



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

September 18, 2015

Ms. Melissa Graves, Executive Director
Lutheran Social Services of the National Capital Area
7401 Leesburg Pike
Falls Church, Virginia 22043

Dear Ms. Graves:

Re: Renewal of Contract DSS No. CVS-14-060

The Commonwealth of Virginia Department of Social Services, in accordance with the Standard Contract referenced above, VDSS Special Terms and Conditions, Part B, Renewal of Contract, wishes to renew the above referenced Sole Source Standard Contract, as modified, for an additional 12 months.

The period of renewal will be from **October 1, 2015** through **September 30, 2016**. The renewal award amounts are **\$55,000** Refugee Health (RH) and **\$45,000** Virginia Refugee School Achievement Program. The aforementioned award amounts shall not exceed a total combined expenditure of **\$100,000**.

It is understood and agreed that the Scope of Services and all terms and conditions of the original contract, as modified, shall remain the same during the contract renewal period. Please signify acceptance of this letter of renewal by signing in the space provided below and returning it to this office within five (5) business days.

Sincerely,

Kathy A. Cooper

Kathy A. Cooper, Director
Office of Newcomer Services

Lutheran Social Services of the
National Capital Area

By: *Melissa Graves*

Title: CEO

Date: 9/25/15

Virginia Department of Social Services

By: *Andrea Hendricks*

Title: PURCHASING MANAGER

Date: 11-19-15

SCOPE OF SERVICES

Virginia Refugee Preventive Health Project (VRPH)

A. Role of Health Liaisons

The purpose of the health liaison position is to provide continuation of medical follow-up on conditions identified during the overseas medical screening process and conditions identified during the U.S. health screening. Many refugees, asylees, and other eligible populations, continue to face health challenges to become self-sufficient through employment. As part of the comprehensive resettlement plan, which focuses on refugee health and the well-being of the individual, the health liaison's role will include follow up to address barriers to employment to ensure employability if possible.

B. State Responsibilities

- Will participate in a monthly conference call facilitated by the Newcomer Health Program Coordinator.
- May be asked to present a difficult or interesting case scenario on a rotating basis as part of this call.
- Will report to ONS on health related matters using the monthly report.
- Will apprise the Refugee Health Coordinator (RHC) of any individuals who arrive with or who, after arrival, are diagnosed with diseases of public health importance or unusual occurrence.
- Will respond to any inquiries by the State Refugee Coordinator (SRC) or the RHC.

C. Day-to-Day Operations

- Should NOT schedule initial health screening appointments unless their positions are being supplemented by R&P funds. Scheduling of initial health screenings is a core R&P function, and as such, should be handled by R&P staff. Health liaisons *should* be aware of when the screening appointment is scheduled but should not be directly involved.
- Should NOT routinely transport clients to the initial health screening appointment.
- Will receive referrals from LHDs for any conditions identified as part of the initial health screening and schedule follow up appointments as indicated.
- It is permissible to arrange transportation or transport clients themselves to follow-up appointments.

- Priority of service delivery will be given to new arrivals and those with significant health needs and will follow the State Priority Order of Service.

D. Training and Technical Assistance

- Will provide health related orientation to new arrivals as part of the orientation plan.
- They can either provide the orientation themselves, or develop a module that can be presented by another staff member.
- As time permits will develop or borrow from other sources, written health related information to give to refugees.
- Will develop a list of community resources.
- Provide training for community health service providers on the special cultural and linguistic needs of refugees.

E. Communication and Collaboration

- Will notify LHD when information received on the overseas medical exam indicates that there is an existing health condition that needs to be addressed.
- Will reach out to refugee nurses at the local health departments (LHDs) to facilitate communication and establish good working relationships and rapport.

Virginia Refugee School Achievement Program (VRSAP)

A. VRSAP

VRSAP is a 100% federally funded discretionary grant that serves refugee children between the ages of 5 and 18 years of age that has three goals: 1) to promote academic progress and achievement, social adjustment, and school completions; 2) to increase school-based participation of refugee parents; and 3) to continue to gain statewide recognition by school officials and community leaders as the expert resource on meeting the language, cultural, and resettlement needs of Virginia's refugee students and families.

VRSAP activities may consist of academic and English as a Second Language tutoring, out-of-school enrichment and summer activities, programs that encourage high school completion, student leadership development, mentoring, parental involvement programs, and cultural orientations to school staff and cultural competency assistance, and interpreter and translation services. VRSAP employs staff known as School Liaisons and they are the direct link between public schools and refugee families. VRSAP School Liaisons steer all parties to support and meet the academic and social adjustment needs of refugee

students. The project period of VRSAP is from August 15 to August 14 and the project is entering into its last year of the currently funded two-year project period.

B. VRSAP School Liaison Duties

1. Conduct orientations about Virginia public schools to parents when new refugee families arrive through the resettlement agency's Reception and Placement (R&P) Program.
2. Complete a "Student Intake" form with each refugee family prior to registration in school.
3. Conduct post-tests with parents on the school orientation and materials received.
4. Assist with registration and school enrollments – i.e., accompanying refugee students and their family to school to complete the enrollment process as well as provide interpretation services during the enrollment process.
5. Make certain that school entrance health examinations are scheduled and completed, ideally, within two weeks of refugee child's arrival.
6. Attend school-based conferences and/or IEP meetings with refugee parents, when appropriate.
7. Serve as a technical and informational resource to the local community-at-large on the refugee resettlement process and how that process affects refugee families and their adjustment to their new Virginia communities.
8. School Liaisons must maintain a case file on each refugee school-age child being served. The case file must contain documentation of all services and assistance given to the refugee child.
 - a. The case file must also contain proof which verifies the eligibility status of each refugee child being served.
9. School Liaisons must conduct at least one recognition event for students, teachers, and volunteers before the completion of the project period.
10. Immediately advise and notify the ONS-VRSAP Grant Manager of all situations that present as being or potentially being difficult to handle.

C. VRSAP School Liaison Supervision

Liaisons are hired by the refugee resettlement agencies under contract with ONS and they are directly supervised by an agency program manager or director. The ONS-VRSAP Grant Manager provides indirect supervision and technical assistance to School Liaisons through monthly conference calls and quarterly site visits.

D. Data Collection and Reporting to VRSAP Grant Manager

VRSAP School Liaisons electronically submit monthly reports to ONS where they report on 12 distinct data elements and provide an accompanying narrative on activities, accomplishments, and challenges for that reporting period.

E. Cost Reimbursement

Refugee Resettlement Agencies who are VRSAP sub-grantees must submit monthly invoices to the ONS Program Monitor in accordance to that Agency's approved budget for VRSAP and/or as directed by the ONS Program Monitor.

BUDGET SUMMARY - DSS FUNDS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10/1/14 TO 09/30/15

BUDGET CATEGORY	HEALTH LIAISON	TOTAL DSS REQUEST
SALARIES	\$31,930.00	\$31,930.00
EMP. BENEFITS	\$5,399.10	\$5,399.10
POSTAGE	\$120.00	\$120.00
RENT & UTILITIES	\$480.00	\$480.00
EQUIPMENT	\$0.00	\$0.00
PRINTING	\$180.00	\$180.00
CONSUMABLE SUPPLIES	\$220.00	\$220.00
TRAVEL	\$2,400.00	\$2,400.00
PROFESSIONAL LIABILITY INS	\$180.00	\$180.00
OTHER (ADM. OVERHEAD)	\$ 4,090.91	\$4,090.91
TOTAL REQUESTED FROM DSS	\$45,000.00	\$45,000.00

BUDGET SUMMARY - DSS FUNDS REFUGEE SCHOOL LIAISON

SUB-GRANT PERIOD: FROM 10/1/2014 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 31,930.00
EMP. Expense		\$ 5,399.10
POSTAGE		\$ 120.00
EQUIPMENT		
RENT & UTILITIES	Utilities, Phones, and fax	\$ 480.00
TRAVEL		\$ 2,400.00
PROFESSIONAL LIABILITY		\$ 180.00
PRINTING		\$ 180.00
SUPPLIES		\$ 220.00
INDIRECT		\$ 4,090.91
TOTAL REQUESTED FROM DSS		\$ 45,000.00

* Awarded funds cannot be used to supplant existing funds.

BUDGET - OTHER PROPOSED EXPENSES REFUGEE SCHOOL LIAISON
 OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 1 / 14 TO 09 / 30 / 15 Program: REFUGEE SCHOOL LIAISON

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAL TOTAL		
Administrative		
Program		
RENT AND UTILITIES TOTAL		1,833.73
Rent		\$
Utilities		\$ 1,000.00
phone	Landlines, cellular phones and internet	\$ 833.73
EQUIPMENT TOTAL		
PRINTING TOTAL		180.00
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL	OFFICE SUPPLIES	\$ 220.00
Office		
Program		

BUDGET - OTHER PROPOSED EXPENSES REFUGEE SCHOOL LIAISON

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 1 / 14 TO 09 / 30 / 15 Program: VRSAP SCHOOL LIAISON

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		2,400.00
Administrative		
Program		
OTHER TOTAL		
Insurance	PROFESSIONAL LIABILITY	\$ 180.00
Other (specify)	10% Indirect Expenses	
TOTAL AMOUNT REQUESTED FROM DSS		\$ 4,813.73

BUDGET SUMMARY - DSS FUNDS

HEALTH LIAISON

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10/1/14 TO 09/30/15

BUDGET CATEGORY	HEALTH LIAISON	TOTAL DSS REQUEST
SALARIES	\$32,960.00	\$32,960.00
EMP. BENEFITS	\$9,919.41	\$9,919.41
POSTAGE	\$120.00	\$120.00
RENT & UTILITIES	\$3,135.59	\$3,135.59
EQUIPMENT	\$0.00	\$0.00
PRINTING	\$315.00	\$315.00
CONSUMABLE SUPPLIES	\$420.00	\$420.00
TRAVEL	\$2,850.00	\$2,850.00
PROFESSIONAL LIABILITY INS	\$280.00	\$280.00
OTHER (ADM. OVERHEAD)	\$ 5,000.00	\$5,000.00
TOTAL REQUESTED FROM DSS	\$55,000.00	\$55,000.00

BUDGET SUMMARY - DSS FUNDS MEDICAL LIAISON

SUB-GRANT PERIOD: FROM 10/1/2014 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 32,960.00
EMP. Expense		\$ 9,919.41
POSTAGE		\$ 120.00
EQUIPMENT		\$ -
RENT & UTILITIES	Utilities, Phores, and tax	\$ 3,135.69
TRAVEL		\$ 2,950.00
PROFESSIONAL LIABILITY		\$ 280.00
PRINTING		\$ 315.00
SUPPLIES		\$ 420.00
INDIRECT		\$ 5,000.00
TOTAL REQUESTED		\$ 55,000.00
FROM DSS		

* Awarded funds cannot be used to supplant existing funds.

BUDGET - OTHER PROPOSED EXPENSES MEDICAL LIAISON
 OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 1 / 14 TO 09 / 30 / 15

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAL TOTAL		
Administrative		
Program		
RENT AND UTILITIES TOTAL		\$ 3,135.59
Rent		\$ 500.00
Utilities		\$ 1,800.00
Telephone	Landlines, cellular phones and internet	\$ 835.59
EQUIPMENT TOTAL		
PRINTING TOTAL		\$ 315.00
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL	OFFICE SUPPLIES	\$ 420.00
Office		
Program		

BUDGET - OTHER PROPOSED EXPENSES MEDICAL LIAISON CONTINUED

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 1 / 14 TO 09 / 30 / 15

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		\$ 2,850.00
Administrative		
Program		
OTHER TOTAL		
Insurance	PROFESSIONAL LIABILITY	\$ 280.00
Other (specify)	10% Indirect Expenses	

TOTAL AMOUNT REQUESTED FROM DSS:

\$ 7,000.59