

Promoting Safe & Stable Families (PSSF) Program Renewal Application Information for Fiscal Year 2019

www.dss.virginia.gov/family/pssf.cgi

*Part of Virginia's Five Year
Child and Family Services Plan (CFSP) for fiscal years 2015-2019*

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SECTION 1 – PROGRAM BACKGROUND & REQUIREMENTS

Goals

The primary goals of the Promoting Safe and Stable Families (PSSF) Program are to prevent the unnecessary separation of children from their families, improve the quality of care and services to children and their families, and ensure permanency for children by reuniting them with their parents, or through adoption or by another permanent living arrangement.

Overview

PSSF is authorized under Title IV-B, Subpart II of the Social Security Act, as amended, and is codified at SEC. 430 through 435 [42 U.S.C. 629a through 629e]. The PSSF program was initially created in 1993 as the Family Preservation and Support Services Program, geared toward community-based family preservation and support. In 1997, the program was reauthorized under the Adoption and Safe Families Act (ASFA) and renamed the PSSF program. The 1997 legislation required the provision of two additional services which are time-limited family reunification, and adoption promotion and support.

The services provided through the program, are child-centered, family-focused, and community-based. The citizens of Virginia communities receiving funding determine how best to utilize those funds on behalf of the children and families in their respective communities. Receipt of the funding is based upon approval by the Virginia Department of Social Services (VDSS) of individual community plans that have been developed from comprehensive community-based needs assessments. Of course, this plan has already been submitted by your locality for the current five-year funding cycle (fiscal years 2015- 2019). However, for fiscal year 2019 (the fifth year of current funding cycle), a renewal application must be submitted to and approved by the VDSS.

Service Types & Eligibility

PSSF funds must be used for four broad types of funding and eligible populations:

- **Family Support Services (FSS)**, which are primarily community-based preventive activities designed to promote the safety and well-being of children and families; to increase the strength and stability of families (including adoptive, foster, and extended families); promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children; enable families to use other resources and opportunities available in the community; create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families; and strengthen parental relationships and promote healthy marriages. Public Law 112-34 amended the definition to include mentoring programs.

Eligibility for Services under FSS

The locality defines the eligible population to receive FSS. However, VDSS must approve the plan/renewal application.

For a list of services, please refer to Attachment B: Service Codes and Definitions, pages 11 - 16.

- **Family Preservation Services (FPS)**, which are designed to help families (including birth, foster, adoptive, and extended families) alleviate crises; maintain the safety of children in their own homes; support families who are preparing to reunify or adopt, and assist families to obtain support to address their multiple needs in a culturally sensitive manner. The definition also allows grantees to support infant safe haven programs.

Eligibility for Services under FPS

Families who may receive FPS are those with children ages birth through 17 years who are at imminent risk of out of home placement into the social services, mental health, developmental disabilities, substance abuse, or juvenile justice systems. The populations of children for whom these services shall be made available include those alleged or found to be abused, neglected, or dependent; emotionally or behaviorally disturbed; undisciplined or delinquent; and/or have medical needs, that with assistance, could be managed in the home.

For a list of services, please refer to Attachment B: Service Codes and Definitions, pages 11 - 16.

- **Time-Limited Family Reunification Services (TLFRS)**, which are those services provided on behalf of a child who is removed from their home and placed in a foster care setting. They may be provided directly to the child and/or to the parents or primary caregiver. These services are available only for 15 months from the date the child enters foster care. Time-limited reunification services facilitate the safe and timely reunification of the child with the family. Grantees may use funds for counseling, substance abuse treatment services, mental health services, temporary child care, and therapeutic services for families which includes crisis nurseries, and transportation to services. In addition, P.L. 112-34 authorized grantees to use funds for peer-to-peer mentoring and support groups for parents and primary caregivers, and for services and activities to facilitate access to and visitation of children in foster care by parents and siblings.

Eligibility for Services under TLFRS

Families who may receive TLFRS are those who have one or more children (ages birth through 17 years) that have been removed from the child's home and placed in a foster family home or a child care institution. Services are provided to the family in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but only during the 15 month period that begins on the date that the child is considered to have entered foster care.

- **Adoption Promotion and Support Services (APSS)**, which are designed to encourage more adoptions of children out of the foster care system when adoptions are in the best interests of the child. They include pre- and post-adoption services designed to expedite the adoption process and support adoptive families.

Eligibility for Services under APSS

Families who adopt or express interest in adopting children out of the foster care system. Families who adopt and the adoption are at risk of disruption.

For a list of services, please refer to Attachment B: Service Codes and Definitions, pages 11 - 16.

Program Requirements

Federal guidance [CFDA 93.556] sets a minimum of 20 percent of program PSSF funds be spent on Family Support, 20 percent on Family Preservation, 20 percent on Time-Limited Family Reunification, and 20 percent on Adoption Promotion & Support unless a waiver is granted by the Federal [Administration for Children and Families \(ACF\)](#). Therefore, the locality must have an especially strong rationale if the percentage provided is below 20 percent for any one of the service types stated above with the exception of Adoption Promotion and Support. Adoption Promotion & Support is exempt because VDSS use PSSF funds to help fund its adoption contracts. As a result, localities are not required to budget 20 percent of their funds for adoption.

Federal policy limits state spending in Staff and Operations to 10 percent and includes Direct (staff) and Indirect (operations) costs. Direct costs are captured in Random Moment sampling (RMS). VDSS limits Indirect Costs for localities to eight percent (8%) of the total program budget. These costs are explained in the Budget and Program Definitions sections. Federal funds for Title IV-B, Subpart II programs cannot be used to supplant Federal or non-Federal funds for existing services and activities.

SECTION 2 – ESTIMATED LOCALITY FUNDING

For planning purposes, in state fiscal year (SFY) 2014, the VDSS Office of Research & Planning staff updated the funding formula variables using data available as of September 2013 and by using a minimum base amount of \$18,000 per locality/local department of social services with a northern Virginia base of \$26,000. The total funds available for the state are estimated to be \$5,104,620.

Variables Used to Determine Locality Funding

1. Population estimates ages 0-17 (Virginia Department of Health 2011)
2. Poverty estimates ages 0-17 (Census Bureau, SAIPE 2011)
3. Number of valid CPS complaints reported by VDSS (Apr 2012 – Mar 2013)
4. Number of unduplicated children served as reported by Comprehensive Services Act (SFY 2012)
5. Intake complaints for ages 0-17 reported by the Virginia Department of Juvenile Justice (SFY 2012)
6. Number of foster care children with a goal of return home reported by VDSS (July 1, 2013)
7. Number of adult and children substance abuse consumers reported by the Virginia Department of Behavior Health and Developmental Services (SFY 2012)
8. Number of children receiving special education services as reported by the Virginia Department of Education (Dec. 2012)

The FY 2019 PSSF local allocations are the same as they were for SFY 2018. This information is located at: www.dss.virginia.gov/family/pssf.cgi.

SECTION 3 – PREPARING & SUBMITTING THE RENEWAL APPLICATION

The SFY 2019 Renewal Application needs to be completed and submitted via e-mail to pssf.evcc@dss.virginia.gov on or before **April 6, 2018**. If there are any updates or modifications that need to be made to the locality's plan, include them in the renewal application.

For fiscal year 2019, localities have the option of selecting the following outcomes (as appropriate) per service type:

Outcome 1: Prevent the neglect, abuse, or exploitation of children
Outcome 2: Increase the number of children who are able to remain safely with their families
Outcome 3: Increase permanency for children in foster care
Outcome 4: Reduce recurrence of child abuse and/or neglect
Outcome 5: Reduce the incidence of child abuse and/or neglect in foster care
Outcome 6: Reduce time in foster care to reunification without increasing reentry
Outcome 7: Reduce time in foster care to adoption
Outcome 8: Increase placement stability

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Outcome 9: Reduce placement of young children in group homes or in institutions
Outcome 10: Other: Please describe ->
Outcome 11: Other: Please describe ->
Outcome 12: Other: Please describe ->

The outcomes are located within the renewal application. Please follow the instructions on the renewal application.

The SFY 2019-Document 2-PSSF Renewal Application and the SFY 2019-Document 3-PSSF Allocations are located at www.dss.virginia.gov/family/pssf.cgi. Each locality/LDSS PSSF allocation is located within the FY 2019 renewal application. Please feel free to use the Excel workbook (i.e., PSSF Renewal Application).

SECTION 4 – BUDGET PREPARATION

The budget should be based on the locality’s allocation it received for fiscal year 2019. The budget should support the entire renewal application. Do not include unexplained amounts for miscellaneous or contingency costs or **unallowable expenses such as dental or medical costs and transportation to those appointments**. Follow the instructions below to prepare the budget. The budget sheet is part of the renewal application. .

1. Summary Budget

- The allocations are based on the June 1 – May 31 program funding year.
- The total annual allocation is based on the federal and state share of 84.5% and the local match of 15.5%.
- Localities may request a waiver to budget less than the SFY 2019 program budget allocation for time-limited family reunification services, or to budget no amount on this service type based on an up-to-date analysis of the locality’s foster care population. To request a waiver, submit a letter on agency letterhead with the locality’s renewal application for funding and include the following:

Point in Time Data as of: MM/DD/YYYY

1. Total number of children in Foster Care
2. Of the total number of children in foster care, how many have the goal of return home?
3. Of the number you have the goal of return home, how many have been in foster care less than 12 months?

After analyzing this foster care data, if applicable, insert the statement listed below:

“Based on an analysis of the current foster care trend data, our agency requests a waiver to use less than the 20% required for Time Limited Reunification Services. We request a waiver to use _____ %.”

- All personnel costs associated with direct service delivery and administrative costs incurred by a local department are to be reported in LASER under BL 855.

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- Staff and operations costs, BL 855 include Direct and Indirect costs. (**Indirect costs are limited to 8% and include items such as supplies, equipment, etc.**).
- Budget Line 866 is designated for Purchased Services (86601 - Family Support, 86602 – Family Preservation, 86605- Time Limited Family Reunification, and 86606 – Adoption Promotion & Support). Purchased Services are services **that are not delivered by the local department of social services**, but are purchased from a contractor and/or vendor.
- The actual allocations may be different based on the approval of the renewal application and/or changes to Virginia’s allocation for FY 2019.

2. Budget Justifications

The VDSS reserves the right to request a detailed budget with justification(s) if it appears that the locality has deviated from its last approved budget or its most recent renewal application (including budget).

SECTION 5 - REPORTING & DELIVERY REQUIREMENTS

Importance of Collecting Data

To continue receiving PSSF funds from the federal government, Virginia’s PSSF program must demonstrate success in serving, preserving and strengthening families. Collectively, VDSS and local programs must show that we are maximizing the use of limited funds to preserve families, or to help children secure new families when they are unable to return to their birth families. **Based on the locality’s approved PSSF plan/renewal application, each locality receiving PSSF funds is required to submit quarterly and year-end reports listing the types of services provided, number of families and children served, and actual outcomes achieved resulting from the use of PSSF funds.**

In addition, localities are subject to desk and/or on-site program (including financial) reviews. VDSS should provide the locality with at least 30 days’ notice if selected for a review.

Critical Information Requested

There are some essential elements that should be included in the program reports. Primarily, VDSS has taken a more results-oriented approach to achieve safety, permanency and well-being of children. It is important to address whether the PSSF program services prevented foster care placement and child abuse, re-abuse, or neglect. Also, please discuss local program models and best practices proven to be effective in producing successful program outcomes when completing the Year-End Report.

Counting the Number of Families and Children Served

The report Excel worksheets are designed to capture the number of children and families served under the four service types: Family Preservation, Family Support, Time-Limited Family Reunification and Adoption Promotion & Support. VDSS PSSF staff recognizes that depending on the case, there may be times when services may fall under more than one service type (e.g., Family Preservation and Time-Limited Family Reunification). If this is the case, report the family as receiving services under **both service types** for the applicable reporting period. Use the approved Service Codes listed on (*Attachment A*) to ensure the appropriate tracking of services provided.

Narrative Sections

Including comments in the narrative sections is strongly encouraged.

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Report Periods		
1st Quarter (June 2018 – August 2018) Due: September 24, 2018	2nd Quarter (September 2018 – November 2018) Due: December 17, 2018	3rd Quarter (December 2018 – February 2019) Due: March 25, 2019
4th Quarter (March 2019 – May 2019) Due: June 24, 2019	Year-End (June 2018- May 2019) Due: July 22, 2019	Please forward completed reports via e-mail to pssf.cvcc@dss.virginia.gov

The following instructions and definitions were developed to help localities complete the report form.

A locality that contracts or has interagency agreement(s) with another service provider should combine all activities purchased from the provider in one report. Each locality's primary PSSF contact or designee must collect all program data on each of the attachments received from each provider, enter the combined data on one report form and e-mail the locality's report per the instructions on the report template.

Definitions of Key Words
Adoption: Services and activities designed to encourage placement out of the foster care system while focusing on the best interests of children. Includes such activities as pre- and post-adoptive services designed to expedite the adoption process and support adoptive families.
Children in Relative/Kinship Care: The full-time care, nurturing and protection of children by a relative (<i>Code of Virginia</i> § 63.2-100). Individuals ages birth to 18 living in a home belonging to a person other than their biological mother or father to whom the child is related (e.g., a grandparent, aunt, uncle or sibling).
Children Served: The number of individual children living in the home, directly (e.g., in a direct line, way, or manner) receiving the services and between the ages of birth to 18 or who fit the definition of eligibility under Foster Care.
Community Collaborations: Includes other agencies in the local community that work together in meeting the needs of families and children receiving goods and/or services paid for with PSSF funds (e.g., school-based programs, faith-based organizations, non-profit organizations and municipal, county or state agencies that comprise formal or informal direct service systems).
DSS Service Region: The geographic area to which the local department of social services is assigned.
Families Served: The unit receiving services (i.e., parents and children living in the home).
Family Preservation: Services are designed to help families (including birth, foster, adoptive, and extended families) alleviate crises; maintain the safety of children in their own homes; support families who are preparing to reunify or adopt, and assist families to obtain support to address their multiple needs in a culturally sensitive manner. The definition also allows grantees to support infant safe haven programs.

<p>Family Support: Services are designed to alleviate stress and help parents care for their children’s well-being before a crisis occurs. Services often provided at the local level by community-based organizations. They are voluntary, preventive activities to help families nurture their children. They connect families with available community resources and supportive networks which assist parents with child rearing. They encourage strengthening parental relationships and promoting healthy marriages. Family support activities include respite care for parents and caregivers, early developmental screening of children to identify their needs, mentoring, tutoring, health education for youth, and informal interactions in drop-in centers.</p>
<p>FIPS Code: Federal Information Processing Standards Codes for states, counties, and named populated places. It is a three digit number and can be obtained from the renewal application.</p>
<p>Locality: The designated city and/or county that is served by the program.</p>
<p>Person Reporting: The individual responsible for completing and submitting the reports.</p>
<p>Primary PSSF Contact: The individual responsible for managing the entire PSSF program.</p>
<p>Reporting Agency: The authority completing the report that is sent to VDSS. If localities are jointly administering a PSSF program with other local department of social services, community based organizations or contract providers a joint report is required. <u>Single reports should not be submitted. One reporting agency should be identified and that agency should collect the program data, enter it into one report form and submit it to VDSS.</u></p>
<p>Reporting Period: The time covering each report.</p>
<p>Service Code: The three digit code assigned to each service category listed on the approved Array of Services listing. (page 10)</p>
<p>Service Type: The four categories types under which PSSF funding can be spent.</p>
<p>Time-Limited Family Reunification: TLFR services are “services and activities that are provided to a child who is removed from home and placed in a foster family home or a residential facility, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and within a timely fashion, but only during the 15-month period that begins on the date that the child is considered to have entered foster care.” Once the child is reunified, the 15-month time limit ends. Regulations do allow use of family preservation funds for post-reunification services and follow-up.</p> <p><i>(Example of TLFR: <u>Child #1</u> a 5 y/o female was removed from the home of her 25 y/o mother due to neglect resulting from substance abuse reports filed against the mother by a neighbor on 01/05. The mother attended substance abuse treatment for six months and remained drug free. The child was placed in foster care during the mother’s treatment and reunited with the birth mother 06/05. Transportation services were provided for weekly visitation with the birth mother during her treatment).</i></p>
<p>Total Served this Quarter or Report Period: The number of families that received services under a particular service type (i.e., Family Preservation, Family Support, Time Limited Family Reunification) during the current reporting period. Report the number of children receiving the service directly. Please include only the children in the household that receive services directly and funded in whole or part with PSSF funds.</p>

Total Served Year-to-Date: This number is the cumulative number of families and children served from one report period to the next under the service type in which services were provided. For example, if **Child 1 in Family A** received **Time Limited Family Reunification** services during the 1st Reporting Period and **Child 1 in Family A** received **Family Preservation** during the 2nd Reporting Period, **both Family A and Child 1** would be counted in the 1st and 2nd Reporting Periods under the applicable service type.

For other child welfare definitions, please go to:

<https://www.childwelfare.gov/glossary/glossarya/>

Attachment A: Service Code and Service

Service Code	Array of Services
010	Adoption Promotion/Support Services
020	Assessment
030	Case Management
040	Community Education and Information
050	Counseling and treatment: Individual
051	Counseling: Therapy Groups
060	Day Care Assistance
061	Developmental/Child Enrichment Day Care
070	Domestic Violence Prevention
080	Early Intervention (Developmental Assessments and/or Interventions)
090	Educational/ School Related Services
110	Financial Management Services
120	Health Related Education and Awareness
130	Housing or Other Material Assistance
140	Information and Referral
150	Intensive In-Home Services
160	Juvenile Delinquency/Violence Prevention Services
170	Leadership and Social Skills Training
180	Mentoring
190	Nutrition Related Services
200	Other (identify)
201	Emergency Situations
210	Parent-Family Resource Center
211	Parenting Education
212	Programs for Fathers (Fatherhood)
213	Parenting Skills Training
220	Respite Care
230	Self Help Groups (Anger Control, SA, DV)
235	Substance Abuse Services
240	Socialization and Recreation
250	Teen Pregnancy Prevention
260	Transportation

Attachment B: Service Code & Definitions

Service Code	Array of Services
010	<p>Adoption Promotion/Support Services Services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children. Activities include pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families. Note: VDSS uses 20 percent of the federal and state PSSF funds for contracts with private and public agencies to provide services for families who adopt children in foster care. Additionally, there are post- adoption support services to families through United Methodist Family Services.</p>
020	<p>Assessment Assessment occurs throughout the life of the agency's involvement with the family. The assessment may include child and family circumstances, history, strengths and needs of the child and family, the seriousness of the threat, and the services and supports the family currently is using or has available (e.g., nuclear family, extended family, school, work, place of worship, neighborhood, etc.).</p>
030	<p>Case Management Occurs when a worker takes responsibility for assuring that the needs of the family as a whole are assessed, that services plans are created with the family and reflect their priorities and goals, and that the efforts of all service providers involved with the family are coordinated and consistent with the service plan.</p>
040	<p>Community Education and Information Community-based prevention strategies that increase public awareness about issues such as family violence and the availability of services in the community for victims of family violence. Topics may include Anger Management, Mentoring of Youth, Parenting Skills and Crisis Intervention.</p>
050	<p>Counseling and treatment: Individual Provided to individuals or a family unit by qualified human service professionals in either individual or group sessions. The counseling focuses on the individual's perception of self, family, and significant others. Providers of this service shall be licensed unless exempt under Section 54-9444 of the Code. This includes the purchase of psychological, psychiatric, and therapeutic services not covered under Title XIX (Social Security Act). Such services include evaluation and diagnosis of problems, development of treatment goals and strategies and counseling. Services are available through purchase from facilities such as State operated mental health clinics, locally operated public mental health clinics and centers under the auspices of Community Mental Health and Mental Retardation Services Boards, private mental health professionals licensed to provide</p>

	services, private mental health clinics and public and private residential treatment facilities.
051	<p>Counseling: Therapy Groups This includes the purchase of guidance, consultation, and problem solving in a helping professional relationship. It is related to family and personal adjustment problems, values clarification, personal effectiveness, and other areas of counseling exclusive of counseling related to other discrete services. Therapeutic interaction between mental health professionals, family Services workers, case managers and family members; or groups of families, birth parents or youth experiencing similar problems that may be solved with similar treatment plans.</p>
060	<p>Day Care Assistance This includes the purchase of day care from approved providers. Day care may be provided to children whose parent/parent substitute is employed, in training for employment, temporarily ill or absent from the home. It may also provide protection for the child or opportunities for the child with special needs such as physical, mental or emotional problems. A regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period. The service may be provided in the parent's home, the provider's home or a public facility. Note: Providers of direct care must be licensed by the State or approved by local social service agencies as meeting standards established by the State Board of Social Services.</p>
061	<p>Developmental/Child Enrichment Day Care Treatment designed to improve the ability of a child to function as normally as possible in home, school and community setting when impaired by the effects of a mental, physical or emotional disorders. Services must be based on medical necessity.</p>
070	<p>Domestic Violence Prevention Services designed to decrease the probability that one parent will not exert physical or emotional damage to another parent and/or their children. VDSS operates an Office of Family Violence (OFV) that provides funding to some localities that provide for the safety of battered adults and their children through the provision of emergency housing and transportation, crisis intervention, peer counseling, support, advocacy and information and referral. Funding also supports public awareness initiatives. Note: PSSF funds should not be used to fund services that are available through community-based programs receiving OFV funding. Examples of services allowable under PSSF may include couples and family counseling.</p>
080	<p>Early Intervention (Developmental Assessments and/or Interventions) Services needed to treat or improve a condition identified in a child during Early Periodic Screening, Diagnosis and Treatment (EPSDT) mental health services. This includes linking children to a medical "home" (i.e., primary care physician), immunizations, FAMIS enrollment, and Ages and Stages appropriate programs.</p>

090	Educational/ School Related Services Training and developmental programs designed for children or adults offered in a community-based facility or resource center. Services may include after-school and recreational programs with an educational component, health and nutrition education and mentoring/tutoring services.
110	Financial Management Services Information offering help with household budgeting, money management and credit issues.
120	Health Related Education and Awareness A service activity may include information or demonstrations about proper medical care. For example, in a school assembly or community forum, there could be a presentation on good nutrition, healthy lifestyles, proper dental care, or hygiene. Note: PSSF funds cannot be used to cover any medical or dental procedures or treatment costs for children, parents or guardians. Health and hospital related social services are not purchasable.
130	Housing or Other Material Assistance Temporary direct financial assistance provided to families when unemployment, lack of budget management, or low income creates stress or the inability to meet household expenses. Examples of assistance include food, clothing, rent, gasoline, security deposits, and utility payments. Typically telephone bills and cable television service are unallowable expenditures.
140	Information and Referral Occurs when a worker provides family members with information on the range of useful community resources and helps the family access necessary services. The family makes its own decisions about which services it will use and participates in meetings with service providers. Appropriate sources of referral are local department of social services, mental health/substance abuse programs, the juvenile justice system, legal services providers, faith-based organizations and other community agencies.
150	Intensive In-Home Services Services must be offered in the family's residence with the parent(s), guardian(s) and children present. Service intervention is necessary to prevent out-of-home placement and to prepare the family for the child's return when reunification with the birth parents is a permanency goal.
160	Juvenile Delinquency/Violence Prevention Services To provide effective prevention and treatment services to families where aggression or violence is a problem. Separate counseling groups for men, women, and children may be offered. Groups should be led by experienced, professional counselors. Juvenile delinquency may refer to either violent or non-violent crime committed by persons who are (usually) under the age of eighteen and are still considered to be a minor. Note: The child is not in a correctional facility.

170	<p>Leadership and Social Skills Training Activities that promote positive behavior and discourage negative behavior among youth. Services that will help with developing positive self images, dealing with peer pressure, effective decision making that lead to productive adult members of society. Examples include improving school attendance and academic achievement; work experience and vocational preparation; and prevention of teen pregnancy, substance abuse and juvenile delinquency.</p>
180	<p>Mentoring A structured, managed program in which children are appropriately matched with screened and trained adult volunteers for one-on-one relationships, involving meetings and activities on a regular basis, intended to meet, in part, the child's need for involvement with a caring and supportive adult who provides a positive role model.</p>
190	<p>Nutrition Related Services Occurs when a professionally trained person provides information and follow-up to families about foods and proper eating and dietary practices that the body needs to function properly. The service may be offered through brochures and seminars approved by (e.g., Virginia Cooperative Extension Services and the Food and Drug Administration).</p>
200	<p>Other (identify) Additional services that will ensure the safety and well-being of children at risk of abuse and neglect that will prevent foster care placement or that will enhance reunification efforts as determined by the CPMT or FAPT. These services must fall outside of the normal scope of services identified in the current service array. Note: This category should be used sparingly and a description of the circumstances leading to its usage should be explained in the reports.</p>
201	<p>Emergency Situations Unplanned/unbudgeted events that may occur during the fiscal year that needs immediate attention. The locality may budget up to 8% of its allocation per service type for this service code.</p>
210	<p>Parent-Family Resource Center A community based drop-in facility that is committed to preventing and treating child abuse and neglect by strengthening families through family-centered therapeutic, educational and support services. Services should be structured and offered by trained community resource persons having experience in working with families in crisis. Services should include more than maintaining a display of brochures and newsletters containing topics that may be of interest to parents.</p>
211	<p>Parenting Education Services offered in-home or out-of-home, providing information and support to families to help parents with issues of child safety, parenting skills, budgeting, nutrition and school and community interaction.</p>

212	<p>Programs for Fathers (Fatherhood) Services designed to increase the proportion of children growing up with involved, responsible, and committed fathers. For example, this may include a curriculum where a facilitator conducts individual classes or workshops for fathers, or structured group or one-on-one socialization and recreational activities that involve fathers with their sons or daughters.</p>
213	<p>Parenting Skills Training Services providing structured instruction and support as parents implement newly learned skills. This involves a wide range of parenting activities and functions such as nurturing, age appropriate expectations, adequate supervision, acceptable discipline, behavior management, communication, and anger control.</p>
220	<p>Respite Care These services are to be provided on an emergency or planned basis and designed to be short-term relief to families caring for children by providing substitute care for the child. The primary objective is to reduce the potential for incidents of abuse and neglect.</p> <p>Note: Historically, VDSS funds respite care services under a separate funding stream through direct allocation to local departments of social services. <i>Localities are expected to access and exhaust their Respite Care Program funds allocated under this separate funding source <u>for children in foster care</u> before utilizing their PSSF funds.</i></p>
230	<p>Self Help Groups (Anger Control, SA, DV) Weekly or monthly support oriented activities, discussions or meetings designed to teach family members how to cope with issues that affect family stability and safety such as Divorce, Grief & Loss, and Substance Abuse.</p>
235	<p>Substance Abuse Services This includes the purchase of counseling, medical/remedial services, pharmacological intervention, social, education, and rehabilitative services for drug-addicted individuals including support to families who have a plan of safe care for infants exposed to substances during pregnancy. Also includes structured time-limited goal-oriented treatment in a clinical setting (inpatient/outpatient) to assist a child and/or parent or guardian in reaching and maintaining drug and alcohol free lifestyles. Services must be based on medical necessity on a case-by-case basis. Note: The facility providing the treatment must comply with standards established by the Virginia Department of Behavioral Health and Developmental Services.</p>
240	<p>Socialization and Recreation Activities designed for youth that provide opportunities to participate in constructive age appropriate group experiences under adult supervision. This includes the purchase of activities which provide opportunities for constructive social experiences and leisure time opportunities. This service is directed at improving individual functioning in personal and social</p>

	communication, offering opportunities for self-expression, and minimizing isolation and monotony.
250	<p>Teen Pregnancy Prevention</p> <p>Efforts to prevent out-of-wedlock teen pregnancies and to encourage adolescents to remain sexually abstinent Services and information that promote values, behavior, and policies that reduce both teen pregnancy and unplanned pregnancy. Note: PSSF funds cannot be used to purchase birth control pills or terminate pregnancies.</p>
260	<p>Transportation</p> <p>This includes assistance that will enable a parent or custodian or a child attend counseling, parenting classes, court, local department of social service appointments, visitations with a child, visitations with an incarcerated parent, medical appointment, or other pre-approved appointments (e.g., gas cards, bus tokens and minor vehicle repairs) as determined by the CPMT or FAPT. Travel to and from medical care payable under Title XX (Social Security Act) is not allowed under this service.</p>

Appendix II Reference Documents

A: Glossary

PSSF Program Definitions

Adoption Promotion and Support Services

Adoption promotion and support services are designed to encourage more adoptions of children out of the foster care system when adoptions are in the best interests of the children. They include pre- and post-adoption services designed to expedite the adoption process and support adoptive families.

Administrative Costs/Direct Services (BL 855)

This cost code applies to local department of social services personnel costs associated with service delivery or service supervision for Family Support, Family Preservation, Time-limited Reunification, or Adoption. Services not delivered by department of social services family Services workers, or goods and services purchased on behalf of a client are charged to Budget Line 866, Purchased Services (See Purchased Services). Staff costs for BL 855 are captured in Random Moment Sampling (RMS).

Administrative Costs/Indirect (BL 855 w/ 8% cap)

Costs of auxiliary functions necessary to sustain the direct effort involved in administering the state plan for Title IV-B, Subpart 2, or an activity providing service to the program. These services may be centralized in the grantee department or in some other agency, and may include but are not limited to the following: maintenance of space and property; data processing and computer services; accounting; budgeting; auditing; and operations.

(For Example: office rent, utilities, office supplies, equipment, public relations, and personnel recruitment). (Refer to the LASER manual when applying cost to space). Please contact your Regional Administrative Manager if additional information is required or desired.

The VDSS Division of Finance calls Administrative Costs “Staff & Operations Costs”

Benchmark:

A tangible measure, timeframe, guidepost, or milestone that can be used for assessing progress towards meeting the objectives or standards.

Budget Justification:

Accompanies a detail budget and describes how the line item costs are determined. Includes equations used to determine specific costs. It discusses the necessity, reasonableness and allocability of the proposed costs.

Child and Family Services Plan:

The document, developed through joint planning, which describes the publicly-funded state child and family services continuum; includes goals and objectives, for improved outcomes for safety, permanence, and the well-being of children and families, and for service delivery system reform; specifies the services and other implementation activities that will be undertaken to carry out the goals and objectives; and includes plans for program improvement and allocation of resources. The Child and Family Services Plan covers the Child Protective Services Program, Promoting Safe and Stable Families Program, the Foster Care Program, the Independent Living Program, the Adoption Program, and the Interstate Compact of the Placement of Children Program.

Community Policy and Management Team (CPMT):

A team established by the comprehensive services act for at-risk youth and families. The team is appointed by local governing bodies to manage the cooperative effort in each community to serve the needs of troubled and at-risk youth and their families and to maximize the use of state and community resources. This team develops local policies and procedures for provision of services to children and families.

Children:

Individuals from birth through the age of 17.

Community:

People living within a defined geographical area with a common interest in the welfare and safety of families and children, including but not limited to, representatives from neighborhoods, families, children, providers of services, government, schools, businesses, religious group and advocacy groups.

Community Assessment Process:

The process by which a community systematically collects information about its needs, resources, and the multiple systems serving children and families, and then prioritizes the needs and assigns resources to the extent they are available to meet those needs. A community assessment may also establish a system to track the effectiveness of services delivered to improve outcomes for children and families in order to meet ever-changing community needs.

Community-Based Services:

Service programs characterized by accessibility and responsiveness to individual, family, and community needs and which may be provided by public and/or private nonprofit agencies or organizations including community-based organizations.

Early Intervention:

Preventive efforts with individuals who have (1) higher than average risk for developing problems based on biological, psychological, or social/environmental factors, (2) minimal, but noticeable symptoms that foreshadow problems, or (3) biological predisposition to problems.

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Family Assessment and Planning Team (FAPT):

The local team created through the Comprehensive Services Act to assess the strengths and needs of troubled youths and families who are referred to the team. The team identifies and determines the complement of services required to meet these unique needs.

Family:

Two or more individuals living together and cooperating for the common purpose of providing care, support, safety, and nurturance, and who define themselves as a family.

Family Preservation Services:

Refers to services for children and families designed to help families (including birth, foster, adoptive, and extended families) alleviate crises; maintain the safety of children in their own homes; support families who are preparing to reunify or adopt, and assist families to obtain support to address their multiple needs in a culturally sensitive manner. The definition also allows grantees to support infant safe haven programs.

Services include:

- Pre-placement preventive services, such as intensive family preservation programs, designed to help children at risk of foster care placement remain with their families, where possible.
- Respite care services to provide temporary relief for parents, grandparents and other caregivers (including foster parents).
- Other Services Designed to:
 - help children, where appropriate, return to families from which they have been removed; to support kinship care (relative) placements' or if adoption or legal transfer of custody to a relative is determined not to be appropriate for a child, in some other planned, permanent living arrangement.
 - provide follow-up care to families to whom a child has been returned after a foster care placement, **and when the 15 month period for time-limited reunification** does not apply or has been exhausted.
 - improve parenting skills (by reinforcing parental confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health and nutrition.
 - help families **alleviate crises** that might lead to out-of-home placements of children because of abuse, neglect, or parental inability to care for their children. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs.

Family Support Services:

Family support services are primarily community-based preventive activities designed to promote the safety and well-being of children and families; promote parental competencies and behaviors that will

increase the ability of families to successfully nurture their children; enable families to use other resources and opportunities available in the community; create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families; and strengthen parental relationships and promote healthy marriages. The P.L. 112-34 amended the definition to include mentoring programs.

Services often provided at the local level by community-based organizations. **They are voluntary, preventive activities** to help families nurture their children. These services are designed to alleviate stress and help parents care for their children's well-being **before a crisis occurs**. They connect families with available community resources and supportive networks which assist parents with child rearing. They encourage strengthening parental relationships and promoting healthy marriages. Family support activities include respite care for parents and caregivers, early developmental screening of children to identify their needs, mentoring, tutoring, health education for youth, and informal interactions in drop-in centers.

Fiscal Agent:

The entity responsible for all financial matters regarding the use of Promoting Safe and Stable Families funding in the locality receiving the services. This is the director for the locality's designated local department of social services. The fiscal agent is also responsible for ensuring that the requests for reimbursement of services provided will be posted correctly in LASER under the appropriate service types according to the program budget summary to allow for proper federal government billing.

Goal:

A long-term outcome that reflects the expected success resulting from the provision of interventions, programs and/or services to specified target populations.

Indicator:

A feature that points to the probability of the outcome occurring. Some outcomes are difficult to observe or measure, especially those that cut across several disciplines or different agencies. Therefore, there is a need to rely on several different indicators that suggest the achievement of the goal. Quite often, outcomes cannot be observed directly and must be measured with indirect indicators. For example, a decreased rate of domestic violence is one indirect indicator of marital stability.

Kinship Care:

Occurs when a minor child lives with a relative. This relative may or may not have custody of the child but has assumed care of the child.

LASER:

Locality Automated System Expenditure Reimbursement. The Division of Finance within the Virginia Department of Social Services (VDSS) uses an automated system called LASER for processing local agency reimbursements. Local agency personnel enter expenditure and case data into LASER for the purpose of obtaining reimbursement from VDSS. These expenditures are entered by an account number that identifies the type of expense.

Locality:

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The geographic area that the CPMT has identified to serve. This may include a city, a town, county or any combination thereof. The locality's CPMT chairperson is responsible for submitting the Application for Funding, Community Needs Assessment and program reporting documents by the due dates.

Match:

The amount of local funds required in order to participate in the Promoting Safe and Stable Families Program. The amount of the local match required is 15.5 percent of the amount of the total allocation.

Measure:

A reference standard by which items, events, services, or people are compared to an ideal. For example, a measure is the number of times a founded disposition of abuse/neglect is determined for a family, or the number of foster care placements a child experiences. These are compared to an ideal established by law, by the service provider, or by the community purchasing, paying for, or providing the services.

Outcome:

The result towards which intervention, programs, or services are directed. It is a natural result, a planned or unplanned consequence of events or services being delivered. Because family-centered, integrated programs are targeted at different levels, outcomes must be measured at the child, family system, and community levels. (e.g., an outcome of successful prevention service delivery is that no children (or a limited, but specific percentage of the children served) enter foster care. The outcome is what should actually be achieved as a direct result of services being delivered.

Purchased Services (Budget Line 866):

All direct program costs and services purchased from vendors, including their personnel and operating costs should be appropriately charged to 86601 (Family Support), 86602 (Family Preservation), 86605 (Time-limited Reunification), or 86606 (Adoption).

Local department of social services personnel costs associated with service delivery or service supervision cannot be charged to Budget Line 866. See Administrative Cost Budget Line 855.

Prevention:

Efforts that (1) promote health and competence in people and (2) create, promote, and strengthen environments that nurture people in their development, so that they reach their potential, contribute positively to society and realize well-being, and achieve or maintain their independence.

Program Costs:

Expenses incurred in connection with developing, implementing and the delivery of services. Costs are either direct or indirect. Direct costs are more client service related and include counseling, mentoring, financial assistance, etc. Indirect costs are more administrative and include, planning, management, accounting, budgeting, auditing, personnel supervision, etc. Personnel involved in service delivery are considered direct program costs.

Standard:

The ideal outcome that an effective program, plan, or policy is expected to produce. There may be more than one standard.

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Time-Limited Family Reunification Services:

Time-limited reunification services are “services and activities that are provided to a child who is removed from home and placed in a foster family home or a residential facility, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion.” In addition, P.L. 112-34 authorized grantees to use funds for peer-to-peer mentoring and support groups for parents and primary caregivers, and for services and activities to facilitate access to and visitation of children in foster care by parents and siblings.

ACF parameters for reunification services are:

- Time-limited reunification services are only available to children during their first 15 months in care. This means that for those children who have been in care longer than 15 months, time-limited reunification services under Title IV-B, Subpart 2 funds are no longer available. Services beyond the actual return (post-reunification and follow-up services) must be charged to family preservation services.
- Once the child is reunified, the 15-month time limit ends. Regulations do allow use of family preservation funds for post-reunification services and follow-up.

For children in care longer than 15 months, there are still Social Services Block Grant (SSBG) funds available for reunification.

Examples of the services and activities include the following:

- Individual, group, and family counseling
- Inpatient, residential, or outpatient substance abuse treatment services
- Mental health services
- Assistance to address domestic violence
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries
- Transportation to or from any of the services and activities described

Trend:

The general movement over a course of time of a statistically detectable change.

Appendix II

B: Performance Measurement Worksheet – Helpful Resources

- **Output Example**
- **Intermediate Outcome Example**
- **End Outcome Example**

Performance Measurement Worksheet (Output Example)

Output--specify a count of the amount of program service activities eligible children and their parents/legal custodians, as appropriate will complete; but do not provide information on benefits or other changes in the lives of children and/or their parents or legal custodians.

Intermediate-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians, but is still short of a significant, lasting benefit to them.

End-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians that is significant and lasting.

Creating Performance Measures	Example: output
1. Identify the result the program staff expects to achieve and label as output, intermediate outcome or end outcome.	OUTPUT: Parents of children at risk of entering the foster care system due to neglect or abuse will complete a parent skills training program.
2. Describe how the program staff will achieve this result.	Services will be purchased from the ABC Family Preservation agency for a parent skills program consisting of sixteen classes. The class activities will be designed to provide parents with instruction and support to improve their skills in child safety, nurturing, age appropriate expectations, behavior management, communication, and anger control.
3. What data and instruments will be used to measure the results?	Documentation: Attendance rosters and instructor certification.
4. What targets are expected to be met during the program year?	At least sixty percent of the parents of the children deemed at-risk will complete a minimum of 14 of the 16 parent skills classes.
5. Restate the complete performance measure by combining steps 1 and 4 above. This is the performance measure .	OUTPUT: Parents of children <u>at risk of entering foster care</u> due to neglect or abuse will complete parent skills classes. Sixty percent of parents will complete a minimum of 14 of the 16 parent skills classes.
6. Please report <u>in the accompanying column</u> any data for this performance measure from prior years , if available.	No data are available from previous years.

Performance Measurement Worksheet

(Intermediate Outcome Example)

Output-- specify a count of the amount of program service activities eligible children and their parents/legal custodians, as appropriate will complete; but do not provide information on benefits or other changes in the lives of children and/or their parents or legal custodians.

Intermediate-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians, but is still short of a significant, lasting benefit to them.

End-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians that is significant and lasting.

Creating Performance Measures	Example: outcome
1. Identify the results the program staff is expected to achieve and label as output, intermediate outcome or end outcome.	INTERMEDIATE-OUTCOME: Completion of parent skills training will lead to involvement in the child's school academic and extracurricular activities.
2. Describe how the program staff will achieve this result.	The ABC Family Preservation agency will provide a parent skills program consisting of sixteen classes. The class activities will be designed to provide parents with practice skills based on best practice models to improve parent/child communications and supports.
3. What data and instruments will be used to measure the results?	Documentation: Pre and post test, and follow-up interviews six weeks after class completion.
4. What targets are expected to be met during the program year?	Sixty percent of parents enrolled in the parenting skills program will attend a minimum of 14 of the 16 sessions and participate in group discussions. A minimum of forty percent will complete all the sessions.
5. Restate the complete performance measure by combining steps 1 and 4 above. This is the performance measure .	INTERMEDIATE-OUTCOME: Completion of parent skills training will lead to at least sixty percent of parents will completing the classes and volunteering to discuss their involvement in parent/child school meetings and/or extracurricular programs (e.g., Boy and Girl Scouts).
6. Please report <u>in the accompanying column</u> any data for this performance measure from prior years , if available.	No data available from prior years on this performance measure.

Performance Measurement Worksheet

(End Outcome Example)

Output--specify a count of the amount of program service activities eligible children and their parents/legal custodians, as appropriate will complete; but do not provide information on benefits or other changes in the lives of children and/or their parents or legal custodians.

Intermediate-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians, but is still short of a significant, lasting benefit to them.

End-outcome--specify a change that will occur in the lives of children and/or their parents/legal custodians that is significant and lasting.

Creating Performance Measures	Example: outcome
1. Identify the results the program staff is expected to achieve and label as output, intermediate outcome or end outcome.	END OUTCOME: Completion of parent skills training leads to a parent's weekly involvement in the child's school academic and extracurricular activities.
2. Describe how the program staff will achieve this result.	The ABS Family Preservation agency will provide a parent skills program consisting of sixteen classes. The class activities will be designed to provide parents with practice skills based on best practice models to improve parent/child communications and supports.
3. What data and instruments will be used to measure the results?	Documentation: Pre and post test, and follow-up interviews six weeks after class completion. The self reporting of activities that the parents have attended on behalf of the child.
4. What targets are expected to be met during the program year?	All the parents will complete a pre and post test and the follow-up interviews after completing the parenting skills program.
5. Restate the complete performance measure by combining steps 1 and 3 above. This is the performance measure .	Performance Measure: Completion of parent skills training will lead to sixty percent of parents completing the pre and post tests, a minimum of 14 classes, follow-up interviews and actively participate in one school academic and/or extracurricular activities.