations that warrant higher priority for service; i.e. youth most likely to remain in care until age 18; and
- an assurance that youth with the highest priority will be served.

Out-of-County/State Foster Care Youth – IL eligible youth who are placed out-of-state must be provided IL services. The provision of these services is the responsibility of the county to whom the youth is committed. The sending county can directly provide or arrange for the provision of these services by another county agency or private provider, but the responsibility ultimately falls on the sending county.
**Out-of-County/State Former Foster Care Youth** – If a CFCIP eligible youth moves to a different county/state and is still under age 21 that youth is eligible for IL services through the county/state in which the youth now resides.

**Pre-adoptive and Adoptive Youth** – Pre-adoptive and adoptive youth are eligible for enrollment in IL grant funded services, which should occur concurrently with efforts to locate and achieve permanency. Youth adopted prior to turning age 16 are not eligible for IL services unless they return to placement prior to turning age 18.

**Alien Children** – Alien children must have a “qualified alien” status in order to be eligible for IL services. Not all “legal” aliens meet the criteria for “qualified” status. Examples of persons who are not qualified aliens include, but are not limited to: undocumented aliens and aliens legally admitted on a temporary basis for work, study or pleasure. Federally funded Independent Living services may be provided only to qualified alien children.

**IL Services for Delinquent Youth** – IL funds may be used for services to delinquent youth who are in placement under shared case management responsibility between the county children and youth agency and the juvenile probation office. Funds may also be used to provide these youth with aftercare services.

Youth placed in a facility operated primarily for the detention of children who are determined to be delinquent are not eligible for CFCIP services. The youth is only eligible when placed into foster care as defined by 45 CFR 1355.20.

**Youth Ineligible for IL Grant Funded Services** – When necessary, counties should provide age-appropriate IL services (e.g., prevention, group sessions and/or life skills) to non-IL grant eligible youth with other state and local funding.

**Room and Board Eligibility** – A portion (up to 30 percent) of a county’s IL funds may be used for room and board costs. This allowance is optional for both states and counties and may only be used for “children who have left foster care because they have attained age 18 years of age, and who have not attained 21 years of age” (Section 477(b)(3)(B)). Additional program requirements apply and are described within the following sections.

**Youth with Special Needs** – All provisions of the FCIA are equally applicable to youth with disabilities. Therefore services must be developed and provided in ways that address the multiple needs and learning styles of participants. Counties are responsible for ensuring that all eligible youth receive IL services regardless of disability. Counties can arrange for those services to be provided by other agencies as long as the same core services are provided. Additionally, interagency coordination is essential to ensure these youth are provided adequate services. This can be accomplished, in part, by coordinating the varying plans that youth are entitled to, in order to ensure that the plans do not conflict.

**Subsidized Permanent Legal Custodianship/Permanent Legal Custodianship (SPLC/PLC)** - Youth residing in these settings remain eligible for services if they were in substitute care on or after age 16.
Program Activities for Which Title IV-E IL Funds Can Be Used

The following are the minimum services that counties must provide to receive Chafee grant funds:

- Assessment
- Service Planning
- Service Delivery
- Transition Planning
- Aftercare Services

These Services can be delivered through direct or indirect services. Examples of the types of direct and indirect services and activities for which IL grant funds can be used are listed below. The lists are not exhaustive and are meant to serve as guides. Counties are not strictly bound by the lists in preparing their applications and are encouraged to develop new and innovative services and approaches to meet the needs of youth in their communities.

Direct Services

Direct services are activities conducted on behalf of a youth to achieve the goals and objectives established in the written description of services listed in the child’s permanency plan. All youth should be actively engaged in the assessment of strengths and needs, development of the child’s permanency plan (CPP) and the delivery of IL services.

The following may be included in direct services:

A. Individualized assessment of the IL needs of eligible children and the development of a written description of services to be provided which is based on that assessment.

The use of the needs assessment and the development of a written description of services in the CPP that targets the IL services to meet a youth's IL needs is a critical first step in ensuring a youth's successful transition to independence.

B. Programs and services designed to teach the necessary skills to assist youth to effectively function as a self-sustaining member of society. These programs and services may include, but are not limited to individual and group classes on:

- locating and using needed community resources (police, clergy, lawyer, insurance, dentist, banker);
- utilizing community socialization activities (churches, recreational activities, parks, concerts, etc.);
- obtaining personal identification;
- obtaining a driver’s license;
- time management;
- human sexuality;
- money management (budgeting/banking);
• work attitudes including worker responsibilities and proper dress habits;
• transportation;
• consumer/shopping skills;
• health care, including physical and mental well-being;
• locating housing;
• insurance (auto, health, etc.);
• nutrition; and
• obtaining and maintaining a residence, including locating residence,
  negotiating a lease, home management skills (i.e. food preparation, laundry,
  cleaning, living cooperatively, basic maintenance, etc.).

Youth often successfully complete IL services and are discharged into some type
of independent living status, only to experience serious difficulties. These
problems are frequently caused by a lack of soft skills and the ability to cope when
addressing crises in their lives. The inability to resolve conflict, negotiate, and
problem solve in society can result in youth regressing after obtaining success in
their lives. Soft skills are defined as those intangible skills needed to deal with
personal issues, which include but are not limited to:

• decision making
• self-esteem
• negotiation skills
• impulse control
• assertiveness
• peer interactions
• conflict resolution
• coping strategies
• managing stress
• anger management
• problem solving
• communication skills

C. Prevention activities and skills – Activities in this area of service can include:

• instruction to increase routine health and dental care;
• education to reduce the instances of drug, alcohol or tobacco use; and
• education and instruction to prevent teenage pregnancy and safe sex.

D. Education and vocational training services

These services include but are not limited to:

• vocational training;
• preparation for/assistance in obtaining GED or higher education;
• high school support and retention; and
• tutoring or other remedial education.

All youth in the Commonwealth have the right to receive an education up to 21
years of age or receipt of a high school diploma even if the youth has withdrawn
from high school in the past. In addition to traditional educational programs being
available to these students, non-traditional options may also be available.
E. Supportive services made available to youth include but are not limited to:

- individual and/or group counseling regarding the following:
  - career planning (aptitude, interest, etc.);
  - life planning/decisions;
  - employment (relationships with co-workers, supervisors, stress, etc.);
  - educational issues (relating to peers and teachers, discipline issues, tardiness); and
  - other therapeutic topics.

- activities that promote and assist teen parents and their children in making the transition from foster care;

- mentoring or other positive permanent connections that can continue beyond age 21;

- peer mentoring (i.e. former foster youth mentoring current foster youth);

- stipends (see definition/explanation below); and

- other services which further increase a youth’s ability to transition successfully.

A stipend is a sum of money given to a youth. A youth can receive a stipend payment for program participation and/or completion. Stipends may also be received for more specific purposes such as security or utility deposits, tools, uniforms for work or school, scholarships and clothing for job interviews.

When stipends for youth are a part of an agency’s IL services, the agency must have written policy and procedures governing administration of stipends including, but not limited to the following:

- conditions for earning stipends;
- amounts that can be earned;
- payment procedures;
- conditions that would result in stipend payment not being made; and
- other specific eligibility criteria for stipends.

Prior to delivery of this service, the stipend policy must be explained to the youth and each youth shall sign a statement that the policy has been presented to him or her verbally and in writing. Staff who explained the policy to the youth must also sign the statement. This policy and signed statement must be maintained in the youth’s record.

All county children and youth agencies and private providers of service must maintain within the youth’s case record, documentation of any stipend payments made. This documentation acknowledges that the youth has received a specific amount of funds from the IL program. This document must include the youth’s signature, purpose of stipend payment, the amount of the stipend and date of payment. A copy of the purchase receipt must be kept with the signed acknowledgement statement for those payments made for a specific purpose (i.e. deposits, uniforms, etc.).
F. Programs and services related to employment including but not limited to:

- subsidized employment;
- practice interviews;
- job application/search assistance;
- referral to job placement services; and
- job follow-up activities.

A youth’s employment success is more likely to occur in placement settings that encourage and support the youth in all aspects of employment. Careful planning for youth likely to remain in care until age 18 is necessary and should begin as early as possible. This includes the appropriate placement setting and geographic location. Youth formerly in substitute care often lack many supports. For these youth, it may be necessary for IL staff to provide additional supports and follow-up in conjunction with referrals to agencies responsible for employment.

G. Room and board addresses the option of using Federal IL funds for room and board related costs.

Sec. 477 (a) (5) of the CFCIP states that the purpose of this section is to:

"...provide States with flexible funding that will enable programs to be designed and conducted to provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood."

Sec. 477 (b) (3) requires states to certify that:

(B) – not more than 30 percent of the amounts paid to the State...will be expended for room or board for children who have left foster care because they have attained 18 years of age, and who have not attained 21 years of age; and
(C) – none of the amounts...will be expended for room and board for any child who has not attained 18 years of age.

Pennsylvania defines room and board as financial support for those youth who have aged out or are emancipated from substitute care on or after age 18 up to age 21. This support includes payment or reimbursements for shelter, food, rent, security deposits, utilities, furniture, household items and other start up expenses that may be incurred in the youths living situation.

Each county agency that chooses to provide room and board services must design its own room and board policy within the state definition listed above and create a contract designed specifically for each individual youth. County IL
Program participation in the room and board service is optional, but highly recommended.

A county may not expend or budget more than 30 percent of its annual IL allocation for room and board costs and services. **A county that chooses to expend more than 30% of its allocation for room and board services must request approval from OCYF in this application or through a program/budget revision request during the fiscal year.** At no time will room and board services be provided for any youth who has not yet reached age 18.

The room and board policy must be explained to the youth prior to them receiving IL services. The room and board policy must be explained to the youth and each youth shall sign a statement that the policy has been presented to him or her. **Counties electing not to use Title IV-E IL funds for room and board costs are encouraged to include a room and board policy for emergency purposes.** Additionally, the staff(s) who has explained the policy to the youth prior to their program entry must also sign the form as verification of room and board policy explanation/clarification. This policy, at a minimum, must contain the following:

- Conditions to be eligible to participate in the room and board program.
- A statement regarding room and board services/payments to be made to the youth and the time line for the provision of services.
- A statement indicating that the youth has exited substitute care on or after his or her 18th birthday.
- Lines for the youth and staff signatures and the date signed.

Youth receiving room and board services are also able to receive the full range of services as any youth in the IL program. This includes: employment, housing, support services, education and training, preventive services and life skills.

Program staff will work with the youth throughout their involvement in the program. Both scheduled and unscheduled on-site contacts with the youth are required. These supportive and monitoring contacts with youth will be more frequent during initial weeks or months, with the frequency of contacts gradually decreasing, as appropriate, prior to the youth’s discharge from the program.

As with the provision of IL services, the room and board service is voluntary and the youth may choose to leave at any time. In the event that a youth does leave the program he or she is eligible to return at any time up to age 21 and receive the same services offered previously.

The purpose for using IL grant funds to provide financial assistance to eligible youth for room and board costs and supportive services is to primarily assist youth who:

- are most in need of assistance;
- do not have the financial resources and ability to assume full responsibility for these costs without extended financial assistance; and
- have exhausted other locally available housing programs or funding sources.

Because IL funds are limited and capped, IL programs are encouraged to carefully design and implement programs that will increase the likelihood of true independence for youth and reduce the incidence of youth failure that may result because of insufficient planning and preparation.

A detailed assessment of a youth’s housing needs should be done prior to accepting the youth for room and board services. It is critical to determine whether the youth has sufficient income to pay his or her expenses, even in instances when the agency is paying most of the rent on the youth’s behalf. Eventually, under most situations, the youth gradually will assume the burden for the rent payments, with the intention that the youth will continue to live in that apartment after agency involvement ceases. If the youth’s history of generating income is marginal, entering into this arrangement could result in failure. This should not be interpreted that these youth should not participate in this service. For some youth, it may be an excellent and important learning opportunity – one that will require a greater degree of monitoring and support.

Room and Board Service Approaches

Both emergency and planned room and board services should be developed by the county agency.

1. Emergency room and board services – County agencies are advised to develop an emergency room and board plan to provide funds for emergency short-term situations of less than 10 nights to prevent potentially serious conditions that would jeopardize the youth’s physical. This service is distinctly different than locating permanent housing and does not replace that service. Only youth meeting the room and board eligibility requirements qualify for emergency room and board services. These attempts must be documented in the case record.

2. Planned room and board services – This approach includes both temporary and extended services to assist eligible youth with room and board costs. This should include detailed planning and assessment while the youth is in substitute care or after exiting substitute care. If deemed appropriate and consistent with the youth’s needs and CPP, the youth would secure housing in an apartment or other appropriate setting for a pre-determined period of time. CFIP funds for planned room and board services may be used for the following:

- Temporary and/or partial assistance when a youth is between educational semesters and other living arrangements are not possible; or
- Extended assistance and enrollment in a program designed to be consistent with the youth’s permanency plan goal and the child’s needs and abilities. This may be a supervised independent living (SIL) arrangement or stipend paid to the youth in a step-down approach where the child and agency mutually agree on a process where funds directed at room and board costs
are decreased over a period of time. For example, over a six-month period the county agency may provide:
  o 100 percent rent assistance for two months;
  o 60 percent for the next two months; and
  o 30 percent for the remaining two months.

In no case should a county agency use an open-ended funding arrangement.

**Required Elements for Room and Board Stipend Assistance**

The following conditions must be met for youth to be eligible for room and board stipend assistance:

- the youth must be at least 18 years of age and have exited substitute care;
- the youth must be able to live in the community without continuous adult supervision;
- the youth must have the skills to manage day-to-day living activities in an apartment or other independent living arrangement;
- the youth must be able to cooperate with the supervising agency to further develop his or her independent living skills;
- the youth must be willing to participate in continued needs assessment;
- the youth must be willing to enter into a room and board contract with the agency;
- the youth must be willing to identify other community agencies with which they have involvement; and
- the youth must not have current substance abuse issues or a recent history of substance use without rehabilitation.

Additionally, youth receiving funds for room and board costs must participate in all required activities and appointments through the contract period. If a youth fails to do so, his or her contract should be terminated and room and board services should no longer be provided.

**H. Aftercare Services**

Aftercare Services are defined as IL services available to any dependent and/or delinquent youth who exited substitute care on or after his or her 16th birthday and prior to his or her 21st birthday, as specified in the Youth Eligibility Requirements Section of this bulletin. Aftercare services may be provided by the former resource family, group home or residential child care provider, the county agency or a contracted provider. Aftercare services can include the full range of services available to IL participants, including any service areas addressed in the assessment, counseling and/or stipends. The availability of aftercare services is mandatory and is essential in preventing and/or minimizing the setbacks that can occur after discharge from substitute care. The aftercare services provided to an individual youth must be described in the youth’s IL plan. The IL plan can be a continuation of the youth’s former Child Permanency Plan.

All county children and youth agencies and private providers of service must maintain, within the youth’s case record, documentation that Aftercare Services have been offered to all eligible youth. The aftercare policy must include a
statement signed by the youth indicating they are aware of the availability of aftercare services, which they may participate in after discharge and until they reach their 21st birthday. Youth should be presented with this information during intake in the IL program. When applicable, youth should also be informed of this service prior to their discharge from care.

I. Retreat and Camps are activities designed to improve the youth’s self-esteem and self-confidence; e.g. local or statewide retreats, youth conferences, leadership forums and workshops. These activities should promote the development of IL skills and provision of IL services.

**Indirect Services**

J. Indirect Services are activities conducted to support an IL program.

For purposes of the IL program, the following may be included in indirect services:

1. **Training:** CFCIP states that Title IV-E administrative funds may be used for training.

   Training activities that are permitted include:

   - training of staff to incorporate soft skills into the life skills education program;
   - training of foster parents, adoptive parents and other residential child care providers to understand the IL grant program and their role as directed by the agency; and
   - purchase of workbooks, audiovisual and other resources to be used in training staff, foster parents, adoptive parents, residential child care providers and youth.

   *Note: New federal policy clarifies that CFCIP funds are not permitted to be used to promote training to help foster parents, adoptive parents, workers in group homes and case managers understand and address issues confronting adolescents.*

2. Community outreach and education efforts designed to stimulate support for housing, employment, education and other opportunities for youth leaving care.

3. Interagency coordination to support IL activities and services at the local level including but not limited to the following:

   - an interagency steering committee; and
   - any interagency cooperative agreements that define roles and responsibilities for planning, implementing, funding, staffing and accountability for the various components of the IL initiative.

4. System change efforts including but not limited to:

   - development and implementation of IL policies, procedures and service delivery including requirements and models for the development of IL plans; and
• development of an evaluation system for IL programs and case plans.

5. Costs for all or a portion of staff positions responsible for the administration of IL programs and/or services.

K. Program administration which may include the following:

1. Equipment, such as audiovisual or computer hardware and software that will be used to fully support the IL program effort. Purchase of computer hardware and software by counties that have used IL grant funds to purchase this equipment in the past requires substantial justification. Purchases of equipment will be considered as part of start-up needs for the county. DPW will review such requests as well as requests from new IL counties to ensure compatibility with the Pennsylvania Independent Living Outcome Tracking System (PILOTS) maintained by the IL Project staff of the University of Pittsburgh.

2. Staff providing direct services.

3. Program and fiscal reporting costs.

4. Postage.

5. Space.


7. IL related travel.

8. IL program supervision.
COORDINATION AND COLLABORATION

The success of IL services is dependent upon the collaboration, involvement and support of community agencies, programs and schools as well as resource families and other placement provider staff where IL youth are residing. Education and training, substance abuse and other prevention services, job readiness and the ability to access employment and housing are critical to the successful transition of youth from placement to independence. The development of cooperative and collaborative relationships between the county children and youth agency and other service providing systems and agencies is critical to the success of these services.

County agencies may engage in coordination and collaboration both systemically or on a case-by-case basis. Many counties are joining DPW in implementing a Systems of Care Initiative. These counties are forming teams to provide services via a cross-systems approach. These county teams will include youth receiving IL services. Some of these counties will also be using Family Group Decision Making (FGDM) as a means to more effectively engage families in the case planning and delivery process. County agencies offering FGDM should be inviting service providers to participate in order to assist the family and youth in developing a comprehensive plan.

The county children and youth agency's IL services should be developed and implemented with the coordination and collaboration of the following entities. This may not be an exhaustive list, but serves as a guide for coordination and collaboration efforts:

- The Pennsylvania Statewide Adoption and Permanency Network (SWAN) (see bulletin # 3350-03-01) provides permanency services to youth in substitute care. The following are the children who may be serviced through SWAN:
  - Those in the legal custody of county agencies whether or not they have a court-ordered goal of adoption;
  - Those without a goal of adoption are eligible for child profile, child specific recruitment and child preparation services. These children may have any permanency goal; or
  - Those in need of post-permanency services. These services are available through the Department’s contract with the SWAN Prime Contractor and are subject to the availability of funds designated by the Department for post-permanency services. Post-permanency services may also be provided by the county agency and funded through the Needs Based Plan and Budget process.
- The county and private children and youth agency resource coordinators;
- Local foster/adoptive parent associations;
- Local Educational Agencies (LEAs) and training programs. County agencies should attempt to involve school districts (specifically principals and guidance counselors), intermediate units (specifically transition coordinators), community colleges and vocational/technical programs;
- Job placement and training agencies such as the local Workforce Investment Board and CareerLink;
- The Juvenile Court;
- The county Juvenile Probation Office. County agencies should involve Juvenile Probation when necessary and incorporate programs of supervision,
care and rehabilitation for children who committed delinquent acts, which provide balanced attention to the protection of the community, the imposition of accountability for offenses committed and the development of competencies to enable children to become responsible and productive members of the community;

- The county Mental Health/Mental Retardation office;
- The Office of Vocational Rehabilitation (OVR) may provide assistance to youth with disabilities in reaching their goal of completing high school and pursuing employment outcomes. Youth with disabilities many times experience even greater barriers in transitioning from school to post-secondary education or employment;
- Local collaborative boards (Communities that Care, Family Service System Reform, Local Transition Coordinating Councils, etc.);
- The local drug and alcohol agency;
- The local housing authority;
- Private counseling, social service and job placement agencies and services including the federal Job Corps programs; and
- Other public and private housing and social service agencies.

Two primary reasons exist for involving other agencies and programs. The first is to optimize existing community resources, services, and community funding options. This will make FCIA dollars stretch to cover the aftercare population for whom it is difficult to fund services. Whenever possible, counties should identify and coordinate with existing programs rather than duplicating existing services. The second reason is to engage those providers and the identified youth in the planning process. This engagement process can be an effective means to ensure that a youth’s IL needs will be addressed in the CPP or for discharge planning.

Funding of county IL programs need not be based solely on the Federal Title IV-E IL funding stream. Counties should further develop programming to improve outcomes by utilizing state and local funds through the needs-based plan and budget process. The inclusion of additional non-Title IV-E funds in IL programs also allows for more creative servicing and applications than allowable under the provisions of CFCIP. As an example, non-eligible IL youth known to the agency may be referred to and participate in an IL program such as instructional groups or prevention services.

By utilizing other, non-Title IV-E IL funding for such services a county is better able to prioritize Title IV-E IL funds for allowable expenditures for youth between the ages of 18 and 21.

**TECHNICAL ASSISTANCE/MONITORING**

The Independent Living Project of the Child Welfare Training Program at the University of Pittsburgh has the responsibility to monitor the implementation of the IL program and provide technical assistance to IL programs as needed. This responsibility includes onsite visits to review IL programs and reporting. Site visits include a review of program records and interviews with the children and youth director, IL coordinator, staff, private provider and program participants. A report containing the findings and recommendations from the visit is prepared and submitted to the county. County
agencies that participate in the IL grant program are required, as a condition of the grant, to cooperate with the IL Project staff. Counties are encouraged to contact the project staff to answer any questions about completing the grant application, to discuss program ideas and/or to arrange for a technical assistance visit.

**PURCHASE OF ASSETS**

An asset is any individual item with a purchase cost of $500 or more AND a useful life of more than one year. Please provide written justification on the purchase of any equipment or vehicles for the project and receive approval from DPW PRIOR to making the purchase. The information must include:

- a description of each item and the number of items to be purchased;
- the cost of each item;
- the intended use of each item;
- each item’s purpose in relationship to grant goals and activities;
- a description of who will use the item; and
- a budget revision request or indication that the original budget included this purchase.

This information must be maintained in a separate IL Purchase of Assets file and be readily available for review by IL Project Staff.

**FISCAL REPORTING**

Counties are required to submit quarterly fiscal reports to DPW. Reports are due within 45 days of the end of each fiscal quarter and submitted on forms provided by DPW. Due to the change of the IL grant cycle from federal to state fiscal years and the continuing federal reporting requirements, the submission of timely fiscal reports for each quarter is essential to the proper administration of the IL program. Appendix D contains forms and instructions for completion and submission of fiscal reports. Fiscal reports must show all expenditures for the Title IV-E IL grant (Title IV-E IL funds, state, and local funds, including only interest income of Title IV-E IL grant funds) program expenditures. Expenditures must be shown by service and intermediate cost category (CY-814) and by service and source of reimbursement (CY-815). Electronic forms are available from DPW upon request. Expenditure reports should be submitted to:

Angelo Santore  
Office of Children, Youth and Families  
Bureau of County Children and Youth Programs  
4th Floor, Bertolino Building  
1401 North 7th Street  
Harrisburg, PA 17105

Any interest earned on IL grant monies must be shown on the Expenditure by Source of Reimbursement form (CY-815) and should identify where these funds were expended. The amount of interest reported must be the full amount earned during the program year. The amount actually earned could be different than the full amount budgeted. This issue
will be a subject for review in future State audits of the IL program. Failure to report interest could result in audit adjustments.

**RECORD OF EXPENDITURE/AUDIT**

The fiscal agent shall maintain a record of grant expenditures until audited by the federal government or for five years, whichever is later, unless the fiscal agent is requested to retain the records for a longer period. A county agency must include these grant program expenditures as part of the county’s *single audit*. These program grant expenditures must be addressed in the audit as a related but distinct part of the county’s children and youth program.

**PROGRAM REPORTING**

Youth Reporting Forms must be submitted to the University of Pittsburgh’s Independent Living Project for each youth receiving IL services under the county’s supervision at the time services are initiated, upon service completion, 90 days after completion and at the time of discharge from placement. Aftercare reports must be submitted for each youth at the time of entry into aftercare, upon completion of aftercare, and 90 days after completion of aftercare. All counties and their contractual providers are required to participate in the electronic submission of this data in the PILOTS. All forms, instructions and technical assistance related to program reporting are provided by the IL Project staff of the University of Pittsburgh.

**COUNTY PROGRAM CHANGES**

Counties with an approved application may alter or revise the provision of services, activities or programming with approval from DPW. A county may implement changes as long as the changes meet the guidelines and requirements of this bulletin and are consistent with the goals and requirements of CFCIP. The county must provide a written request to include a budget revision, if deemed necessary, to DPW within 30 days following the implementation of the revision.

**COUNTY APPLICATION AND ALLOCATION**

Counties must submit an application for Title IV-E IL funds to DPW in order to receive their allocation. An allocation of IL funds will be made to all counties with an approved SFY 2006-2007 IL application. Each previously participating county will be informed by separate letter of the amount of its allocation. Previously non-participating counties are eligible to submit an application and may contact DPW for allocation information. Funds allocated to counties that do not submit an application by the deadline will be reallocated.

Counties that expect to have youth in placement or discharged from placement during 2006-2007 who meet the requirements in this bulletin may submit an application for IL funds.

Counties that choose to submit joint applications must identify, within their application, the lead county for purposes such as payment and audit reporting.
Allocations to county agencies available during SFY 2005-06 are subject to availability of federal funds and do not guarantee future funding levels. Allocations may be adjusted to meet the available federal allotment of funds.

All IL funds must be used for IL services. As per CFCIP and other federal requirements, the supplantation of existing funds is not permitted. Agencies using state or local funds may not supplant these funds with CFCIP funds.
IL PROGRAM APPLICATION SUBMISSION AND CONTENT

A. Submission

Applications are due no later than Tuesday, May 2, 2006. Counties must send an ORIGINAL and TWO COPIES of their application to:

Ann Molsky
Independent Living Project
University of Pittsburgh
403 East Winding Hill Road
Mechanicsburg, Pennsylvania 17055

B. Content

The county's application must contain the following completed forms and information to receive approval. See Appendix A and D for forms and instructions.

1. Certification of County Executive Officers

This form must be signed by the county executive or a majority of the county commissioners. (Appendix A).

2. Independent Living Services Program Description Form

For each of the services identified, a Program Description Form must be completed. One or more providers may be included on the same Program Description Form; however, the service description should describe any differences for number and type of youth each provider is expected to serve and each individual provider’s total costs for services.

Complete each section of the Program Description Form by listing the service provider and a full explanation of the services or methods to be utilized. Please remember to include a Program Description Form for every service identified even when there is no cost involved. These forms are contained in Appendix A (and are available to be downloaded at http://www.ilp.pitt.edu/).

NOTE: Each form is self-explanatory. Please ensure that all information requested is provided and each relevant section is filled out completely and submitted with your application.

Stipend, Room and Board and Aftercare Policies

NOTE: The stipend, room and board and aftercare policies are three distinctly separate documents. Each document should include a youth and witness signature and date line.
Submit your county’s **stipend policy** as an attachment to your proposal. Prior to service delivery, the stipend policy must be explained to the youth and each youth shall sign a statement that the policy has been presented to him or her.

Submit your county’s **room and board policy** as an attachment to your proposal. Prior to service delivery, the room and board policy must be explained to the youth and each youth shall sign a statement that the policy has been presented to him or her. This document should include a statement indicating that the youth has exited foster care on or after his or her 18th birthday. Youth are not eligible for room and board services, unless discharged on or after their 18th birthday. **Counties electing not to use Title IV-E IL funds for room and board costs are encouraged to include a room and board policy for emergency purposes.**

The **aftercare policy** must include a statement signed by the youth indicating they are aware of the availability of aftercare services, which they may participate in after discharge and until they reach their 21st birthday. Youth should be presented with this information during intake in the IL program. When applicable, youth should also be informed of this service prior to their discharge from care.

### 3. Budget (Appendix D)

Complete the budget (CY-809) using the instructions found in Appendix D. When appropriate, use the match determination worksheets found in Appendix D to calculate match. **Submit any match determination worksheets with the program application.** All match funds identified from the Random Moment in Time Study (RMTS), Volunteer Match Worksheet, Other Match Worksheet and direct state and local spending for IL services must be reported.

There must be an entry on the CY-809 for each service indicated on the Program Description Form. When there is more than one provider for the same service, enter a single amount on the CY-809 for the total for all providers of the service.

Counties electing to use Title IV-E IL grant funds for **Room and Board** services to youth must budget separately on the CY-809. This service and cost category is for eligible youth only.

Counties are encouraged to deposit IL grant funds in an interest bearing account and to include an estimate of the interest earned in the budget. On the CY-809, indicate the amount of interest you expect to earn and check the specific service components that will be supported by that interest income. All interest earned must be identified on the quarterly IL fiscal reports submitted to DPW.

### 4. Limited English Proficiency Policy

The application has been amended to include the required submission of all policies regarding the county’s responsibility to assure that all persons with LEP have meaningful access to the programs administered by the county or related contractors (see Appendix B for additional information).
REVIEW OF APPLICATIONS

Staff from OCYF, University of Pittsburgh and the members of the IL Project Management Team will review all applications submitted and recommend approval based on how well the applications address the criteria listed below.

Review Criteria

1. **Required Information** - Is the application complete? Does it contain all required information? Does it contain all required forms? Does the application follow the prescribed format? The Proposal Checklist must be completed and submitted with your application.

2. **Scope** - Does the application display support for a comprehensive approach to IL services that includes education, employment, housing, prevention and life skills services for youth?

3. **Coordination and Collaboration** - Does the application reflect the active participation of local education and vocational programs, job placement and training agencies, and other public and private housing and social service agencies?

4. **Budget** - Does the budget (CY-809) correspond with the amounts described in the service categories within the Program Description Form (sections A-L)? Does the budget show interest to be earned during the program year?

5. **Cost Per Client** - Is the total number of clients served in line with expenditures? What is the historical level of cost per client served?

APPROVAL OF APPLICATIONS

OCYF staff will present their findings and recommendations to the Deputy Secretary for Children, Youth and Families, who will make the final decision on approval or disapproval of applications.

Each county will be notified in writing of approval or disapproval of its application. If the application is disapproved, the notification will identify the specific reason(s) for disapproval.
Proposal Checklist

All of these items should be included in your proposal, or should be verified before submission of your proposal, for the SFY 2006-2007 program year (July 1, 2006 through June 30, 2007).

- **Stipend Policy** – Provide a copy of your county’s stipend policy as an attachment.

- **Room and Board Policy** – Provide a copy of a room and board policy as an attachment. (Room and Board is optional but at a minimum all counties should develop a policy to provide emergency services).

- **Aftercare Policy** – Provide a copy of your county’s aftercare policy as an attachment.

- **Independent Living Services Program Description Form** – Provide thorough answers to each provider on the Program Description Form and the list of community service providers. Applications with incomplete descriptions of provider responsibilities will not be approved and will require resubmission.

- **Budget Form CY-809** – Ensure that the following guidelines are followed in completion of the budget form:
  
  a. The total Title IV-E budget amount does not exceed the county’s allocation.
  b. Interest income is included as part of the budget.
  c. The monetary figure entered in the Program Description Form (per service) is the same as the amount entered on the budget pages for that particular program service.

- **Copy of needs assessment** utilized for youth entering the program (ONLY NECESSARY IF A PROGRAM UTILIZES AN ASSESSMENT OTHER THAN DANIEL MEMORIAL, ANSEL-CASEY).

- **Limited English Proficiency** – Agencies’ written policies for accommodating persons with LEP must be included in the application.

Note: If you have any questions about completion or submission of your proposal, please contact **Angelo Santore**, State IL Program Coordinator, at (717) 772-7012 or **Todd Lloyd**, IL Project Coordinator, at (717) 795-9048.
APPENDIX A

Program Description Forms and Instructions
TITLE IV-E INDEPENDENT LIVING PROGRAM
CERTIFICATION OF COUNTY EXECUTIVE OFFICERS

____________________________County

I/We assure that services will be managed and delivered in accordance with this application for Title IV-E Independent Living grant funds.

I/We understand that grants to the county will be made in reliance by the Commonwealth of Pennsylvania on statements made in this application. Any substantial changes to the program described in this application will be submitted to the Office of Children, Youth and Families for approval prior to the changes being implemented.

I/We assure that grant funds received will supplement and not replace any other funds which are available for Independent Living services for youth. The amount of state and county funds available for Independent Living services during the state fiscal year are based upon availability of funds from the federal government and accessible by the Commonwealth of Pennsylvania.

I/We assure that services are in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and the Pennsylvania Human Relations Act of 1955, as amended:

1. The county does not and will not discriminate against any person because of race, color, creed, ancestry, national origin, age, sex or disability.
   a. in providing services or employment, or in its relations with other providers; or
   b. in providing access to services and employment for individuals with disabilities.

2. The county will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

3. The county will assure that all persons with Limited English Proficiency have meaningful access to the programs administered by the county or related contractors (see Appendix B for additional information).

4. All contracts for the provision of Independent Living services will require the contractors to comply with these same provisions.

_________________________      ______________________
SIGNATURE    DATE

_________________________      ______________________
SIGNATURE    DATE

_________________________      ______________________
SIGNATURE    DATE
SERVICES TO BE PROVIDED

In the boxes provided, check the services that will be provided by the county (regardless of funding source). Check as many boxes as apply.

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<td>A.</td>
<td>Needs Assessment/Case Planning</td>
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<td>B.</td>
<td>Life Skills Training</td>
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<td>C.</td>
<td>Prevention Services</td>
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<td>D.</td>
<td>Education</td>
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<td>D.I.</td>
<td>Vocational Training</td>
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<td>D.II.</td>
<td>High School Support and Retention</td>
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<td>D.III.</td>
<td>Preparation for GED</td>
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<td>D.IV.</td>
<td>Assistance in Obtaining Higher Education</td>
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<td>E.</td>
<td>Support</td>
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<td>E.I.</td>
<td>Individual and Group Counseling</td>
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<td>E.II.</td>
<td>Stipends</td>
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<td>E.III.</td>
<td>Services for Teen Parents</td>
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<td>E.IV.</td>
<td>Mentoring</td>
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<td>Employment</td>
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<td>F.I.</td>
<td>Job Placement</td>
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<td>F.II.</td>
<td>Subsidized Employment</td>
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<td>Housing</td>
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<td>G.I.</td>
<td>Practice IL Placement (SIL)</td>
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<td>G.II.</td>
<td>Location of Permanent Housing</td>
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<td>G.III.</td>
<td>Room and Board</td>
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<td>Aftercare</td>
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<td>Retreats/Camps</td>
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<td>J.</td>
<td>Indirect Services</td>
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<td>K.</td>
<td>Program Administration</td>
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<tr>
<td>L.</td>
<td>Other</td>
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Please complete the corresponding application section for each service checked above.
Provide the requested information pertaining to each particular IL service provided by the county. Applications may include more than one provider for each IL service on the following forms. While this may reduce the number of forms that a county is required to submit, it does not lessen the information that is requested.

A. Needs Assessment/Case Planning

**INSTRUCTIONS:** In the space available below please identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. Include the following in the estimate: staff costs to perform IL needs assessments, the cost of materials and supplies and the cost to develop, implement and monitor implementation of the written description of services. When there are multiple providers of this service, total the individual estimates. That total should agree with the total Title IV-E amount on the CY - 809.

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<th>Providers</th>
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I. How many youth will receive IL needs assessments and a written description of services to be provided?

   [ ] Total # of youth

II. Describe how youth are identified or referred for IL services. (What process is in place to assure all age appropriate youth are referred for assessment, i.e. computer/electronic flags, review of lists of all youth in placement, paper referral forms by primary caseworkers), include referral procedures and forms.

III. Describe what system is in place to assure all age appropriate youth in substitute care outside the county boundaries are referred for IL assessment and how these youth are involved in the development of a written description of services to be provided.
A. Needs Assessment and Case Planning (continued)

IV. What factors are considered when determining whether a youth is most likely to remain in care until age 18?

V. How are youth oriented to available IL services?

VI. Describe how a youth receives the services listed in the written description of IL services included in the Child Permanency Plan. A flow chart showing the activities and decision points may be substituted for the description.
A. Needs Assessment and Case Planning (continued)

VII. Describe how service information and referral procedures are disseminated to other agency staff.

VIII. What instruments will be used to assess education, housing, employment and life skills needs of youth referred to the IL program? Attach a copy. (ONLY NECESSARY IF AN AGENCY UTILIZES AN ASSESSMENT OTHER THAN DANIEL MEMORIAL, ANSELL-CASEY). Who will administer the instruments?

IX. Describe your IL case planning process. Attach a copy of the agency’s permanency plan, which includes a written description of IL services.
B. Life Skills Training

**INSTRUCTIONS:** In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. Include in the estimate the cost of staff to provide the training, the cost to purchase the training, training materials and supplies and transportation to get youth to and from training. When there are multiple providers of this service, total the individual estimates. That total should agree with the total Title IV-E amount on the CY - 809. DO NOT include Aftercare Life Skills Training cost here (See section H. Aftercare).

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<td><strong>TOTAL</strong></td>
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I. How many youth will receive life skills training during the state fiscal year?  
   [ ] Total # of youth

II. Enter the total number of hours of life skills instruction each youth receives.  
   [ ] Hours

III. How is training provided?  
   [ ] Individual  
   [ ] Group  
   [ ] Both*  
   
   *If both, show the percent of time for each. Use the hours in IL as the basis for calculation.
   
   [ ] % Individual  
   [ ] % Group

IV. Identify the subject areas covered in your life skills training course.  
   Check all that apply:
Soft skills such as:

- decision making
- self-esteem
- negotiation skills
- impulse control
- assertiveness
- peer interactions
- conflict resolution
- coping strategies
- managing stress
- anger management
- problem solving
- communication skills

Life Skills Practice (Structured) - If practice is described elsewhere, cross reference here:

V. How many youth will practice IL Skills? [ ] Total # of youth
C. Prevention Services

**INSTRUCTIONS:** In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. Estimate the total cost of providing/purchasing prevention services. If the training is purchased or provided by another agency, provide an estimated cost of training. When there are multiple providers of this service, total the individual estimates. That total should agree with the total Title IV-E amount on the CY - 809.

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<td><strong>TOTAL</strong></td>
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I. How many youth will receive prevention services? ________ Total # of youth

II. Check each type of preventive health services to be offered and list number of youth who will participate. Check all that apply.

- [ ] Pregnancy Prevention: Total ________  [ ] Alcohol Abuse Prevention Total ________
- [ ] Smoking Avoidance: Total ________  [ ] Substance Abuse Prevention: Total ________

III. Describe, for each service, the duration and frequency of each program, and whether the program is available at any time.

IV. Describe your plan to evaluate the effectiveness of your preventive health services.

V. Estimate the total cost of providing/purchasing prevention services. If the training is purchased or provided by another agency, provide an estimated cost of training. When there are multiple providers of this service, total the individual estimates. That total should agree with the total (Title IV-E, state, local) amount on the CY - 809.
D. Education

**INSTRUCTIONS:** In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for each service. That total should agree with the total Title IV-E amount on the CY - 809.

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<th>Services</th>
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<td><strong>TOTAL</strong></td>
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**D.I. Vocational Training**

**INSTRUCTIONS:** In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. Include in the estimate the cost of staff to provide the training, the cost to purchase the training, training materials and supplies and transportation to get youth to and from training. When there are multiple providers of this service, total the individual estimates.

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I. How many youth will receive vocational training? __________ Total # of youth

II. Identify the specific types of vocational training to be offered by the county or referral agency.

III. Will certificates of completion/diplomas be awarded?
IV. Will completion qualify participants for the following: (Check all that apply)

☐ Entry Position
☐ Apprenticeship
☐ Other (Describe):

D.II. High School Support and Retention

INSTRUCTIONS: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision as appropriate. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. Include in the estimate the cost of staff to provide the training, the cost to purchase the training, training materials and supplies and transportation to get youth to and from training. When there are multiple providers of this service, total the individual estimates.

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| SUBTOTAL | $ |

I. How many youth will receive high school support and retention?

□ Total # of youth

II. Will the service be provided to:

☐ Individuals  ☐ Group  ☐ Both

III. In the space provided, list the services that will be offered by county agency to assist youth to remain in high school and graduate: e.g., study skills; school socialization counseling; academic and career counseling; fees for PSAT, SAT and ACT tests; and fees for extracurricular activities. This may also include remedial education and tutoring.

IV. If services are not provided by the county program, where are youth in need of the service referred?
V. How are youth identified to receive high school support and retention services?

D.III. Preparation for GED

*INSTRUCTIONS*: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. Include in the estimate the cost of staff to provide the training, the cost to purchase the training, training materials and supplies and transportation to get youth to and from training. When there are multiple providers of this service, total the individual estimates.

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</tbody>
</table>

I. How many youth will receive GED preparation during the grant year?

[ ] Total # of youth

II. Briefly describe how youth are identified to receive GED preparation. In the description indicate the criteria for placement in GED preparation as opposed to enrollment in a high school program.
D.IV. Assistance in Obtaining Higher Education

**INSTRUCTIONS:** In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. Include in the estimate the cost of staff to provide the training, the cost to purchase the training, training materials and supplies and transportation to get youth to and from training. When there are multiple providers of this service, total the individual estimates.

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<td><strong>SUBTOTAL</strong></td>
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</table>

I. How many youth will receive assistance in obtaining higher education?

[ ] Total # of youth

II. What types of assistance will be offered? Check as many as apply.

- [ ] Application Assistance
- [ ] Entrance Exam Preparation
- [ ] Loan Information
- [ ] Tuition Assistance
- [ ] Scholarship
- [ ] Selection Advice
- [ ] Other (Describe):

III. In the space provided describe the extent of direct services offered.
E. Support

INSTRUCTIONS: In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for each service. That total should agree with the total Title IV-E amount on the CY - 809.

<table>
<thead>
<tr>
<th>Services</th>
<th>Funds</th>
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<tbody>
<tr>
<td>E.I. Individual and/or Group Counseling</td>
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<tr>
<td>E.II. Stipends</td>
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<tr>
<td>E.III. Services for Teen Parents</td>
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<tr>
<td>E.IV. Mentoring</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

E.I. Individual and/or Group Counseling

INSTRUCTIONS: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service.

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<td><strong>SUBTOTAL</strong></td>
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</table>

I. How many youth will receive individual and/or group counseling?
   Total # of youth

II. Briefly describe how a youth is identified to receive individual and/or group counseling. In the description indicate whether counseling is routinely integrated in the delivery of IL services or is triggered by a situation or program milestone.

III. Identify the types of individual and/or group counseling the IL program will offer. Check all that apply.
   - Career
   - Life Planning
   - Employment
   - Education
   - Therapeutic*

* IL funds may be used for behavioral/mental health counseling only after all other community resources have been explored and exhausted.
IV. What is the minimum number of hours per week of counseling each youth will receive?

[ ] Hours Individual  [ ] Hours Group

E.II. Stipends

**INSTRUCTIONS:** In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service.

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<td><strong>SUBTOTAL</strong></td>
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</table>

I. How many youth will receive stipends?

[ ] Total # of youth

II. What is the minimum and/or maximum stipend amount a participant can receive?

[ ] Minimum  [ ] Maximum

III. For what purpose will stipends be awarded? Check all that apply.

- [ ] Program Participation
- [ ] Program Completion
- [ ] Deposits (Security, Utilities, etc…)
- [ ] Tuition
- [ ] Tools
- [ ] Uniforms
- [ ] Other (Describe):

IV. Describe how stipends will be earned and distributed (include amounts for each task or completed goal), or attach a copy of the county’s stipend policy and procedures (i.e., determination of the amount, purpose, when it will be available for use by participant, how funds will be accounted for). If a policy is attached in place of this description it must provide a detailed description of the policies and procedures.
E.III. Services for Teen Parents

INSTRUCTIONS: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision as appropriate. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service.

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**SUBTOTAL** $

I. How many youth will receive teen parenting services? Total # of youth

II. Briefly describe the components of the services and how they will be delivered.

III. Briefly describe how youth will be selected to receive the services.
E.IV. Mentoring

In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service.

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<tr>
<td><strong>SUBTOTAL</strong></td>
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</table>

I. How many youth will receive mentoring services? Total # of youth

II. Briefly describe the components of the services and how they will be delivered.

III. Briefly describe how youth will be selected to receive the services.
F. Employment

**INSTRUCTIONS:** In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for each service. That total should agree with the total Title IV-E amount on the CY - 809.

<table>
<thead>
<tr>
<th>Services</th>
<th>Funds</th>
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</thead>
<tbody>
<tr>
<td>F.I. Job Placement</td>
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<tr>
<td>F.II. Subsidized Employment</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>

F.I. Job Placement

**INSTRUCTIONS:** In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service.

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<tr>
<td><strong>SUBTOTAL</strong></td>
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</tbody>
</table>

I. How many youth will receive job placement services?

[ ] Total # of youth

II. What types of job placement services will be offered? Check as many as apply.

- [ ] Use of Job Service
- [ ] Arrange Interviews
- [ ] Resume Writing
- [ ] Follow-up
- [ ] Practice Interviews
- [ ] Application Assistance/Job Seeking

III. In the space provided, describe how the success of job placement services for each youth referred will be assessed.
F.II. Subsidized Employment

INSTRUCTIONS: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service.

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<tr>
<td><strong>SUBTOTAL</strong></td>
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</table>

I. How many youth will receive subsidized employment services?

[ ] Total # of youth

II. Check what types of subsidized employment services will be offered and whether the subsidy will be full or partial.

<table>
<thead>
<tr>
<th>Subsidy Type</th>
<th>Full</th>
<th>Partial</th>
</tr>
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<tbody>
<tr>
<td>Summer Employment</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>Agency Operated Only</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Tax Credits</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Other (Describe):</td>
<td>[ ]</td>
<td>[ ]</td>
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</tbody>
</table>

III. In the space provided, describe how the subsidized employment services will be provided. Describe the agency’s linkage/interaction with other agencies that provide these services. A copy of the agreement with the agencies providing subsidized employment may be substituted for the description.

IV. Using the figure in I. above, estimate the number of youth for each outcome listed below.

[ ] Full-Time Job

[ ] Part-Time Job

[ ] Summer Job

[ ] Temporary Job

[ ] Other (Describe):
G. Housing

**INSTRUCTIONS:** In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for each service. That total should agree with the total Title IV-E amount on the CY - 809.

<table>
<thead>
<tr>
<th>Services</th>
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<tbody>
<tr>
<td>G.I. Practice IL Placement (SIL)</td>
<td>$</td>
</tr>
<tr>
<td>G.II. Location of Permanent Housing</td>
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<tr>
<td>G.III. Room and Board</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

G.I. Practice IL Placement (SIL)

**INSTRUCTIONS:** In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized to support youth receiving SIL services. Do not include the placement maintenance costs of SIL.

<table>
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<tr>
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<th>Funds</th>
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<tr>
<td><strong>SUBTOTAL</strong></td>
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</tbody>
</table>

I. How many youth will be placed in SIL? [ ] Total # of youth

II. Describe how youth will be identified to receive SIL, or attach a copy of the practice SIL policy and procedures.

III. Describe the services grant funds will be utilized for in supporting youth residing in SIL placements.
G.II. Location of Permanent Housing

INSTRUCTIONS: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service.

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<tr>
<td><strong>SUBTOTAL</strong></td>
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</tbody>
</table>

I. How many youth will receive assistance in locating permanent housing?
   - [ ] Total # of youth

II. What types of assistance will be offered? Check all that apply.
   - [ ] Referral to Public Housing Agency
   - [ ] Interview Preparation
   - [ ] Application Assistance
   - [ ] Accompany on Inspection
   - [ ] Use Local Realtors as a Housing Resource
   - [ ] Other (Describe):

III. Describe how the services provided will be assessed to ensure the acquisition of permanent housing.
G.III. Room & Board

INSTRUCTIONS: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service (this total can not exceed 30% of the county’s total Title IV-E IL grant allocation, unless otherwise approved by OCYF).

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<td><strong>SUBTOTAL</strong></td>
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</table>

I. How many youth will receive assistance with room and board?  
   _______ Total # of youth

II. What types of assistance will be offered? Check all that apply.

   - [ ] Temporary Services/Planned
   - [ ] Extended Services/Planned
   - [ ] Emergency/Crisis

III. Describe the frequency of staff contact with youth accessing these services.

IV. Describe the period of time that youth can access the service, by type of assistance offered and whether a “step-down” approach will be used.

V. Enclose a copy of the sample youth contract, which includes rules and expectations.

VI. Describe your plan to evaluate the effectiveness of your room & board services.
H. Aftercare Services

In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. When there are multiple providers of this service, total the individual estimates. That total should agree with the total Title IV-E amount on the CY - 809.

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</table>

I. How many youth will receive aftercare services? [ ] Total # of youth

II. Identify the services available in your aftercare component. Check all that apply.

- [ ] Life Skills Training
- [ ] Stipends
- [ ] Counseling/Support
- [ ] Assistance with Living Arrangements/Housing
- [ ] Room & Board
- [ ] Employment Assistance
- [ ] Educational/Vocational Assistance
- [ ] Financial Crisis Management
- [ ] Services to Teen Parents
- [ ] Other (Describe):

III. Describe how a youth receives the available services.

IV. Estimate the number of youth receiving needs assessments upon initiating aftercare services. [ ] Total # of youth
H. Aftercare Services (continued)

V. Describe what system is in place to assure all age appropriate youth in substitute care outside the county boundaries are referred to aftercare.

VI. Describe the frequency of staff contact with youth accessing these services.
I. Retreats/Camps

INSTRUCTIONS: Complete this form if you conduct your own IL retreat/camp and/or if you plan to have youth attend the annual IL State Retreat.

In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. When there are multiple providers of this service, total the individual estimates. That total should agree with the total Title IV-E amount on the CY - 809.

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<td><strong>TOTAL</strong></td>
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</table>

I. How many youth will participate in retreats/camps? [ ] Total # of youth

II. Describe the purpose and anticipated outcome of the retreat/camp.

III. Provide the dates for the retreat/camp.

IV. What method is utilized to identify youth who will attend the retreat/camp?

V. List the activities and identify staff who will conduct the retreat/camp. Attach brochures or a schedule that contains this information.
J. Indirect Services

INSTRUCTIONS: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. When there are multiple providers of this service, total the individual estimates. That total should agree with the total Title IV-E amount on the CY - 809.

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<td>TOTAL</td>
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</table>

I. From the list below, identify the Indirect Services that are provided.

Check all that apply.

- [ ] Staff Training*
- [ ] Foster/Adoptive Parent Training*
- [ ] Community Education
- [ ] Interagency coordination to support IL activities and services at the local level
- [ ] Resource Development/Purchase
- [ ] System change efforts
- [ ] Other (Describe):

*Training of foster parents and other residential care workers must be intended to increase their knowledge of the IL services provided with Title IV-E grant funds and their role as directed by their agency.

II. For each item identified in I., briefly describe the services and how they will be provided. Use additional sheets if necessary.
K. Program Administration

**INSTRUCTIONS:** In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. When there are multiple providers of this service, total the individual estimates. That total should agree with the total Title IV-E amount on the CY - 809.

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</table>

I. From the list below, identify the program administration costs associated with providing IL services.

Check all that apply.

- [ ] Program Reporting
- [ ] Fiscal Reporting & Administration
- [ ] IL Program Supervision
- [ ] Equipment
- [ ] Supplies
- [ ] Space
- [ ] Communication/Postage
- [ ] IL Related Travel
- [ ] Other (Describe):

II. For each item identified in I., briefly describe what is included. Use additional sheets if necessary.
L. OTHER: ________________________

(Identify specific service)

INSTRUCTIONS: In the space available identify the service provider(s). If there is more than one provider for this service, list each provider name on this form and describe any differences in service provision. This description must clearly outline any variance between multiple providers, or must state that the providers render the same service. In the funds column, list the estimated amount of Title IV-E IL grant funds utilized for this service. When there are multiple providers of this service, total the individual estimates. That total should agree with the total Title IV-E amount on the CY - 809.

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</table>

I. How many youth will receive these services?

   [ ] Total # of youth

II. Briefly describe the components of the service and how it will be delivered.

III. Briefly describe how IL youth will be selected to receive the service.
APPENDIX B

Limited English Proficiency
Title VI Civil Rights Act of 1964
Persons of Limited English Proficiency

The purpose of this information is to provide recently issued federal guidelines regarding compliance with Title VI of the Civil Rights Act of 1964 as it pertains to Persons of Limited English Proficiency (LEP).

The Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, sex or national origin. Title VI addresses the issue of discrimination against persons by agencies that receive federal funds, including the responsibilities human service agencies and providers have toward persons with Limited English Proficiency (LEP). This legislation covers all entities that receive federal financial assistance, either directly or indirectly, through a grant, contract, or subcontract. This includes any Commonwealth agency or program that receives federal funding, as well as any business partner of the Commonwealth whose funding comes from federal sources.

English is the predominant language of the United States. According to the 1990 Census, English is spoken by 95 percent of its residents. Of those U.S. residents who speak a language other than English at home, the 1990 Census reports that 57 percent above the age of four speak English "well to very well."

However, the United States is also home to millions of national origin minority individuals who are "limited English proficient" (LEP). That is, they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies. Because of these language differences and their inability to speak or understand English, LEP persons are often excluded from programs, experience delays or denials of services, or receive care and services based on inaccurate or incomplete information.

In the course of its enforcement activities, the Office of Civil Rights (OCR) of the U.S. Department of Health and Human Services has found that persons who lack proficiency in English frequently are unable to obtain basic knowledge of how to access various benefits and services for which they are eligible.

OCR has issued a “Policy Guidance on the Title VI Prohibition Against National Origin Discrimination As It Affects Persons with Limited English Proficiency.” This document is available on OCR's web site; the address is http://www.dhhs.gov/ocr/. This policy guidance discusses the responsibilities that human service agencies and providers that receive federal funds have to LEP persons. Issues discussed in the document include:

- who is covered by the policy;
- what are the basic requirements under Title VI;
- how to ensure meaningful access to LEP persons;
- how OCR makes assessments of meaningful access; and
- how to properly use/provide interpreter services.
The document also provides a number of “promising practices” as suggestions on how to deal with the needs of LEP persons, as well as a model language assistance program. There is also a discussion on compliance and enforcement, and an offer from OCR to provide assistance. OCR can be contacted at the following address and phone numbers:

Office for Civil Rights  
U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Room 509F HHH Bldg.  
Washington, DC 20201

OCR Hotlines - Voice: 1-800-368-1019 or 1-800-537-7697 (TDD)

All human service agencies, providers and other entities that receive federal financial assistance, either directly or indirectly, through a grant, contract, or subcontract are responsible for:

- providing oral language interpretation;
- providing translation of written materials; and
- providing notice to persons with LEP of their right to language assistance and the availability of such assistance free of charge.

The following are examples of practices that may violate Title VI:

- providing services to LEP persons that are more limited in scope or are lower in quality than those provided to other persons;
- subjecting LEP persons to unreasonable delays in the delivery of services;
- limiting participation in a program or activity on the basis of English proficiency;
- providing services to LEP persons that are not as effective as those provided to those who are proficient in English; or
- failing to inform LEP persons of the right to receive free interpreter services and/or requiring LEP persons to provide their own interpreter.

The DPW and its business partners, under the guidelines of Title VI, are required to make reasonable accommodations for the language requirements of LEP persons.

As the recipient of federal funds as reimbursement for services either provided directly or purchased from private service providers under contract, your agency is required to comply with Title VI of the Civil Rights Act of 1964 as it pertains to persons with Limited English Proficiency (LEP). Private service providers from whom you
purchase services with federal funds are also required to comply with Title VI of the Civil Rights Act of 1964 as it pertains to persons with Limited English Proficiency (LEP).

The federal guidance does not impose any new requirements, but reiterates longstanding Title VI principles that OCR has been enforcing for over 30 years. The guidance discusses methods by which recipient/covered entities can meet their obligation to provide oral interpretation to LEP persons. The guidance also outlines the general parameters of a recipient/covered entity’s obligation to provide translation of written materials, providing examples that illustrate both the importance of such translation and the flexibility that recipients have in meeting this obligation.

The type of language assistance a recipient/covered entity provides to ensure meaningful access will depend on a variety of factors, including the size of the recipient/covered entity, the size of the eligible LEP population it serves, the nature of the program or service, the objectives of the program, the total resources available to the recipient/covered entity, the frequency with which particular languages are encountered, and the frequency with which LEP persons come into contact with the program. There is no "one size fits all" solution for Title VI compliance with respect to LEP persons. OCR will make its assessment of the language assistance needed to ensure meaningful access on a case-by-case basis, and a recipient/covered entity will have considerable flexibility in determining precisely how to fulfill this obligation. OCR will focus on the end result – whether the recipient/covered entity has taken the necessary steps to ensure that LEP persons have meaningful access to its programs and services.

The major components of compliance are:

- **Assessment** - The recipient/covered entity conducts a thorough assessment of the language needs of the population to be served.

- **Development of Comprehensive Written Policy on Language Access** - The recipient/covered entity develops and implements a comprehensive written policy that will ensure meaningful communication.

- **Training of Staff** - The recipient/covered entity takes steps to ensure that staff understands the policy and is capable of carrying it out.

- **Vigilant Monitoring** - The recipient/covered entity conducts regular oversight of the language assistance program to ensure that LEP persons meaningfully access the program.

The failure to implement one or more of these measures does not necessarily mean noncompliance with Title VI, and OCR will review the totality of the circumstances in each case. If implementation of one or more of these options would be so financially burdensome as to defeat the legitimate objectives of a recipient/covered entity's program, or if there are equally effective alternatives for ensuring that LEP persons have meaningful access to programs and services, OCR will not find the recipient/covered entity in noncompliance.
Agencies that receive federal funds either directly via contract or grant, as Federal Financial Participation or as allocated by DPW/Office of Children, Youth and Families (OCYF), must comply with Title VI of the Civil Rights Act of 1964 as it pertains to persons with Limited English Proficiency (LEP). Agencies must also ensure that the private providers, contractors, subcontractors, grantees and subgrantees from whom they purchase services with federal funds comply with Title VI of the Civil Rights Act of 1964 as it pertains to persons with Limited English Proficiency (LEP).

The federal guidance document provides detailed information regarding the several components and what constitutes acceptable methods of compliance, and it is important that you become familiar with it.

The OCYF staff person who manages your contract or grant will monitor the existence of formal, written policies and plans for compliance as part of the regular contract or grant monitoring activities, and will maintain copies of agencies' written policies for accommodating LEP persons on file. OCYF will not evaluate or approve the adequacy of these plans; that is the responsibility of OCR. However, the OCYF staff person who manages your contract or grant will provide you with sources of additional information and technical assistance in the development and implementation of your plan. You are also encouraged to contact OCR directly for guidance and technical assistance.
APPENDIX C

Single Audit Bulletin
APPENDIX D

IL Budget and Expenditure Reporting Forms and Instructions
CY-809/CY-814/CY-815
TITLE IV-E IL PROGRAM BUDGET FORM

The IL Program Budget form (CY-809) is a two page form that shows the budget detail for the FY 2006-2007. Each of the lettered columns corresponds to each section in the Program Description Form beginning on page 29. In addition, there are three unlettered columns on Page 2. These columns are to be used for RMTS related match entries. Entries are to be made only on the "Local Funds" line. Except for the RMTS columns, there must be a corresponding entry on the CY-809 for each box checked on the CY-806. Where information is not entered in the Program Description Form section, the corresponding item on the CY-809 should be left blank. The CY-809 may be computer generated as long as all information contained on the CY-809 is also required on the computer-generated budget form.

Source of Funds and Delivery Method

Show the funds budgeted for each service identified in the Program Description Form by source of funds and method of delivery - provided by the County and/or Purchased - for each source and for each service identified in the Needs and Services Projection section. "Provided by the County" refers to IL services provided by county children and youth agency or county human service agency staff. "Purchased" refers to IL services provided by a contracted agency or individual through a purchase of service contract.

Title IV-E IL Funds - Show the total of the Title IV-E IL grant funds budgeted for each identified IL service.

State Funds - Show the State share of monies the county plans to spend for each identified IL service.

Local Funds - Show the total of all county funds budgeted for each identified IL service.

Interest Earned - Show the interest to be earned on IL grant funds for each identified IL service.

Total All Sources - Show the total of each source of funds for all identified IL services as well as the total of IL services purchased and IL services provided by the county.

Source Total (Page 2) - Show the total of each source of funds for all identified IL services as well as the total of IL services purchased and/or provided by the county. The amount of the "Title IV-E IL Funds" line should equal the amount of the county's current Title IV-E IL allocation.

Other Match Funds

Enter the "Grand Total" from the Volunteer and Other Match Determination Worksheet.
<table>
<thead>
<tr>
<th>SOURCE OF FUNDS AND DELIVERY METHOD</th>
<th>A. Needs Assessment/Case Planning</th>
<th>B. Life Skills Training</th>
<th>C. Prevention Services</th>
<th>D. Education</th>
<th>E. Support</th>
<th>F. Employment</th>
<th>G. Housing (GI &amp; GII)</th>
<th>G. (III) Room And Board</th>
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<td><strong>TITLE IV-E IL FUNDS</strong></td>
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## OFFICE OF CHILDREN, YOUTH AND FAMILIES
### TITLE IV-E INDEPENDENT LIVING
#### PROGRAM BUDGET

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS AND DELIVERY METHOD</th>
<th>H. Aftercare Services</th>
<th>I. Retreat/Camps</th>
<th>J. Indirect Services</th>
<th>K. Program Administration</th>
<th>L. Other</th>
<th>[From RMTS] Indrt IL Prg Adm</th>
<th>[From RMTS] Matching IL</th>
<th>SOURCE TOTAL</th>
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<td><strong>TITLE IV-E IL FUNDS</strong></td>
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Please include any State and Local funds that will be used in addition to TITLE IV-E IL funds.

#### OTHER MATCH FUNDS

- Grand Total from Volunteer Match Determination Worksheet
- Grand Total from Other Match Determination Worksheet

CY-809 10/03
The Volunteer Match Determination Worksheet is intended to identify volunteer time that is used directly or indirectly by your IL program. The time is translated into a dollar amount that can be used to match Title IV-E IL funds.

The worksheet should be used in the preparation of the budget (CY-809) as well as the expenditure report form (CY-815). Amounts used for the CY-809 will be estimates, while amounts for the CY-815 will be actual expenditures. This worksheet must be submitted along with the IL application. It need not be submitted with expenditure reports but must be maintained on file in the agency.

INSTRUCTIONS

Column 1: Show the title of the position each volunteer holds. Include all volunteer time that is used by the IL program including but not limited to trainers, mentors, clerical and transportation or case aides.

Column 2: For each volunteer position show the total number of hours donated (estimated or actual) during the IL grant year.

Column 3: Enter the cost per hour for each volunteer position. The cost per hour should be based on the rate for a comparable position in the agency. If you do not have a comparable position on which to base the hourly rate, call the local labor market analyst and request the information from the Dictionary of Occupational Titles (DOT). A listing of those analysts follows.

<table>
<thead>
<tr>
<th>Analyst</th>
<th>Phone</th>
<th>Counties</th>
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<tbody>
<tr>
<td>Lee Olson</td>
<td>717-783-7138</td>
<td>Bucks, Chester, Delaware, Montgomery, Philadelphia</td>
</tr>
<tr>
<td></td>
<td>215-560-1977</td>
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<tr>
<td>Fred Schneider</td>
<td>610-378-4314</td>
<td>Carbon, Lehigh, Northampton, Pike, Wayne, Schuylkill, Berks</td>
</tr>
<tr>
<td>Wayne Schopf</td>
<td>717-772-1370</td>
<td>Cumberland, Dauphin, Lebanon, Perry, Schuylkill, Wayne</td>
</tr>
<tr>
<td>Larry Baugher</td>
<td>717-771-4405</td>
<td>Lancaster, York, Adams, Franklin, Fulton</td>
</tr>
<tr>
<td>Glenn Lenker</td>
<td>717-772-1707</td>
<td>Centre, Lycoming, Potter, Juniata, Mifflin, Clinton, Montour, Northumberland, Snyder, Union</td>
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<tr>
<td>William Findley</td>
<td>814-533-2213</td>
<td>Blair, Cambria, Somerset, Bedford, Clearfield, Jefferson, Elk, Huntingdon, Cameron</td>
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<tr>
<td>Debra Nicholson</td>
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<tr>
<td>Roberta Wilson</td>
<td>412-565-5350</td>
<td>Allegheny, Beaver, Butler, Fayette, Washington, Westmoreland, Indiana, Armstrong, Lawrence, Greene</td>
</tr>
<tr>
<td>Carol Patterson</td>
<td>814-871-4298</td>
<td>Erie, Mercer, McKean, Clarion, Crawford, Forest, Venango, Warren</td>
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</tbody>
</table>

Column 4: Calculate the total value of the donated service by multiplying Column 2 times Column 3.

Column 5: Using the amount in Column 3, enter that portion of each volunteer position that was paid for with federal funds, including Title IV-E IL funds.

Column 6: Calculate the "Net Volunteer Match" by subtracting Column 5 from Column 4.

EXAMPLE

<table>
<thead>
<tr>
<th>POSITION</th>
<th>TOTAL HOURS</th>
<th>COST PER HOUR</th>
<th>VALUE OF SERVICE</th>
<th>FEDERAL FUNDS</th>
<th>NET VOLUNTEER MATCH</th>
</tr>
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<tbody>
<tr>
<td>CLERICAL</td>
<td>1040</td>
<td>$7</td>
<td>$7,280</td>
<td>$3640</td>
<td>$3640</td>
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</table>
### Title IV-E Independent Living Program

**VOLUNTEER MATCH DETERMINATION WORKSHEET**

<table>
<thead>
<tr>
<th>(1) POSITION</th>
<th>(2) TOTAL HOURS DONATED</th>
<th>(3) COST/HR OF HOURS DONATED</th>
<th>(4) VALUE OF SERVICE (2x3)</th>
<th>(5) AMOUNT PAID WITH FEDERAL FUNDS</th>
<th>(6) NET VOLUNTEER MATCH (5-4)</th>
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**GRAND TOTAL**
Title IV-E Independent Living Program  
OTHER MATCH DETERMINATION WORKSHEET

The Other Match Determination Worksheet is intended to identify the value of donated resources provided to the IL program through local social service agencies, such as school districts and Intermediate Units, businesses, and colleges. The value of the donated service or item is translated into a dollar amount that can be used to match Title IV-E IL funds. Care must be taken, however, to insure that federal funds and any State or local funds used to match federal funds are deducted from the value of the service reported on this form.

The worksheet should be used in the preparation of the budget (CY-809) as well as the expenditure report form (CY-815). Amounts used for the CY-809 will be estimates, while amounts for the CY-815 will be actual expenditures. This worksheet must be submitted along with the IL application. It need not be submitted with expenditure reports but must be maintained on file in the agency.

INSTRUCTIONS

Column 1: Identify the agency providing services to the IL program.

Column 2: Show the value of the service provided to the IL program.

Column 3: Using the amount in Column 2, enter that portion of the value that was paid for with federal funds plus the amount that was used to match federal funds.

Column 4: Calculate the "Net Other Match" by subtracting Column 3 from Column 2.

EXAMPLE

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>VALUE OF SERVICE</th>
<th>FEDERAL FUNDS</th>
<th>NET OTHER MATCH</th>
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<tbody>
<tr>
<td>IU # 10</td>
<td>$5,000</td>
<td>$2,500</td>
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In the example above, $2,500 of the total value of service provided could be used as match.
Title IV-E Independent Living Program
OTHER MATCH DETERMINATION WORKSHEET

<table>
<thead>
<tr>
<th>(1) AGENCY</th>
<th>(2) VALUE OF SERVICE</th>
<th>(3) AMOUNT PAID WITH FEDERAL FUNDS</th>
<th>(4) NET OTHER MATCH (2-3)</th>
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GRAND TOTAL
CY 814 EXPENDITURE FORM INSTRUCTIONS

The Expenditure by Intermediate Object form (CY-814) is a two page form that shows cumulative grant expenditures by object of expenditure. Each of the lettered columns corresponds to one of the services on the Program Budget form (CY-809). Except for the RMTS columns, there should be an entry on the CY-814 for each service budgeted on the CY-809. The CY-814 may be computer generated as long as all information contained on the CY-814 form is also contained on the computer-generated form.

Ensure revised forms (2003), which include description of all program services, are utilized.

SUBMISSION - The CY-814 must be submitted within 45 days of the end of each fiscal quarter. Send an original of the report to:

OFFICE OF CHILDREN, YOUTH AND FAMILIES
BUREAU OF COUNTY CHILDREN AND YOUTH PROGRAMS
DIVISION OF PROGRAM COMPLIANCE AND FISCAL MANAGEMENT
P.O. BOX 2675
HARRISBURG, PA 17105-2675

COUNTY - Enter the county name.

REPORT PERIOD - Show the last day of the quarter for which the report is being submitted.

OBJECTS OF EXPENDITURE

Line 110: The cost for all wages and salaries of county children and youth staff involved in the program. Do not include purchased service or probation staff wages and salaries.

Line 120: Enter the costs for employee benefits for county children and youth staff involved in the program.

Line 131: Staff development costs including training, subscriptions, dues and membership fees, agency library costs and miscellaneous expenses related to improving staff performance.

Line 132: Miscellaneous costs include purchased personnel services and other personnel expenses except staff development expenses.

Line 210: The cost of stipends for participation in IL activities and other grants to youth.

Line 310: Occupancy expenses include rent, utilities, insurance, housekeeping, maintenance and occupancy taxes.

Line 320: IL related telephone, postage, printing, duplicating and advertising expenditures.

Line 330: Administrative supplies include office supplies, minor office equipment and rental and maintenance of office equipment.

Line 340: Instructional materials, program materials, equipment and other supplies provided for the use of youth and foster parents.

Line 350: IL staff and client travel and transportation expenses.

Line 360: Purchased services include costs for services such as job development, employment training, counseling and other contracted services provided to clients by individuals or agencies under contract to provide services for the county children and youth agency.

Line 370: The cost of contracted staff to operate or improve the administration and delivery of services.

Line 380: Costs related to the adjudication and disposition of dependent or delinquent children under the Juvenile Act.

Line 390: Other operating costs include interest expenses, auditing expense, moving expense and other costs which cannot be included on lines 310 through 380. On page 2, enter the result of RMTS calculation 19 in the "Matching IL" column.

Line 399: Indirect administrative costs are the proportional share of county administrative overhead costs, such as the cost of the county comptroller’s office or county personnel office, that can be charged to the program. On page 2, enter the result of RMTS calculation 18 in the "Indirect IL Prgm. Admin." column.

Line 412: The cost of service or office equipment purchased by the county for use in the program.

Line 413: The cost of motor vehicles purchased by the county for use in the program.

Line 414: The cost of data processing equipment (i.e. computer equipment and software purchased by the county for use in the program). Purchase of any assets costing $500 or more require prior approval of DPW.

Line 420: The costs for repair and improvement of fixed assets including renovations and vehicle repair.

Total: The total expenditures for each IL service should be shown in the appropriate column on this line. In the "Grand Total" column show the total of each object of expenditure as well as the total for the report.
## DEPARTMENT OF PUBLIC WELFARE
### OFFICE OF CHILDREN, YOUTH AND FAMILIES
### TITLE IV-E INDEPENDENT LIVING PROGRAM
### EXPENDITURE BY INTERMEDIATE OBJECT

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For federal matching purposes, please include any state and local funds used for IL services.

Send one copy: OCYF, Division of Program Compliance & Fiscal Management
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Harrisburg, PA 17105-2675
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<th>H: Aftercare Services</th>
<th>I: Retreats/ Camps</th>
<th>J: Indirect Services</th>
<th>K: Program Administration</th>
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<th>(From RMTS) Matching IL</th>
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For federal matching purposes, please include any state and local funds used for IL services.

county fiscal officer ___________________________  DATE: ___________________________
The Expenditure by Source of Reimbursement form (CY-815) is a two page form that shows cumulative grant expenditures. Each of the lettered columns corresponds to one of the services on the Program Budget form (CY-809). Except for the RMTS columns, there must be an entry on the CY-815 for each service budgeted on the CY-809. The CY-815 may be computer generated as long as all information required on the CY-806 is also contained on the computer-generated form.

Ensure revised forms (2003), which include description of all program services, are utilized.

SUBMISSION - The CY-815 must be submitted within 45 days of the end of each fiscal quarter. Send an original of the report to:

OFFICE OF CHILDREN YOUTH AND FAMILIES
BUREAU OF COUNTY CHILDREN AND YOUTH PROGRAMS
DIVISION OF PROGRAM COMPLIANCE AND FISCAL MANAGEMENT
P.O. BOX 2675
HARRISBURG, PA 17105-2675

COUNTY - Enter the county name.

REPORT PERIOD - Show the last day of the quarter for which the report is being submitted.

SOURCE OF EXPENDITURES AND DELIVERY METHOD

Show the expenditures for each service identified on the CY-809 by source of funds and method of delivery - Provided by the County and/or Purchased - for each source and for each service identified on the CY-809 Budget Form. "Provided by the County" refers to IL services provided by county children and youth agency or county human service agency staff. "Purchased" refers to IL services provided by a contracted agency or individual through a service purchase contract.

Title IV-E IL Funds - Show the total of the Title IV-E IL grant funds expended for each budgeted IL service.

State Funds - Show the total of all State funds - Act 148, HSDF or other - that has been expended for each budgeted IL service. Do not insert any RMTS amounts on this line.

Local Funds - Show the total of county funds expended for each identified IL service. Enter the result of RMTS calculation 18 in the "Indirect IL Program Administration" column; enter the result of RMTS calculation 19 in the "Matching IL" column. Because the CY-815 is a cumulative reporting form, you will need to add the RMTS amounts reported in the previous quarter of the program year to the amounts computed in calculation 18 and calculation 19.

Interest Earned - Show the interest earned on IL grant funds and the amount expended for each identified IL service.

Total Funds All Sources - Show the total expended from all sources for each IL service as well as the total amount spent for purchased IL services and IL services provided by the county.

Source Total (Page 2) - Show the total expenditures for each source of funds for all IL services as well as the total expenditures for IL services purchased and/or provided by the county.

OTHER MATCH FUNDS

Enter the Grand Total from the Volunteer Match Determination Worksheet.

Enter The Grand Total from the Other Match Determination Worksheet.
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<th>A. Needs Assessment/Case Plng.</th>
<th>B. Life Skills Training</th>
<th>C. Prevention Services</th>
<th>D. Education</th>
<th>E. Support</th>
<th>F. Employment</th>
<th>G. Housing (GI &amp; GII)</th>
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### Title IV-E Independent Living

#### Expenditure by Source of Reimbursement

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Please include any State and Local funds that will be used in addition to Title IV-E IL Funds.

### Other Match Funds

**OTHER MATCH FUNDS**

- Grand Total from Volunteer Match Determination Worksheet
- Grand Total from Other Match Determination Worksheet