



Health & Human Services Committee

Tuesday, September 5, 2023 3PM

40 McMaster Street, Ballston Spa, NY

Chair: Phil Barrett

Members: John Lant, Ian Murray, Scott Ostrander, Tom Richardson, Jonathan Schopf (vc), Mo Wright

Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the August 1, 2023 meeting.
- III. Daniel Kuhles, Department of Health
 - a. Authorizing acceptance of the Adolescent Tobacco Use Prevention Act (ATUPA) grant.
 - b. Authorizing an agreement with the New York State Department of Health for acceptance of Immunization Action Plan (IAP) grant funding.
 - c. Authorizing acceptance of funding from the New York State Department of Health on behalf of the Mechanicville Area Community Services Center to support the New York State Public Health Corps Fellowship program.
 - d. Discussion - Substance use surveillance in Saratoga County.
- IV. Patrick Maxwell, Social Services
 - a. Approving the 2023 Annual Plan update to the 2018-2023 Saratoga County Child and Family Services Plan and authorizing necessary subcontracts to implement the plan
 - b. Authorizing a renewal agreement with Berkshire Farm Center and Services for Youth, Inc. for the operation of the Enhanced Stepping Stones Program.
- V. Authorizing the acceptance of additional 2023 funding from the New York State Office for the Aging (NYSOFA) – Sandi Cross, Aging & Youth Services
- VI. Other Business
- VII. Adjournment



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Health

DATE: 8/25/23

COMMITTEE: Health & Human Services

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted Yes

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Acceptance of the Adolescent Tobacco Use Prevention Act (ATUPA) grant.

3. Specific Details on what the resolution will authorize:

the acceptance of \$67,437 for the term April 1, 2023 - March 31, 2024 for the Adolescent Tobacco Use Prevention Act (ATUPA) grant.

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A.40-3450	State Aid, PH, Other	67,437.00

Expense

Account Number	Account Name	Amount
A.40.415-8190	Other professional services	15,000.00

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Increase A-0599.B Appropriated Fund Balance-Budgetary	<input type="checkbox"/>
Amount: \$52,437	

5. Identify Budget Impact (**Required**):

Other

- G/L line impacted see above
- Budget year impacted 2023
- Details

The budget will be amended to accept these funds, authorize the related expenses, and increase fund balance by \$52,437.00

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted
N/A

Purchasing Office Consulted
N/A

County Administrator's Office
Consulted Yes

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

State

b. Agency granting funds:

New York State Department of Health

c. Amount of grant:

\$67,437

d. Purpose grant will be used for:

See below

e. Equipment and/or services being purchased with the grant:

None

f. Time period grant covers:

4/1/23-3/31/24

g. Amount of county matching funds:

0

h. Administrative fee to County:

0

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:

The ATUPA prohibits the sale of cigarettes, cigars, chewing tobacco, powdered tobacco, shisha or other tobacco products, herbal cigarettes, electronic cigarettes, liquid nicotine, rolling papers or smoking paraphernalia to persons under 21 years of age.



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, M.D., M.P.H.
Commissioner

MEGAN E. BALDWIN
Acting Executive Deputy Commissioner

August 24, 2023

Daniel Kuhles, MD, MPH
Commissioner of Health
Saratoga County Public Health Services
6012 County Farm Road
Ballston Spa, NY 12020

Re: Tobacco Enforcement Program

Dear Dr. Kuhles,

Saratoga County Public Health is eligible to receive funding for the Tobacco Enforcement Program in the amount of \$67,437 for the anticipated contract term 4/1/2023 – 3/31/2024.

Your contract number is C38921GG, and the contract is currently available in the Grants Gateway. Please begin working on the budget and supporting documents required for contract execution. Final grant awards are contingent upon review and approval of the Office of the State Comptroller.

We look forward to our partnership and successful implementation of this program. Should you have any questions or concerns, please contact me at Rachel.Cates@health.ny.gov.

Sincerely,

Rachel Cates

Rachel Cates
Health Program Administrator
Center for Environmental Health



New York State

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Document Information: [DQH01-TOBEPX-2023-00027](#)

[Details](#)

EXPENDITURE SUMMARY

Instructions:

1. Save this form to display a roll-up of the category budget details.
2. Click Forms Menu to return to the navigation links.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$35,396.00	\$0	0%	0%	\$0	\$35,396.00
b) Fringe	\$17,041.00	\$0	0%	0%	\$0	\$17,041.00
Subtotal	\$52,437.00	\$0	0%		\$0	\$52,437.00
2. Non Personal Services						
a) Contractual	\$15,000.00	\$0	0%	0%	\$0	\$15,000.00
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$0	\$0	0%	0%	\$0	\$0
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$0	\$0	0%	0%	\$0	\$0
Subtotal	\$15,000.00	\$0	0%		\$0	\$15,000.00
Total	\$67,437.00	\$0	0%	0%	\$0	\$67,437.00
PERIOD TOTAL	\$67,437.00					

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SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
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Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Health

DATE: 8/25/23

COMMITTEE: Health & Human Services

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Acceptance of the Immunization Action Plan (IAP) grant from New York State Department of Health.

3. Specific Details on what the resolution will authorize:

The acceptance of an Immunization Action Plan (IAP) grant funds for a 5 year period beginning April 1, 2023- March 31, 2028 in the amount of \$593,400 from NYSDOH.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted **Yes**

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.40.4411
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted
N/A

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted
N/A

County Administrator's Office
Consulted Yes

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
State
- b. Agency granting funds:
New York State Department of Health
- c. Amount of grant:
\$118,680 per year for 5 years
- d. Purpose grant will be used for:
See below
- e. Equipment and/or services being purchased with the grant:
None
- f. Time period grant covers:
4/1/2023-3/31/2028
- g. Amount of county matching funds:
0
- h. Administrative fee to County:
0

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:

SCDOH will conduct assessment, outreach and education activities to increase pediatric and adult immunization rates to reduce the occurrence of vaccine preventable disease (VPD) within the jurisdiction.



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, M.D., M.P.H.
Acting Commissioner

MEGAN E. BALDWIN
Acting Executive Deputy Commissioner

3/21/2023

Saratoga County Department of Health
Paul E. Lent Public Safety Facility,
6012 County Farm Rd.
Ballston Spa, New York 12020
Attention: Dr. Daniel J. Kuhles

Re: Non-competitive procurement award 20266-Immunization Action Plan

Dear Dr. Daniel J. Kuhles,

Congratulations! I am writing to inform you that the Saratoga County Department of Health has been selected for an award under the above referenced non-competitive procurement.

The award amount is **\$593,400.00** for the anticipated contract period of **4/1/2023-3/31/2028**. Final grant awards are contingent on the review and approval of the Office of the State Comptroller (OSC).

The required timeline for on-time execution of this contract is outlined below. An on-time contract allows the grantee to receive a contract advance (if applicable) and prompt payment of vouchers. Grantees have approximately 15 days from the date of this letter to submit all required contract documents in the Grants Gateway. If the budget, workplan and supporting documents are not submitted in the scheduled number of calendar days, your agency may receive a Suspension of Prompt Contracting* letter. Failure to meet the timeframes below may result in a late contract, and/or delayed payments to the grantee.

Your contract will be available in the Grants Gateway shortly. Please check your task list.

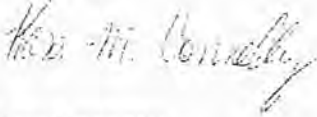
Required Process Step	Responsible	Timeframe
Log into Grants Gateway and complete required information for workplan and budget. Upload required supporting documentation (Workers Comp, Disability, MWBE). Update Vendor Responsibility questionnaire on OSC's website. <i>Then change status to Contract Information Submitted.</i>	Grantee	4/6/2023
Program Manager Review and Approval – <i>during this time additional edits by the grantee may be required.</i>	State Agency	4/14/2023
Contract Manager Review and Approval - <i>final contract documents approved prior to signatures</i>	State Agency	4/21/2023
Grantee Signature	Grantee Contract Signatory or System Administrator	4/27/2023

Contract Package Validation - vendor responsibility verification and all internal agency approvals.	State Agency	5/3/2023
Agency Signature	State Agency	5/11/2023
To Attorney General and OSC	State Agency	5/26/2023
Contract Executed before the contract start date of 4/1/2023	OSC	6/10/2023

All contractors are strongly encouraged to complete Grants Gateway training. Trainings are posted to [Grants Management - Grants Management \(ny.gov\)](#).

We look forward to working with you on the successful implementation of the project. Your Program Manager will be contacting you shortly to check on your status of the required documents. If you have any questions, or concerns before that time, please call the Administration Unit at the Bureau of Immunization at 518-473-4437 or email ImmAdmin@health.ny.gov.

Sincerely,



Kara Connelly
Assistant Director
Bureau of Immunization



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 109-2018

~~Introduced by Supervisors Lucia, DeLucia, Gaston, Kusnierz, Richardson, Winney and Wood~~

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH (NYSDOH) FOR ACCEPTANCE OF IMMUNIZATION ACTION PLAN (IAP) GRANT FUNDING FOR THE PERIOD OF APRIL 1, 2018 – MARCH 31, 2023

2023

2028

WHEREAS, since 1992, the New York State Department of Health has funded an Immunization Action Plan (IAP) grant for the purpose of reducing and eradicating vaccine preventable diseases in adults and children by eliminating barriers to the receipt of immunizations; and

WHEREAS, NYSDOH has offered IAP grant funding to Saratoga County ^{Department of Health} ~~Public Health~~ ~~Services~~ for a five year period commencing April 1, 2018, in an annual grant amount of \$113,527; and

2023

\$ 118,680

WHEREAS, authorization is needed to accept these grant funds; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with the New York State Department of Health and all other documents needed to accept a five year Immunization Action Plan grant for the reduction and eradication of vaccine preventable diseases in adults and children, with the form of such agreement and documents to be subject to the approval of the County Attorney.

State

BUDGET IMPACT STATEMENT: None. 100% Federal Funding.



SARATOGA COUNTY

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Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Health



DATE: 8/25/23

COMMITTEE: Health & Human Services



This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Acceptance of funding from New York State Department of Health (NYSDOH) on Behalf of the Mechanicville Area Community Services Center to Support the New York State Public Health Corps (NYSPHC) Fellowship Program

3. Specific Details on what the resolution will authorize:

Acceptance of \$15,000 in funding from NYSDOH to pass through to Mechanicville Area Community Services Center (MACSC) to support the NYSPHC Fellowship Program.

County Attorney's Office
Consulted **Yes**

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted Yes

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A.40-3450	St Aid, Public Health Other	\$15,000

Expense

Account Number	Account Name	Amount
A.40.000-8190	Other Professional Services	\$15,000

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted
- b. Budget year impacted 2023
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

N/A

Purchasing Office Consulted

N/A

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted Yes

a. Source of grant funding:

State

b. Agency granting funds:

NYS DOH

c. Amount of grant:

\$15,000

d. Purpose grant will be used for:

Support Mechanicville Area Community Services Center (MACSC) Fellowship Program

e. Equipment and/or services being purchased with the grant:

See below.

f. Time period grant covers:

Upon execution of contract through 6/30/24

g. Amount of county matching funds:

0

h. Administrative fee to County:

0

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Information summary memo

Copy of proposal or estimate

Copy of grant award notification and information

Other _____

10. Remarks:

Saratoga County DOH will accept funds on behalf Mechanicville Area Community Services Center (MACSC) and pass through the funds for the purchase of equipment, marketing & outreach materials, travel and administrative costs. Saratoga County DOH is accepting these funds on behalf of Mechanicville Area Community Services Center (MACSC) because these funds can only be accepted by a local health department.

NYSPHC

Knoerl, Erin (HEALTH) <erin.knoerl@health.ny.gov>

Mon, 28 Aug 2023 10:52 AM

To: Mary E. Rickard <MERickard@saratogacountyny.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Mary,

Thank you for reaching out. Here is the correspondence we send to all counties opting in to the program. Let me know if you need something additional:

We are pleased to inform you that Health Research Inc. / New York State Department of Health (HRI/NYSDOH) have allocated funding totaling **\$3,100,820** to your public health department for a new NYS Public Health Corps (PHC) Fellowship Program contract agreement. This funding is provided by two CDC sponsored cooperative agreements:

- Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases in New York State, CFDA# 93.323
- Cooperative Agreement for Emergency Response: Public Health Crisis Response – 2018, CFDA# 93.354

Using the attached PHC budget template (**Budget Template_ext_20230718.xls**), submit a detailed budget to allocate the total amount needed to implement this program. Attached is a copy of the Scope of Work/Program Deliverables, to assist in the development of your budget. The contract must be between HRI and your local health department. HRI cannot directly contract with Mechanicville.

The contract agreements will be with HRI through 6/30/2024. The primary purpose of this funding is to support public health fellowships. Funding may also be used to support a project coordinator, administrative support, and other costs such as supplies, PCs/laptops and travel needed to support the fellow(s). In addition, funding may be used to hire a contractor to recruit and manage fellowships in collaboration with your health department.

Upon execution of the contract agreement, 25% of the total contract amount will be available immediately. Additional funds will be released as fellows and support staff are onboarded.

Also attached is a subrecipient contact form. Please complete the contact form and return it electronically with the budget to NYSPHEP@health.ny.gov **as soon as possible but no later than August 9, 2023**. Note, if you are not requesting the full amount allocated I highly suggest putting in writing that you are releasing the remaining amount of the allocation (include the specific amount (\$3,100,820 - \$ requested)). You can include that statement in the email you send with the budget template and subrecipient contact form.

If you are not able to meet the deadline or have questions, please contact NYSPHEP@health.ny.gov, Alberto and me.

Thanks,
Erin

Erin C. Knoerl, MPH | *Pronouns: she, her, hers*

Assistant Director, New York State Public Health Corps Fellowship Program
Office of Public Health Practice | New York State Department of Health

Department of Health Fellowship Minor Contract Budge 8/18/2023

Marketing / Outreach			
	Promotional Materials	3000	
	Printing	1800	
	Office Supplies	700	
		5500	
Travel		3400	600 miles / month * 11 months * .51 per mile
Equipment			
	Laptops	3,000.00	2 @1500
	Desks / work station	1,200.00	2@ 600
	Chairs	400.00	2@ 200
Total Equipment		4,600.00	
Admin	10%	1,500.00	

Purchase of promotional items for outreach on Maternal Health and response to domestic abuse during pubic health crises

Printing of educational and outreach materials (brochures, training manuals, flyers)

General Office Supplies, laptop cases, mice, headphones

Travel reimbursement for mileage accumulated throughtout Saratoga County

TOTAL: 15,000.00



SARATOGA COUNTY

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CC: John Warmt, Director of Purchasing
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Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Health

DATE: 8/25/23

COMMITTEE: Health & Human Services



This column must be completed prior to submission of the request.

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

n/a

3. Specific Details on what the resolution will authorize:

n/a

County Attorney's Office
Consulted No

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted **No** ▼

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact ▼

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted

N/A

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

N/A

County Administrator's Office
Consulted **NO** ▼

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
▼
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:

Brief update on substance use surveillance in Saratoga County.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
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Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Social Services

DATE: August 29, 2023

COMMITTEE: Health & Human Services

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

APPROVING THE 2023 ANNUAL PLAN UPDATE TO THE
2018-2023 SARATOGA COUNTY CHILD AND FAMILY
SERVICES PLAN AND AUTHORIZING NECESSARY
SUBCONTRACTS TO IMPLEMENT THE PLAN

3. Specific Details on what the resolution will authorize:

It will approved and ratified the Annual Plan update to 2018-2023 Child and Family Services Plan;

it will authorize the Chairman of the Board to sign the 2023 Annual Update to the 2018 – 2023 Saratoga County Child and Family Services Plan;

It will authorize the Chairman of the Board is authorized to execute any subcontracts or necessary agreements for mandated services to implement the 2018 – 2023 Saratoga County Child and Family Services Plan or any update thereof;

It will authorize the Chair of the Board and/or the Commissioner of Social Services are to submit any documentation or information as required by the New York State Office of Children and Family Services necessary to submit and/or implement the 2023 Annual Plan Update to the 2018 – 2023 Saratoga County Child and Family Services Plan; and

it will assure the form and content of said documents and agreements are subject to the approval of the County Attorney.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted Yes

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted **Yes**

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

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- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other 23-OCFS-LCM-06 APU Guidelines; 2023 CFSP-APU Update

10. Remarks:

This is a housekeeping item as the New York State Office of Children and family Services extended the 2018-2023 Child and Family Services plan by one year and requires an Annual Plan Update which has been provided and approved with the exception of the Chairman's signature which this resolution will authorize.

9/19/23



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 305—2022-XXX - 2023

Introduced by Health and Human Services: Supervisors Barrett, Butler, Connolly, Edwards, Lant, Schopf and Wood

APPROVING THE 2023 ANNUAL PLAN UPDATE TO THE 2018-2023 SARATOGA COUNTY CHILD AND FAMILY SERVICES PLAN AND AUTHORIZING NECESSARY SUBCONTRACTS TO IMPLEMENT THE PLAN

WHEREAS, the Saratoga County Department of Social Services, Saratoga County Probation Department, and Saratoga County Office of Aging and Youth Services provide services to children and families throughout Saratoga County; and

WHEREAS, the New York State Office of Children and Family Services requires the preparation of an annual plan update to the Saratoga County Child and Family Services Plan, and funding applications for provision of listed services; and

WHEREAS, the Department of Social Services has submitted its 2023 Annual Update to the 2018-2023 Saratoga County Child and Family Services Plan for approval; and

WHEREAS, the implementation of the 2018-2023 Child and Family Services Plan requires execution of various subcontracts and agreements with state approved providers for services mandated by the Family Court Act, Social Services Law, and Title 18, Chapter II of the New York Codes, Rules and Regulations; and

WHEREAS, the mandated services provided under the Saratoga County Child and Family Services Plan are provided through state model contracts at standardized rate schedules promulgated by the New York State Office of Children and Family Services and/or the New York State Office of Temporary Disability Assistance; and

WHEREAS, the adopted 2023 County budget and the anticipated 2024 Tentative Budget provide appropriations to the Department of Social Services, Probation Department, and Office of Aging and Youth Services for any anticipated local share expenses associated with the mandated services to be provided under the 2018 – 2023 Saratoga County Child and Family Services Plan, as updated; and

WHEREAS, our Health and Human Services Committee and the Commissioner of Social Services have recommended the 2023 Annual Update to the 2018 – 2023 Saratoga County Child and Family Services Plan be approved; now, therefore, be it

RESOLVED, that the 2023 Annual Update to the 2018 – 2023 Saratoga County Child and Family Services Plan is hereby approved and ratified; and it is further

RESOLVED, that the Chair of the Board is authorized to sign the 2023 Annual Update to the 2018 – 2023 Saratoga County Child and Family Services Plan; and it is further

RESOLVED, that the Chair of the Board is authorized to execute any subcontracts or necessary agreements for mandated services to implement the 2018 – 2023 Saratoga County Child and Family Services Plan or any update thereof; and it is further

RESOLVED, that the Chair of the Board and/or the Commissioner of Social Services are hereby authorized to submit any documentation or information as required by the New York State Office of Children and Family Services necessary to submit and/or implement the 2023 Annual Plan Update to the 2018 – 2023 Saratoga County Child and Family Services Plan; and it is further

RESOLVED, that the form and content of said documents and agreements shall be subject to the approval of the County Attorney; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

October 18, 2022 Regular Meeting

Motion to Adopt: Supervisor(s): Grasso

Second: Supervisor(s): Hammond

AYES (189775): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lawler (8208), John Lant (17361).

NOES (0):

ABSENT (45734): Kevin Tollisen (25662), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022).

ABSTAIN (0):



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Suzanne Miles-Gustave, Esq.
Acting Commissioner

Local Commissioners Memorandum

Transmittal:	23-OCFS-LCM-06
To:	Local Departments of Social Services Commissioners Services Directors Youth Bureau Directors
Issuing Division/Office:	Division of Child Welfare and Community Services Division of Youth Development and Partnerships for Success
Date:	May 9, 2023
Subject:	Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update
Contact Person(s):	See section IV.
Attachments:	Link to Internet Site: https://countyplans.ocfs.ny.gov

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to local departments of social services (LDSSs) for the completion of the required 2023 Annual Plan Update for the county Child and Family Services Plan (CFSP). These guidelines are also being shared with county youth bureaus.

Note: The 2018-2023 CFSP cycle will be extended by one year, thus creating a 2018-2024 CFSP cycle. Therefore, local districts will submit the Annual Plan Update this year for their current CFSP in lieu of submitting a new multiyear CFSP.

II. Background

LDSSs in collaboration with county youth bureaus and other local stakeholders are required by statute to develop and submit to the New York State Office of Children and Family Services (OCFS) a local, multiyear plan for the provision of services and the allocation of resources. The county planning process is designed to reflect the following principles and objectives:

- Support and acknowledge a local collaborative planning process that includes broad stakeholder involvement
- Encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements
- Support a data-driven process that focuses on outcomes for children, youth, families, adults, and communities

- Support the important respective administrative roles and responsibilities of county youth bureaus, LDSSs, and probation departments where relevant

III. Program Implications

The 2023 Annual Plan Update consists of a limited number of sections, some require a full submission and others allow for updates to be submitted as needed.

The following sections of the 2023 Annual Plan Update will require a complete submission by each LDSS:

- Prevention
- Foster/Adoptive Parent Recruitment and Retention Plan
- Raising the Lower Age of Juvenile Delinquency Differential Response (DR-RTLA) for Children Under 12 Years of Age
- Child Care
- T and U Visa Reporting
- Program Matrix
- Signature Page

The following sections will be pre-loaded with information from the 2022 Annual Plan Update and should be updated by the district as needed.

- County Overview: Mission, Demographics, Efforts to Address Disparities, Successes/Achievements, Financial Process, Relationship Between County Outcomes and Title IV-B Federal Goals
- Runaway and Homeless Youth Services
- Adult Services
- PINS Diversion Services
- Non-Residential Domestic Violence

Submission Instructions:

LDSSs are required to submit the CFSP electronically using the county plan system that can be found on the internet at <https://countyplans.ocfs.ny.gov/>.

The system is available for input of the CFSP information. The county plan system allows for sections of the CFSP to be submitted and approved separately. It is strongly advised that each section be submitted no later than June 15, 2023. If all sections of the CFSP are submitted by such date, OCFS anticipates OCFS review and approval by July 1, 2023.

Each LDSS must grant access to all persons who will be completing a section of the CFSP. The LDSS commissioner and director of services will receive communication from OCFS when the system opens explaining the process. If the district would like to appoint additional contact person(s) to manage local system access, please complete the form located [here](https://forms.office.com/g/tfdNuL0xzv). (<https://forms.office.com/g/tfdNuL0xzv>)

IV. Contacts

Staff from the OCFS regional offices and program areas listed below are available to assist you.

Child Welfare and Community Services (CWCS) Regional Offices:

Albany Regional Office - John Lockwood (518) 486-7078

John.Lockwood@ocfs.ny.gov

Buffalo Regional Office - Amanda Darling (716) 847-3145

Amanda.Darling@ocfs.ny.gov

New York City Regional Office - Ronni Fuchs (212) 383-4873

Ronni.Fuchs@ocfs.ny.gov

Rochester Regional Office - Christopher Bruno (585) 238-8201

Christopher.Bruno@ocfs.ny.gov

Syracuse Regional Office - Sara Simon (315) 423-1200

Sara.Simon@ocfs.ny.gov

Westchester Regional Office - Sheletha Chang (845) 708-2499

Sheletha.Chang@ocfs.ny.gov

Questions on the following content areas may be directed to the following people:

Child Care - Sonoma Pelton (518) 408-6074

Sonoma.Pelton@ocfs.ny.gov

Domestic Violence - Deirdre Sherman (518) 402-6775

Deirdre.Sherman@ocfs.ny.gov

Adult Services - Susan Hollander (212) 383-1793

Susan.Hollander@ocfs.ny.gov

Native American Services - Heather LaForme (716) 847-3123

Heather.LaForme@ocfs.ny.gov

Close to Home and Systems Improvement - Donte Blackwell (212) 383-7261

Donte.Blackwell@ocfs.ny.gov

Youth and Young Adult - (518) 474-4110

YouthBureau@ocfs.ny.gov

PINS: (518) 474-9879

OCFS.sm.PINS@ocfs.ny.gov

Runaway and Homeless Youth - (518) 474-4110

RHY@ocfs.ny.gov

Sexually Exploited and Trafficked Youth - (518)474-9789

humantrafficking@ocfs.ny.gov

DR-RTLA - 518-474-9879

RTLA@ocfs.ny.gov

For technical support on the web-based system, use the following link:

<https://countyplans.ocfs.ny.gov/contact.cfm>

/s/ Lisa Ghartey Ogundimu, Esq.

Issued by:

Name: Lisa Ghartey Ogundimu, Esq.

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Nina Aledort, Ph.D.

Issued by:

Name: Nina Aledort, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success

Signature Page and Attestation

We hereby approve and submit the Child and Family Services Plan for Saratoga County Department of Social Services and Youth Bureau 2023 Annual Plan Update.

We also attest to our commitment to maintain compliance with the Legal Assurances outlined below.

Legal Assurances

All signatures must be included, along with the date(s). The signatures on this page attest to the district's compliance with assurances A through H (below), which are incorporated by reference into your plan. The legal assurances are statutorily mandated; districts must indicate that they are complying with these standards or must provide a remediation plan if they are not.

A. General

1. All providers of service under this plan operate in full conformance with applicable federal, state, and local fire, health, safety and sanitation, and other standards prescribed in law or regulations. Where the county is required to provide licensure for provision of services, agencies providing such services shall be licensed.
2. All recipients of funds are required to operate each program or activity so that, when viewed in its entirety, the program or activity is readily accessible to and usable by persons who are handicapped to the extent required by law.
3. Benefits and services available under the state plan are provided in a non-discriminatory manner as required by Title VI of the *Civil Rights Act of 1964* (as amended).
4. The activities covered by this plan serve only those individuals and groups eligible under the provisions of the applicable state and federal statutes.
5. No requirements as to duration of residence or citizenship will be imposed as a condition of the participation in the State's program for the provision of services.
6. There is in operation a system of fair hearings and grievances under which applicants for or recipients of services and care may appeal denial, exclusion, reduction, termination, or choice of services/care; mandatory nature of service/care; or failure to take timely action upon an application for services/care.
7. Adequate and timely notice is provided to applicants for and recipients of services and care as required by NY 18 NYCRR 407.5(h) (2) (l).
8. Title XX-funded services are available to eligible individuals in every geographic area within the district. Where different services are made available to a specific category of individuals in different geographic areas, services are available to all eligible individuals in that category who reside in that area.
9. Title XX reporting and fiscal systems includes level of care, maintenance, and services provided to children and families and costs of services provided.

B. Child Protective Services

1. The district maintains an organizational structure and staffing, policies, and practices that maintains compliance with 18 NYCRR 432.
2. The district has specifically reviewed 18 NYCRR 432.2 (f)(3) and is in compliance with all assurances outlined in those regulations.

C. Preventive Services for Children

1. Children and families in need of the core preventive services have these services provided to them in a timely manner. Core services include day care, homemaker, transportation, 24-hour access to emergency services, parent aide or parent training, clinical services, crisis respite care, services for families with AIDS/HIV+, and housing services.
2. The district maintains efforts to coordinate services with service agencies and other public and private

agencies within the district that provide services to children including the use of referral procedures with these agencies and formal and informal agreements.

3. The district has prepared plans and procedures for providing or arranging for 24-hour access to emergency services for children who are at risk of foster care as specified in 18 NYCRR 423.4. Staff is aware of such plans and procedures.

D. Youth Development

1. Where the county receives state funds pursuant to Executive Law 420, the municipality's youth development program maintains an organizational structure and staffing, policies, and practices that comply with Article 19-A of the Executive Law and 9 NYCRR Subpart 165-1.
2. Executive Law section 420(1)(c) sets forth statutory options for RHYA services in Executive Law 420(2). This information is located in the RHYA/Youth Bureau Administrative Component.

E. Adult Protective Services

1. The district has established a process that enables the commissioner to act as a guardian and representative or protective payee on behalf of a client in need of adult protective services (APS) when no one else is available or willing and capable of acting in this capacity.
2. In providing protective services for adults, the district will implement each responsibility contained in 18 NYCRR Part 457.
3. The district attests that following has been established for PSA:
 - Financial management system with written procedures;
 - The roles and responsibilities have been defined and written for the delivery of protective services for adults for the various divisions and offices of the social services district, including accounting, income maintenance, medical assistance, protective services for adults, and all relevant services; and
 - An interagency service delivery network has been developed with other appropriate agencies including, but not limited to, the Office for the Aging, the Department of Health, community mental health services, psychiatric center(s), legal services and appropriate law enforcement agencies.

F. Domestic Violence Services

1. Domestic violence victims seeking non-residential services are provided with all needed core services directly from the provider in a timely manner and as otherwise specified in 18 NYCRR Part 462.
2. Non-residential services are provided regardless of the person's financial eligibility; must provide services in a manner that addresses ethnic composition of the community; must provide services in a manner that addresses needs of victims who are disabled, hearing impaired, or non-English speaking, and must provide services in a safe and confidential location.

G. Child Care

The district assures that when providing child care services under the New York State Child Care Block Grant (NYSCCBG) and Title XX of the Federal Social Security Act, it is in compliance with all pertinent state and federal laws, regulations, and policies.

H. Staffing

Organizational Chart requirements will be met by the social services district's assurance that the organizational chart submitted to the Bureau of Financial Operations for the Random Moment Survey process is current.

The Preventive Services Planning requirements will be met by the social services district's assurance that names and addresses of agencies providing purchased preventive services entered into the CONNECTIONS system or the Benefits Issuance and Control System (BICS) is current.

I attest to our commitment to maintain compliance with these legal assurances.

Commissioner County Department of Social Services

Name / Signature:

Patrick Maxwell

Date:

August 10, 2023

As the PINS Diversion Service lead, I hereby approve and submit the PINS Diversion Service section of the Child and Family Services Plan for Saratoga County 2023 Annual Plan Update.

PINS Diversion Service Lead

(Director/Commissioner County Probation Department or Commissioner County Department of Social Services)

Name / Signature:

Susan Costanzo

Date:

August 10, 2023

I hereby approve and submit the Youth and Young Adult section of the Child and Family Services Plan for Saratoga County Youth Bureau 2023 Annual Plan Update.

Executive Director County Youth Bureau

Name / Signature:

Sandra Cross

Date:

May 16, 2023

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

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

Name / Signature:

Date:

County Overview

1. If the district has one, please enter the district's mission or vision.

It is the mission of the Saratoga County Department of Social Services to provide and facilitate the delivery of an appropriate mix of supportive services to meet the unmet financial and social needs of those who are unable to do so on their own.

This is accomplished by educational outreach, direct services, referral to services or purchase of services.

The goals of the Department are rooted in our mission statement.

Self Support to prevent, reduce or eliminate dependency.

Self Sufficiency - the achievement or maintenance thereof.

Protection - preventing or remedying neglect, abuse or exploitation of children or adults who are unable to protect themselves.

Prevention of inappropriate institutional care by providing community based or home care.

It is our dedicated philosophy and mission to treat all individuals with whom we interact in a courteous and professional manner.

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

Saratoga County is made up of nineteen (19) towns, two cities and nine villages. It is one of the faster growing areas in the state and certainly the Capital District. In 2022 (according to the US Census) the population was 238,797. The Capital District Regional Planning Commission estimates the population in Saratoga County will increase to 246,253 by 2030. The county is considered suburban due to its nearly equal distribution of population between urban and rural areas that encompasses 844 square miles and having a population density of 290.8/square mile (2020 US Census). The county's population is 92.7% White, 2.1% Black or African American, 0.3% American Indian and Alaska Native, 2.9% Asian, and 2.0% two or more races. 19.3% of the population is less than 18 years of age, 61.4% is 18-64 and 19.3% is 65 or older. Our demographic data identifies only a very small number of Native Americans in its population. In the event a family or child comes to the department for services we will provide appropriate services paying special attention to the needs of Native American children and adults cited in Title IV Federal Goals of the Social Security Act, Subpart 1, Goal 5. This will include our continued use of the Indian Child Welfare Act and the Office of Intergovernmental and Indian Affairs.

The County overall demonstrates a strong economy with nine (9) major employers with greater than 1000 employees, five (5) employers with greater than 500, and twenty (20) more with greater than 200. With a labor force participation rate of 82.2 percent Saratoga County residents experience a median household income of \$90,800 (2021 US Census) which increased from the year prior. That figure was higher than New York state (\$75,157), and the U.S. (\$69,021). In April 2023, the county unemployment rate was estimated to be at 2.7% which is lower than the New York State rate of 3.7%. Overall 6.4% of the persons in Saratoga County are below the poverty level as compared to 6.9% in the Capital District and 13.9% in New York State. (WelfareInfo.org)

The percentage of children and youth living below the poverty in Saratoga has increased from 6.2% in 2022 to 7.0% in 2023 (2826 to 3230).

Between 2019 and 2022 the department's number of Public Assistance (PA), Medicaid (MA) and Food Stamps (FS) eligibles have experienced some change. PA recipients saw a slight increase to 370, MA recipients have increased from 29,852 to 42,949 and SNAP recipients have increased from 12,249 to 13,402. These numbers represent the average number of eligibles for each program at year end.

Saratoga County as a whole is recognized for the quality of its school districts. There are fourteen (14) school districts serving Saratoga with a 4% annual dropout rate as compared to the New York State rate of 5% rate. 92% of Saratoga County high school graduates receive a Regents Diploma compared to 87% of all NYS graduates. (2022) The department has developed several very good collaborations with school districts within the county. In 2022, the Director of Social Services teamed up with the Assistant Superintendent for Instructional Programs (WSWHE Boces) to create and co-chair the Saratoga County Interagency collaboration which is a collaborative forum for school superintendants and service agencies in Saratoga County to work to continually improve the lives of students and families in Saratoga County.

Saratoga County benefits from a year round tourist trade with four main convention facilities all located in Saratoga Springs. Within the county there are numerous opportunities for residents and visitors to enjoy and participate in recreational activities. These opportunities include thoroughbred and harness racing, cross country and downhill skiing mineral baths, numerous golf courses stock car racing, polo, tennis, swimming, skating, horseback riding and sailing. There are three major public parks and many lakes with public access. The Saratoga Performing Arts Center hosts the New York City Ballet, the New York City Opera and the Philadelphia Orchestra each year. Additionally there are other numerous music festivals, art galleries and museums with varying themes throughout the year within the county.

The leadership provided by Saratoga County's government is one of its greatest strengths in meeting the current and future varying needs of the community. This leadership emanates from the Board of Supervisors and other elected officials through the County Administrator's office down to the various department heads in such a manner that it elicits a spirit of teamwork and cooperation focused on the efficient provision of critical services for at risk populations. Such a focus prevents the development of bureaucratic barriers to service provision that could otherwise evolve.

The interaction between Youth Bureau, DSS and Probation in development of their respective state plans is an example of the teamwork and cooperation referred to above working at the interdepartmental level. Numerous discussions have taken place over the past years around the best ways to address the variety of issues facing children and their families including placement and delinquency prevention, juvenile detention, runaway and homeless youth, and child abuse and neglect. As a result the county contributes to the support a variety of human service agencies aimed at developing a continuum of programs which can provide youth, children and their families with opportunities to meet their needs for physical, social, moral and economic growth in addition to programs that can assure their needs for safety and protection.

Within DSS the same spirit can be observed in the interaction and cooperation between the eligibility and services divisions. DSS leadership encouraged the efficient and effective use of staff by shifting functions as caseloads and programs have changed over the years. This approach has led to the better ability of services staff to meet the growing needs of their traditional programs such as Child Protective Services, Foster Care and Adoption Assistance and Adult Protective Services. Within the Services Division teamwork and cooperation has been evident among the unit supervisors and staff when a need to cross train staff was required due to rising caseloads, increasing CPS reports, staff turnover and medical leaves have resulted in critical staff shortages.

As can be seen from the above county profile, Saratoga County has many strengths which afford its families a relatively good quality of life in comparison to other areas. As a result the county has experienced significant growth and is expected to experience similar growth into the distant future. This growth has created many challenges in terms of service provision for the department that can be seen in the assessment of trends experienced by the Services Division that follows. The conclusions that can be drawn from these trends will determine the direction the department will take in the next five years in its efforts to meet the mandates for which it is responsible.

2a. OCFS is committed to addressing disparity among all populations. There is evidence that disparities in race / ethnicity and gender identity, sexual orientation, and expression (SOGIE) exist throughout the social services system.

-
- i. Racial disparities can include: a disproportionate number of youth who are people of color coming in contact with the child welfare / Juvenile Justice systems, disproportionately removing children away from families of color, foster youth of color aging out of foster care without a permanent adult resource, and other negative outcomes for youth who identify as a person of color and their families. People / persons

of color include those who identify as Black, Indigenous or Native American, Latinx or Hispanic, Asian American, Native Hawaiian or Pacific Islander, Middle Eastern or of Northern African descent (MENA), or of more than once race.

What efforts is the district taking to address racial disparities in the child welfare / Juvenile Justice system?

The Probation Department is incorporating training into its required training hours to better familiarize Probation Officers with racial/ethnic disparities and the existence of implicit bias. In doing so, it is our hope to develop greater sensitivity around these topics, leading to a better understanding of the barriers that exist, and path to better outcomes. It is our plan to continue training in these areas so that we can better serve a diverse population.

The Department of Social Services is utilizing implicit Bias training for all staff to develop sensitivity around racial disparity. DSS is utilizing the Blind Removal Process when discussing cases for possible foster care placement. In providing the Implicit Bias Training and utilizing the Blind Removal Process, DSS is working toward positive outcomes for youth who identify as a person of color and their families.

ii. Sexual orientation, gender identity, and expression (SOGIE) disparities can include: SOGIE as a factor related to why youth entered the child welfare / Juvenile Justice system, youth who identify as LGBTQ+ are often undercounted because youth choose to hide their identities out of fear, LGBTQ+ youth have an increased likelihood of being placed in congregate care settings and are disproportionately represented in youth homeless shelters and in street homelessness, etc.

What efforts is the district taking to address sexual orientation, gender identity, and expression disparities in the child welfare / Juvenile Justice system?

The Probation Department is incorporating training into its required training hours to better familiarize Probation Officers with gender identity, sexual orientation, and expression (SOGIE). In doing so, it is our hope to develop greater sensitivity around these topics, leading to a better understanding of the barriers that exist, and path to better outcomes. It is our plan to continue training in these areas so that we can better serve a diverse population.

The Department of Social Services Plans to provide training to our staff to assist them in better addressing sexual orientation, gender identity and expression disparities among the child welfare cases as well as the Adult Services program that oversees homelessness.

2b. Would you like TA from OCFS in any or all of the following areas?

- Race and Ethnicity Equity
- LGBTQ Cultural Awareness and Affirmation

3. Describe the district's successes and achievements in the last five years.

By providing preventive services and utilizing preventive contracts with voluntary agencies such as Berkshire Farm, St. Anne Institute, and Northeast Parent and Child Society, Saratoga County has been successful in reducing the number of children in foster care and remaining at or below our goal of 55-65 youth in foster care in the last 5 years, currently there are 34 children in foster care and 7 youth placed with a suitable relative under Section 1017 of the Family Court act. 36 youth were adopted between 2018-2023 (ytd). We have also drastically reduced the number of detention bed days used. In 2016 Saratoga County was given a 5 year Safe Harbor grant which has been extended for the last three years. The initial grant money had been used to host an annual conference which brought together more than 200 participants from many disciplines to learn about the impact of human trafficking. The money is also used to help victims of human trafficking directly by providing lodging, food, airfare, and counseling, specifically training a therapy dog, paying for EMDR (Eye Movement Desensitization and Reprocessing), staff training, respite for youth

that are at risk of being trafficked or are confirmed as trafficked.

Despite an increasing SCR reports, the department has been able to maintain a very low rate of overdue investigations and safety assessments.

The department continues to have a very good working relationship with the two Domestic Violence Programs in the county. The Adult and Family Services unit has had all its staff trained in the dynamics of domestic violence and there is a specific staff member assigned to act as Domestic Violence Liaison who works with clients screened by the department's eligibility units. In their absence, other member's of the unit have had the necessary training to assist these clients. The APS staff have assured that all referrals are responded to in a timely manner and that notes are contemporaneously placed in the ASAP program. Supervisors in the unit review the case files and have had meetings on a regular basis with Saratoga County Mental health to discuss services for clients. The APS staff have regularly sought out family members to assist clients with needed legal interventions such as guardianships and representative payees. Reviews conducted by the Office of Children and Family Services have resulted in favorable findings regarding APS case practice. For the past 2 years the APS Supervisor has participated in a monthly E-MDT meeting lead by Legal Aide. This meeting includes representatives from Saratoga County Veterans Affairs, Saratoga County Office for Aging and Youth, Saratoga County DSS, Mechanicville Community Center- DVAP and many others. The purpose of this group is to review cases and process to problem solve for clients who have been a victim of a crime. Over the last two years The Department of Social Services has received three allocations from OCFS for Adult Protective Services (ACL, ARPA1 and ARPA2). This funding has been used to provide good and services to Adult Protective Clients as well as to promote remote work for the APS staff during and after the COVID-19 pandemic.

The Youth Bureau continues to work toward achieving our outcomes. By adjusting our strategies and objectives we are able to respond to the changing conditions and needs of our youth. Through collaboration with Saratoga County Social Services and Probation Departments, as well as, our community based organizations and ongoing needs assessment and monitoring activities, we continue to strengthen our relationships with our youth serving programs and agencies.

We have been able to participate in the Regional Youth Justice Reintegration team to assist with building an action plan for Raise the Age initiatives. In addition, we have joined coalitions that offer awareness, training and resources that address youth mental health, suicide prevention and postvention, substance abuse and the opioid epidemic, Safe Harbour/human trafficking, etc. Rebecca Robarge, Youth Service Coordinator, serves as Saratoga County RHYA Coordinator. The Department of Aging and Youth Services works closely with CAPTAIN Community Human Services, which operates a youth shelter in the Town of Malta. The agency serves many demographic populations in the County. Its Outreach team has been trained to identify youth that may be at risk for homelessness or sexual exploitation. Any youth identified in this process will have individual needs met per a service plan and continuum of care.

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

The complex array of funding streams used to support the overall DSS service delivery system, includes but is not limited to federal funds for Medicaid (Title XIX), Title XX, Temporary Assistance to Needy Families (TANF) and the Child Care Block Grant. State provided allocations of additional federal funds include TANF Non-residential Domestic Violence allocations and Flexible Funds for Family Services. The department receives additional state funds allocated through a Foster Care Block Grant, Supervision and Treatment Services for Juveniles Program, and Community Optional Preventive Services. Dependent upon the funding stream there may be a local share required to access the federal or state funds. Once these various funding streams are exhausted DSS must utilize county funds to continue to provide the required mandated services.

The County initially pays for most expenses related to DSS services. These expenses are primarily for child welfare services, public assistance and administration. The significant exception is the payment of Medicaid for which the State pays medical providers directly for most medical services. The local share for those

medical expenses is paid by DSS through a weekly wire transfer.

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

- St. Anne's Sexual Abuse Prevention Program - A purchase of service contract with St. Anne's Institute that provides for services to sexual abuse victims and their families. This is a specialized service in that the target population includes the perpetrator who is a family member. The program works with both the victim and the perpetrator to understand the dynamics of the abuse. Generally, this is accomplished without the need to remove the child victim from the home setting. Five families can be served at any given time.
- Placement Prevention Program - Via a purchase of service agreement between Berkshire Farm and the department, adjudicated youth placed in the custody of the Commissioner that would otherwise require residential placement are able to remain in their homes with intensive case management services. Contacts are a minimum of two times per week that includes family and individual counseling. Additionally, the family specialist is in contact with school personnel, mental health, substance abuse, domestic violence counselors, probation and employers or other significant others as the family/child treatment plan may require.
- Expanded Placement Prevention Program - Whereas the Placement Prevention Program generally serves post-adjudicated youth and their families, the Expanded Placement Prevention Program serves pre-adjudicated youth who have been referred to Probation. This is an intensive short-term crisis intervention program with the goal of diverting the filing of the PINS petition. Under this purchase of service agreement, also with Berkshire Farm, two social workers are co-located in the Probation Department and respond immediately to referrals from the probation department intake worker on families that are deemed as in need of additional family services to avoid the filing of the petition with the family court. Each worker handles five to seven families at a time for a period of sixty days and the possibility of a sixty-day extension if needed.
- Enhanced Stepping Stones Program - Via a purchase of service agreement between Berkshire Farm and the department. Enhanced Stepping Stones is an alternative-to-detention program, offering intensive family-based in-home case management services to Saratoga County youth at risk in order to reduce and prevent the placement of 16 and 17 year old juvenile delinquents and adolescent offenders in secure detention and specialized secure detention facilities.
- Intensive Aftercare/Prevention Program - Through a contract with Northeast Parent and Child Society intensive prevention services are provided to families whose children are at the highest risk of foster care placement/replacement. Services are provided in the home up to 10 hours per week. Case managers are available to families twenty-four hours per day, seven days per week. Services also can be provided to accelerate return to home for children currently in foster care.
- Domestic Violence Services - Through a contract with Domestic Violence / Rape Crisis (aka Wellspring) in Saratoga Springs and Domestic Violence Advocacy Program in Mechanicville, non-residential domestic violence services are provided to clients in need of services as outlined in the non-residential domestic violence services section of this plan.
- Supervision and Treatment Services for Juvenile Program - DSS, as the lead agency has a public purchase of service contract with the County Probation Department to implement case management and electronic monitoring services aimed at reducing detention and residential placement for youth in the juvenile justice system.
- Behavioral Health Specialist - Through a contract with ECS Psychological Services, funded through the federal Child Abuse Prevention and Treatment Act (CAPTA) Comprehensive Addiction and Recovery Act of 2016 (CARA), DSS has been able to improve their response to families and infants affected by substance use disorders. This is a five year grant which has allowed DSS to contract for 2 part-time Behavioral Health Specialists through ECS Psychological Services Inc. This grant will run from 2019-2023.

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

Depending on the specific contract regular case monitoring meetings; monthly, quarterly and annual provider reports; Family and Assessment Service Plans; Child Care Review System and internal DSS reports are used to track and inform DSS administration regarding progress achieved in meeting DSS outcomes. Dependent upon the specific contract staff at various levels and in various units within DSS are responsible for the monitoring of the progress made toward accomplishing the outcomes indicated in the contracts.

7. Describe any existing situations where child protective services information is shared with service providers or coordinators of services and the agreements whereby such disclosure of Child Protective Services information is allowed. Disclosure of Child Protective Services information with providers or coordinators of services is unlawful unless the county documents herein any such existing agreements (SSL 422(4)(A)(o)).

MDT/MOU CAC

Relationship Between County Outcomes and Title IV-B Federal Goals

Each district seeks to improve outcomes that support the achievement of the Federal Safety, Permanency and Well-Being goals. The outcomes, identified in the New York State Child Welfare Practice Model, are listed below and the strategies to reach these outcomes are located throughout this county's Child and Family Services Plan.

- Through effective intervention, parent, caregivers, and families improve their ability to develop and maintain a safe, stable environment for themselves and their children.
- Children are safely maintained in their own home, families and communities with connections, culture and relationships preserved.
- When it is necessary to place children in out-of-home care, it is a safe, short and stable experience concluding with permanent attachments to caring adults.
- Parents and caregivers have the capacity to provide for their children's needs. Children are cared for in safe, permanent, and nurturing environments that meet their needs and develop their physical, cognitive, behavioral/emotional and social functioning. As youth transition to adulthood, they benefit from services that promote health development, academic success and/or self-sustainability and safe living conditions.
- Organizations are diverse, flexible, professionally and culturally competent and use child-centered, family-focused practice, and demonstrate partnership at all levels.

Prevention

Prevention Outcome— Through effective services, parents, caregivers, and families enhance their ability to develop and maintain a safe, stable environment for themselves and their children.

Service Effectiveness

How effective are preventive / protective services at preventing admission or readmission of children to foster care in your district?

Current Performance

	LDSS Rate	State Rate
2022 Rate of Entry into Foster Care (MAPS p.7)	0.2	1.2
Wave 9.5 Reentry Rate (P4)	5%	5.6%
2022 Rate per Thousand of Preventive Services Authorizations <i>Disparity Rate Packet 2022 Dashboard Spreadsheet</i>	2.9	8.6

Based on your current performance above, how do you plan to improve service delivery or accessibility to either decrease the rate of entry or reentry into foster care or increase preventive authorizations in your district?

Saratoga County plans to continue to contract with Berkshire Farms Center and Services for Youth, Northern Rivers IAPP, St. Anne's Institute and other community providers to provide intensive services to families to prevent placement into foster care. Saratoga County offers and provides voluntary preventive services to families that score high on their RAP during a CPS investigation.

How will you monitor the effectiveness of your strategy? What data will you use to determine if your strategy is making a difference?

Saratoga County will monitor the effectiveness of the strategy by reviewing the number of children placed in foster care, the length of stay for each child in foster care and the rate of reentry.

Service Array

How robust is the service array to meet the needs of the children and families in your district?

Based on the 2022 preventive service openings in your district, what services does your district anticipate needing to support the well-being of children and families?

- Substance Abuse testing, evaluation and treatment
- Mental Health (psychological) Evaluation and treatment
- Housing assistance

Do you anticipate any gaps in services? If so, how do you plan to address these gaps?

we anticipate some gaps -

most mental health providers have a waiting list, we are working with our behavioral health provider as well as our County Mental health on addressing the gaps. Finding Appropriate, Available and affordable housing for these families is growing very difficult.

Addressing Racial Disparities

Families of color are disproportionately represented in the child welfare system and are more likely to experience negative outcomes compared to white families. OCFS is committed to identifying and addressing racial disparities that exist within the NYS child welfare system.

Racial Disparities within Prevention Authorizations

2022 Disparity in Prevention Authorizations <i>Disparity Rate Packet 2022 Dashboard Spreadsheet</i>	LDSS Disparity Rate	State Disparity Rate
White	3.5	N/A
Black	7.7	4.4
Hispanic	3.1	2.7
Native American / Alaskan Native	0	2.6
Asian Pacific Islander	0	0.8

What efforts is your district taking to address racial disparities in preventive services authorizations?

Saratoga County has a very low DMR. Saratoga County will continue as we have been to address racial disparities in preventive services authorizations.

Evidence Based Programs

"Evidence-based, family-centered services can strengthen parenting capacities and help improve the safety, permanency, well-being, and recovery outcomes for children and families. These prevention services include community-based programs that engage children and families before they become involved in the child welfare system, as well as intensive in-home and family-based services that support families who are involved in child welfare and are able to keep their children safely in their homes. Collaboration between agencies and systems who serve children and families is critically important to achieve prevention goals and provide positive outcomes for the children and families served."

—Preventing Child Abuse & Neglect | National Center on Substance Abuse and Child Welfare (NCSACW)

Please list the Evidence Based Programs (EBPs) the district plans to use to support children and families so that the children can remain safely at home. Please complete one for each EBP you are using.

Name of the EBP	Target Population(s) to be served	How will the district monitor the implementation and effectiveness of the EBP?
Motivational Interviewing	All Child Welfare Cases	Northern Rivers IAPP and Berkshire Farm Center and Services for Youth both utilize Motivational Interviewing on the cases they are assigned to. SCDSS will monitor the implementation and effectiveness by review of the FASP and ensuring that families are meeting their goals. Also by monitoring the number of kids in foster care. SCDSS Contracts with Both Northern Rivers IAPP and Berkshire Farm Center and Services for Youth to provide intensive in home services for clients.

Other Services

Please list other preventive services the district plans to use to support children and families so that the children can remain safely at home.

Name of the preventive service:

Placement Prevention

Target population(s) to be served:

Berkshire Farm Center and Srvices for Youth is an agency SCDSS contracts with to provide the following programs:

- Placement Prevention Program - youth remain in their homes and families remain in tact whlie providing intensive case management services. Contacts are made twice per week for family and individual counseling. Family Specialist has regular contact with the schools, mental health provider, substance abuse provider, domestic violence counselors, probation, employers and any other significant participants in the treatment plan

How will the district monitor the implementation and effectiveness of the service?

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There are regular meetings with the Berkshire Farms team to discuss cases and progress. Berkshire Farms provides SCDSS an annual report that outlines the goals set, percentage of cases meeting those goals and cost savings. SCDSS administrators meet with Berkshire Farms administrators to discuss the annual report.

Name of the preventive service:

Intensive Aftercare/Prevention Program

Target population(s) to be served:

SCDSS contracts with Northern Rivers intensive prevention services to provide intensive home based services to families whose children are the highest risk of foster care placement. Services are provided in the home 10 hours per week. Case managers are available 24 hours a day 7 days a week.

How will the district monitor the implementation and effectiveness of the service?

Saratoga County will continue to meet regularly with the IAPP team to discuss cases and review the success of the program. SCDSS expects to continue to have a low number of foster care placements and that will show the effectiveness of the services provided.

Name of the preventive service:

Domestic Violence Services

Target population(s) to be served:

SCDSS contracts with Wellspring in Malta as well as the Domestic Violence Advocacy Program in Mechanicville. Both agencies provide non-residential domestic violence services to clients in need of services for victims of domestic violence.

How will the district monitor the implementation and effectiveness of the service?

SCDSS will monitor the implementation of services through the referral process. Since Domestic Violence Services are confidential, follow up regarding each referrant is not information we are able to gather from the provider. SCDSS hopes to see a lower number of recurrence for the families referred for domestic violence.

Name of the preventive service:

Behavioral Health

Target population(s) to be served:

SCDSS contracts with ECS Psychological Services (funded through the CAPTA/CARA grant) to improve the response to families and children affected by substance use disorders.

How will the district monitor the implementation and effectiveness of the service?

SCDSS monitors the implementation through the number of cases referred and the number of children in

Saratoga County: Prevention

foster care. SCDSS will monitor effectiveness by reviewing the number of children in out of home placement due to substance use disorders.

Name of the preventive service:

Sexual Abuse Prevention

Target population(s) to be served:

SCDSS contracts with St. Anne's Sexual Abuse Prevention Program to provide a service for victims of sexual abuse and their families. This is a specialized service in that the target population to receive the services includes the perpetrator who is a family member of person legally responsible for the child/victim.

How will the district monitor the implementation and effectiveness of the service?

SCDSS monitors implementation by ensuring that the five slots we hold with St. Anne's Sexual Abuse Prevention Program are full. Further the staff monitor for family reunification following the counseling services (when safe and appropriate for the child victim).

Foster / Adoptive Parent Recruitment and Retention Plan 2023-2027

This template is designed to assist your district (LDSS) in the development of a foster and adoptive parent recruitment and retention plan that is compliant with the Multi-Ethnic Placement Act of 1994 (MEPA), in line with the Family First Prevention Services Act (FFPSA), and New York State regulations.

The purpose of this planning template is to guide each LDSS to collect and analyze OCFS-provided and local data to illuminate both strengths and gaps in its current foster home recruitment and retention. Once needs are determined, LDSSs may capitalize on existing strengths and develop a plan to address any challenges.

Plans are due July 1, 2023, and are effective for four years, until July 1, 2027. LDSSs must submit a 2-year update on progress made towards their recruitment targets in the 2025 Annual Plan Update.

With the implementation of FFPSA, OCFS has set the following statewide target:

- A minimum of 50% of children in foster care in kinship foster care

Using the Data Warehouse Family First Prevention Services Act; Outcome Monitoring Report, or the 2022 FFPSA Foster Home Data Packet p.2, please note the percentage of children in the following placement types at the end of 2022 in your district.

On 12/31/22, the Percentage of Children Placed by Placement Type:

Placement Type	Total %
Non-Kinship Foster Homes	50%
Kinship Foster Homes	26.3%

Use of Approved and Certified Kinship Homes

OCFS supports the use of kinship foster care as a critical strategy for finding homes that best meet the needs of each child. Kinship foster care includes both approved and certified foster homes where the foster parent is a relative or a non-relative with a positive relationship with the child or child's family (e.g., godparent, neighbor, family friend).

Based on your current usage of Kinship foster care, please indicate your LDSS's targets for increasing the use of approved or certified kinship foster homes in the chart below.

Summary of Kinship Foster Care Targets

To increase the percentage of children in foster care in kinship foster homes

Target % in 2 years

Increase percentage of children in kinship foster homes to **38%**

Target % in 4 years

Increase percentage of children in kinship foster homes to **50%**

One way to meet this target is through the development and implementation of focused recruitment and retention strategies based on current data. The sections below focus on three areas of potential recruitment and retention focus:

- Foster families to support a specific population of children based on age
- Foster families to support a specific population of children based on race / ethnicity

- Foster families to support children with siblings

For each target area, please review your current data, local or OCFS produced, and determine if there is a need for recruitment and / or retention strategies for that area. **At least one recruitment and one retention strategy are required in this plan. These strategies may address one or all the target areas.**

A. Foster families to support a specific population of children based on age

Please indicate the number and percentage of children that came into foster care in 2022 by placement type. A LDSS can find this data on page 2 of the 2022 District FFPSA Foster Home Data Packet.

Number and Percentage of Children that Entered Foster Care / Agency in 2022 by Placement Type and Age:

Placement Type	# of Children Under 13	% of Children Under 13	# of Children Over 13	% of Children Over 13	Total
Non-Kinship Foster Homes	10	91%	1	9%	11
Kinship Foster Homes	1	100%	0	%	1
Agency-Operated Boarding Homes	0	%	0	%	
Group Homes	0	%	0	%	
Group Residences	0	%	2	100%	2
Institutions	0	%	0	%	
Totals	11	%	3	%	14

Things to consider:

- Which ages of children are entering care / agency more than others, and to which placement types?
- What percentage of your foster homes have fostered teens? What percentage of your foster homes have fostered infants? Do you have a sufficient number of homes for each age range? *Teen Placement Data source: FFPSA Foster Home Data (Parent Agency Packet), p. 7*
- What supports do you have in place for the foster homes that are caring for teens and infants?
- Based on the information above, does your LDSS have a need to increase recruitment of foster homes to foster teens? Infants?

Please select one:

- My plan will include a recruitment strategy to support a specific population of children based on age.
- My plan will include a retention strategy to support a specific population of children based on age.
- My plan will include both a retention and a recruitment strategy to support a specific population of children based on age.
- My plan will not include a recruitment or retention strategy to support a specific population of children based on age.

Recruitment Strategy:

The agency will create a data driven recruitment approach that will identify, communicate with, and support specific populations based on the needs of Saratoga County. Specifically, the need for resources that will foster/adoptive parents for children over 13.

Monitoring Progress: What activities will be implemented to monitor the effectiveness of this strategy?

The Department will revise and redesign the Saratoga County Foster Care/Adoption website in order to more efficiently share information and interact with potential applicants. This will allow the agency to create an inquiry portal, track page views, and obtain richer data regarding potential applicants. In addition, the Department is exploring a FaceBook page to reach people via social media.

The agency will also support its data driven recruitment strategy by obtaining qualitative data through exit interviews and or conversations with foster families regarding their hesitancy to foster and/or adopt teens.

The agency will continuously seek to obtain kinship placements whenever possible and will continue to monitor the proportion of kinship homes certified by the agency.

Retention Strategy:

Additionally, the agency can link teenage placements to outside supports such as Youth in Progress and have them speak at the panel night for foster/adoptive parent trainings.

The agency will increase the number of advanced training opportunities for those families working with teenagers and offer a support group to foster/adoptive parents to include those who are currently fostering or have successfully fostered or adopted teenagers.

The agency hosts a Foster Family barbeque as well as a Holiday party for foster/adoptive families to network, socialize and establish a sense of community amongst themselves.

The agency will establish a dialogue with foster/adoptive families following a placement disruption to discuss what additional supports could have helped to maintain the placement. Information from these conversations will be reviewed at a supervisory level.

Monitoring Progress: What activities will be implemented to monitor the effectiveness of this strategy?

The Department will revise and redesign the Saratoga County Foster Care/Adoption website in order to more efficiently share information and interact with potential applicants. This will allow the agency to create an inquiry portal, track page views, and obtain richer data regarding potential applicants. In addition, the Department is exploring a FaceBook page to reach people via social media.

The agency will also support its data driven recruitment strategy by obtaining qualitative data through exit interviews and or conversations with foster families regarding their hesitancy to foster and/or adopt teens.

B: Race / Ethnicity of Children in Foster Care and Race / Ethnicity of Foster Homes

What is the race / ethnicity of children admitted to foster care in 2022?

Data source: [MAPS \(Foster Care Admissions by Age, Race and Ethnicity, p. 7\)](#)

Race / Ethnicity of Children	#	%
White	13	92.9%
African American	1	7.1%

Hispanic / Latino	0	0%
Native American / Alaskan Native	0	0%
Asian	0	0%
Other	0	0%
Unknown	0	0%

What is the race / ethnicity of the foster parents in the foster homes that were open on 12/31/22?

Data source: FFPSA Foster Home Data (Parent Agency Packet), Race for Foster Parent 1, p. 3

Race / Ethnicity of Foster Parents	#	%
White	25	79%
African American	3	9%
Hispanic / Latino	0	0%
Native American / Alaskan Native	0	0%
Asian	2	6%
Other	1	3%
Unknown	1	3%

Things to consider:

- Are children of one (or more) race / ethnicity entering more frequently than others?
- How does your current foster parents race / ethnicity reflect the race /ethnicity of children coming into foster care?
- Based on the information above, does your LDSS have a need to increase recruitment of foster parents of a specific race / ethnicity?

Please select one:

- My plan will include a recruitment strategy to support a specific population of children based on race / ethnicity.
- My plan will include a retention strategy to support a specific population of children based on race / ethnicity.
- My plan will include both a retention and a recruitment strategy to support a specific population of children based on race / ethnicity.
- My plan will not include a recruitment or retention strategy to support a specific population of children based on race / ethnicity.

Recruitment Strategy:

The agency will create a data driven recruitment approach that will identify, communicate with, and support specific populations based on the needs of Saratoga County. Specifically, the need for more diverse foster homes and kinship homes located within the youth's home community.

Monitoring Progress: What activities will be implemented to monitor the effectiveness of this strategy?

The Department will revise and redesign the Saratoga County Foster Care/Adoption website in order to more efficiently share information and interact with potential applicants. This will allow the agency to create an inquiry portal, track page views, and obtain richer data regarding potential applicants. In addition, the Department is exploring a FaceBook page to reach people via social media. The agency will identify and partner with agency consisting members of the various minority groups within Saratoga County.

Retention Strategy:

Monitoring Progress: What activities will be implemented to monitor the effectiveness of this strategy?

C: Foster families to support children with siblings

Keeping children together in care with their brothers and sisters is a crucial priority. Please complete the chart below.

Data source: MAPS data, Siblings in Foster Care, p. 8

Group Size	Separated		Partly Separated		Intact		Total # of Sibling Groups by Size
	#	%	#	%	#	%	
Sibling Group of 2	2	25.0%	N/A		6	75%	
Sibling Group of 3	0	%	0	0%	3	100%	
Sibling Group of 4 or More	0	0%	0	0%	0	0%	
Totals	2		0		9		

Things to consider:

- What percent of sibling groups of two, three and four are placed together (intact)?
- What supports do you have in place for the foster homes that are caring for sibling groups?
- Based on the information above, does your LDSS have a need to increase recruitment of foster homes to support siblings?

Please select one:

- My plan will include a recruitment strategy to support a specific population of children based on sibling group.

- My plan will include a retention strategy to support a specific population of children based on sibling group.
- My plan will include both a retention and a recruitment strategy to support a specific population of children based on sibling group.
- My plan will not include a recruitment or retention strategy to support a specific population of children based on sibling group.

Recruitment Strategy:

Monitoring Progress: What activities will be implemented to monitor the effectiveness of this strategy?

Retention Strategy:

Monitoring Progress: What activities will be implemented to monitor the effectiveness of this strategy?

Community Partnerships

Recruitment and retention of kinship, foster and adoptive parents should be a community effort. Developing a steering committee or collaborative group is strongly suggested. Community partners can include faith-based programs, youth, foster / adoptive parents, not-for profit organizations, civic organizations, etc.

Please describe how you have engaged your community partners in your recruitment efforts:

The agency has worked collaboratively with several community agencies such as local churches, and Saratoga Pride to recruit new foster/adoptive parents. Additionally, the home finder attends the local farmers markets and works in partnership with Adoption Navigation Services. The agency provided information regarding the foster/adoptive parent certification program to all Saratoga County employees via the county wide newsletter as a recruitment effort. The agency plans to partnership with local school district administrators to seek out further recruitment opportunities.

Runaway and Homeless Youth Services

Indicate if Plan has Changed

Please review your Report from last year, and then indicate if you will be making any changes to your report.

I have read and acknowledge that there are no changes to the previously approved Runaway and Homeless Youth Services report.

STOP HERE. Do not update any information in this section.

Changes have been made to this report.

Please update as needed.

Person Submitting Report

This is the person OCFS will reach out to with questions or feedback.

Name:

Rebecca Robarge

Title:

Youth Services Coordinator

Agency:

Department of Aging and Youth Services

Email Address:

rrobarge@saratogacountyny.gov

Phone:

518-884-4100

Services & Needs

1. Using available data, describe the local RHY population in your county. This includes **all** runaway and unaccompanied homeless youth, not only those accessing services at a RHY program.

Include information for youth until they turn 21; counties that will allow RHY services to be provided to homeless young adults should include information for young people until they turn 25. Data sources to consider are listed in the [guidance document](#)

Include, at minimum, the following characteristics:

i. Age

McKinney-Vento liaisons from 12 of the Saratoga County school districts reported 452 total homeless

students enrolled in Pre-k through 12th grade during the 2021-2022 school year, based on data from the NYS Technical and Education Assistance Center for Homeless Students (NYS TEACHS.) This total reflects an increase of 1 youth from the previous school year. The 12th grade hosts the highest number of homeless students by grade level at 45 youth. This is 10% of the total number of homeless students enrolled, but does not stand out as a true disparity because the majority of the grade levels are at 7-8%. There is a much greater difference between the data collected from 2021 to 2022 during the Continuum of Care (CoC) Housing Inventory Count and Point-In-Time (PIT) Reports. This data shows dramatic increases. There were 47 unaccompanied youth in 44 households (38 in emergency shelter and 6 in transitional shelter.) This number has doubled since 2021. 10 of those youth were under the age of 18, which is 5 times the number from 2021. The CAPTAIN Youth Home is a short term crisis shelter that serves runaway and/or homeless youth, age 13-17 years old, from Saratoga County and surrounding areas. Of the 47 youth served in 2022, two youth were 12 years old or younger (4%,) six 13 year olds (13%,) nine 14 year olds (19%,) eleven 15 year olds (23%,) ten 16 year olds (21%,) eight 17 year olds (17%,) and one 18 year old (2%.) This data does not define a disparity based on age or grade level.

ii. Gender identity / expression

The NYS TEACHS data does not disaggregate the homeless youth population by gender identity or expression. The CoC and PIT Reports collected data that reflects 49% female and 51% male. The CAPTAIN Youth Home did not record the youth's biological sex at birth during intake, rather, the youth's self-identification was documented. Of the 47 youth admitted to the shelter in 2022, 26% identified as CIS-male, 62% CIS-female, 4% trans-male, 4% trans-female, and 4% gender non-conforming/non-binary.

iii. Sexual orientation

None of the data collection sources referenced collected information from the runaway/homeless youth population in regard to their sexual orientation.

iv. Race / ethnicity

The NYS TEACHS data does not disaggregate the homeless youth population by race or ethnicity. The CoC and PIT Reports collected data that reflects a population that is predominantly non-Hispanic. Specifically, 87% non-Hispanic/non-Latino and 13% Hispanic/Latino. Although, very different from last year, there was a spike in the Black or African-American demographic identified. 45% White reflects 21 youth served in 2021 and 21 youth served in 2022, while 45% Black or African-American reflects an increase from 1 youth identified in 2021 to **21** youth identified during the PIT count in 2022. There was also 4% or 2 Asian youth and 2% or 1 American Indian or Alaska Native youth identified, which is an increase from 0 in the previous year. 4% or 2 Multi-racial youth reflects the same as 2021. This is not representative of the youth served in 2022 at the CAPTAIN Youth Home. Of the 47 youth served, 66% were White, non-Hispanic, 19% Black, non-Hispanic, 2% Black and Hispanic, 6% Multi-racial, non-Hispanic, 2% Multi-racial and Hispanic and 4% chose not to answer. Furthermore, the Youth Home data does parallel the data provided by NYSED's Student Information Repository System (SIRS.) This data stems from enrollment in the 2021-22 school year, where race is documented at 84% white, 5% Hispanic or Latino, 4% Multi-racial, 4% Asian or Native Hawaiian/other Pacific Islander and 2% Black or African American. The disparity is found only during the PIT Count.

v. Child welfare involvement or history

The involvement or history of child welfare being present in a runaway/homeless youth's life is not statistically tracked in any of the data collection resources referenced. The CAPTAIN Youth Home has historically noted whether or not the youth has had involvement with Child Welfare or DSS during intake, although the main purpose was for the release of information. In 2022, the agency began to document services and supports provided by DSS or Child Welfare on site. 51% were provided a service

via referral to child welfare and the CAPTAIN Youth Home provided coordination of benefits with DSS for 4% of their youth in care.

vi. Place of origin (where is "home" as defined by the youth?)

The McKinney-Vento liaisons from the Saratoga County school districts reported 78% of the 452 homeless students were living "double-up" (staying with family, friends or other non-relatives,) 15% in a hotel/motel and 7% sheltered (in emergency or transitional housing.) These statistics are virtually the same as the data from the previous year. The youth population served at the CAPTAIN Youth Home reported they had come from a variety of places. Those places include 58% from their parent/guardian's home, 9% from another RHY crisis services program, 9% from a mental health or behavioral health facility, 8% from a friend's house, 8% from a hospital, 4% from the street, 2% hotel/motel and 2% from a foster care or group home.

vii. Estimated number of runaway youth vs homeless youth in the county

Neither the NYS TEACHS data nor the CoC PIT Report identify runaway youth. The data collected is strictly based on a homeless population. The CoC PIT Report documented 47 unaccompanied youth in 44 households (41 in emergency shelter and 6 in transitional shelter.) Of the 47 youth admitted to the CAPTAIN Youth Home in 2022, 92% were considered runaway admissions compared to just 8% homeless admissions.

2. List the *three most significant needs* of the local RHY population as defined in question #1. Describe how those needs were identified by the county as the most significant.

A list of examples is included in the [guidance document](#)

Based on information collected by CAPTAIN Youth Home during the admission process, in addition to the needs reported by school districts and community leaders throughout Saratoga County, the most significant need of the local RHY population is obtaining resources for family engagement, mediation and reunification to address the issues between parent(s)/guardian(s)/family members and the youth. The second, identified as a global need, is mental health services. There is a severe shortage of mental health service providers, in conjunction with increased reported violence and behaviors in schools. This has been exacerbated by the effects of the pandemic and its impacts on education, increased stress, isolation, employment status, illness, loss of work and wages, etc. In addition to the direct request and need for mental health help, youth identified needing LGBTQ services, suicide prevention and substance abuse disorder services, all of which could be linked as an underlying cause of mental health issues and addressed by mental health providers. Lastly, the third need identified is in regard to basic personal needs; they include, but are not limited to, requests for food, clothing and personal hygiene.

3. Describe the *resources* (services and funds) *designed specifically for the RHY population*.

Do not copy and paste a resource list here.

i. Describe the **non-residential** resources *designed for RHY*.

The RHY population in Saratoga County has the following non-residential resources available: the CAPTAIN Street Outreach Project (with drop-in centers) and a 24 hour hotline. The Saratoga County Department of Aging and Youth Services allocates pass through funding, from the New York State Office of Children and Family Services, to a variety of agencies that have the ability to refer youth in need. Additional resources can be found within the County's Social Services, Probation and Family Court Departments.

ii. Describe the crisis or transitional **residential** resources *designed specifically for RHY*. Include the total number of crisis and transitional beds available to RHY.

When a crisis or transitional bed is needed CAPTAIN RHY Shelter has 8 beds available to serve youth age 13-17 and Shelters of Saratoga can provide 32 beds to young adults that are 18+.

iii. Describe any resources **operated by county agencies** *designed specifically for RHY* (health, mental health, substance abuse, courts, etc.).

The Saratoga County Youth SPOA team identifies, screens and connects Care Coordination and Wrap Around Services for youth diagnosed with serious emotional disturbance who are at risk and/or with history of out-of-home placement or hospitalization, those with multi-system involvement or needs, with substantial functional impairments and/or psychiatric symptoms and an unsuccessful history of mental health treatment. Saratoga County Mental Health is on call 24 hours per day for individual and family counseling, referral and emergency action as needed. It provides services via a Clinic, Personalized Recovery Oriented Services (PROS) program, and Saratoga County Alcohol and Substance Abuse service.

4. Describe *how* the resources listed in question #3 are coordinated. Include the following in your description:

i. Your plan to address service gaps in 2023.

The SPOA team, consisting of community agencies and County Departments meets bi-weekly, and has the ability to access an array of services to provide case management, respite and intensive in home care to high risk youth. RHY resources in Saratoga County are continuously reviewed and service gaps are addressed in an ongoing manner.

ii. Any new services or expansion of services planned in 2023.

In 2023, a runaway and/or homeless youth will continue to have the following opportunities available in our community: an extended length of stay at the Youth Home. This service expansion was installed in 2019 and allows much needed time to align the individual with the services and supports he/she needs in order to increase the probability for a successful discharge. Also, CAPTAIN continues to facilitate opportunities for youth that reside in one of the 10 low or no cost housing units that includes onsite case management. The Supportive Housing for Homeless Youth (SHHY) project targets youth age 18-24 years old and provides an array of opportunities for youth leaving or aging out of foster care to homelessness, chronic homelessness and/or victims of trafficking.

iii. Where is current information about RHY services made accessible to youth on a 24/7 basis? Include phone numbers, URLs, and other contact information as applicable.

Saratoga County RHY service provisions can be accessed by vulnerable youth on the Saratoga County CSEC App., CAPTAIN and the Department of Aging and Youth Services websites, CAPTAIN's Facebook and Instagram pages, CAPTAIN Street Outreach Project and RHY Shelter, the National Runaway Safeline Hotline, Local Continuum of Care, as well as, school district appointed homeless liaisons.

iv. Please list the steps taken when a youth presents as runaway or homeless. The steps can be detailed below, or a step-by-step protocol can be uploaded in the [Plan Documents area](#).

When a youth presents as runaway or homeless, the first step in assisting them is procedurally to call CAPTAIN Community Human Services. CAPTAIN is the lead agency for Saratoga County. During business hours the phone number 518-584-6042 is used. There is an alternative phone number/text line that is available 24 hours per day, 7 days per week to address needs at any time. This number is 518-369-3328. Once a call or text is placed the referral process is triggered, which opens a conversation of questions that allow agency staff to identify the youth, their needs and situation. The referral form has been attached for reference. Once the form is completed, staff would ask if there are necessary medications that the youth must have and a plan would be put in place to obtain them for

safety purposes. It is then determined if the youth has an immediate need for shelter or their intake could be delayed if they have a safe, temporary place to stay. In either case, the youth's needs are addressed and appropriate action taken.

Municipal RHY Service Planning Process

1. List the partners consulted by the municipal youth bureau and DSS in composing this plan.

Suggested partners include but are not limited to: the municipal RHY services coordinator, program managers at OCFS-certified RHY programs, Continuum of Care (CoC) board members, youth advisory board, McKinney-Vento liaisons, etc.

The partners consulted by the Saratoga County Department of Aging and Youth Services and LDSS in composing this plan are CAPTAIN Community Human Services, CAPTAIN Youth Home, Saratoga County Community Services Board, Capital Region Advisory Board on Youth Homelessness, Saratoga County Advisory Youth Board, Saratoga County Human Trafficking Coordinator, Saratoga County Suicide Prevention Coalition, Community Coalition for Family Wellness and Saratoga County's Community Based Organizations.

2. Describe the process used to collect and compile the information provided in this plan.

Resources to consider are listed in the [guidance document](#)

i. List the *tools and data sources* used by the municipal youth bureau and DSS to develop this plan. Please be as specific as possible.

The data sources used by the Saratoga County Department of Aging and Youth Services and DSS in composing this plan include data from the Capital Region Coalition to end Homelessness, Continuum of Care (CoC) Housing Inventory Count and Point-In-Time (PIT) Reports and data from the NYS Technical and Education Assistance Center for Homeless Students (NYS TEACHs,) in addition to, the RHYA survey of services, annual needs assessment, input from the Community Services Board and the Saratoga County Suicide Prevention Coalition. Also, the information put forth by CAPTAIN Community Human Services, Shelters of Saratoga Emergency Shelter, the WAIT House and trainings provided by the Association of New York State Youth Bureau's.

ii. Is your municipality involved in "point in time" counts to collect data on the *RHY* population?

Yes

No

If yes, please consider sharing any outcome documents with OCFS at RHY@ocfs.ny.gov or by uploading them to this plan.

Municipal Information

Note: Detailed descriptions of these questions and their implications on funding are included in the [guidance document](#)

Saratoga County: Runaway and Homeless Youth Services

1. Select the maximum length of stay certified residential crisis services programs eligible for municipal RHY funds will be allowed to offer *runaway youth in crisis shelters* without filing a petition pursuant to article 10 of the Family Court Act:

For more information please refer to 19-OCFS-ADM-06.

- 30 days** for any youth, or up to **60 days** with consent in writing from youth and parent, guardian, or custodian
- 60 days** for any youth 14 years or older, or up to **120 days** with consent in writing from youth and parent, guardian, or custodian
- Not applicable

2. Select the maximum length of stay certified residential Transitional Independent Living Support Programs (TILPs) eligible for municipal RHY funds will be allowed to offer *homeless youth*:

For more information please refer to 19-OCFS-ADM-05.

- 18 months
- 24 months
- Not applicable

3. Indicate whether the county will allow TILPs eligible for municipal RHY funds to provide residential services to *homeless youth under 16 years old* on a case-by-case basis.

Note: In each instance the RHY Service Coordinator is required to notify OCFS per 19-OCFS-ADM-05.

- Yes
- No
- Not applicable

4. Indicate whether the county will allow any RHY program included in this plan to make services available to *homeless young adults* (up to age 25).

Note: Residential RHY programs must be certified by OCFS to serve homeless young adults.

- Yes
- No

i) If the county will **not** allow RHY programs receiving municipal RHY funds to provide services to homeless young adults, briefly explain why that decision was made:

Saratoga County has chosen not to make RHY services available to Homeless young adults (defined as a person who is between the ages of 21-24 years old) at this time because it is not deemed developmentally appropriate to offer housing to this population at the same time as housing Runaway and/or Homeless Youth (defined as a person under the age of 18 years old.) The physical plant of our Youth Home cannot provide separate living arrangements for both simultaneously. Homeless young adults in need of services would be referred to Shelters of Saratoga.

5. List the following information for the RHY service coordinator and any additional designees who are permitted to provide any required notice to OCFS per policies 19-OCFS-ADM-05 and 19-OCFS-ADM-06:

Name	Agency or Organization	Title	Email	Phone
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Saratoga County: Runaway and Homeless Youth Services

Rebecca Robarge	Dept. of Aging & Youth	Youth Services Coordinator	rrobarge@saratogacountyny.gov	518-884-4100
Andy Gilpin	CAPTAIN Community Human Services	Executive Director	andy@captaincares.org	518-371-1185

RHY Service Coordinator

1) Designation and duties of the municipal RHY services coordinator

Coordinator's Name:	Rebecca Robarge
Agency or Organization:	Saratoga County Department of Aging and Youth
Unit, division, bureau, or office in which the position is located:	152 West High Street, Ballston Spa, NY 12020
Percentage of time spent on RHY service coordinator duties (% FTE):	10%
<input type="checkbox"/> The municipal RHY service coordinator is also the municipal youth bureau director.	
<input checked="" type="checkbox"/> A copy of job description / responsibilities as maintained by the employer has been uploaded to this plan.	

2) Describe **how** the county monitors certified residential RHY programs to confirm youth's educational needs, including transportation to and from educational programs, are being met in accordance with the McKinney-Vento Homeless Assistance Act.

For more information please visit [NYS-TEACHS](#).

Written policies and procedures describe the services and delivery methods that are in place to meet the needs of all youth in care. Individual needs are identified upon referral and intake. The case management team documents every need identified and an individual plan is put in place to meet those needs. Services will include immediate needs and safety, in addition to, a spectrum of services that span from medical and educational to transitional and recreational. Youth engage in setting their own goals and develop plans to obtain meeting them. Case files, anecdotal notes and successful discharge from the Youth home is testimony confirming that youth have access to needed services. The RHY Service Coordinator monitors the residential program by using ongoing and as needed communication with the Executive Director and Associate Executive Director of the CAPTAIN Community Human Services agency, as well as, the staff at the CAPTAIN Youth Home. 2 annually scheduled site visits occur, at which a physical plant walk through is completed, along with review of staff and youth files. Drop in visits occur as needed.

Crisis Services Programs (RHY Crisis Shelters and Interim Family Programs)

CAPTAIN Youth Home

Address		Program Director		Operating Certificate Number	
2818 Route 9 Malta, NY 12020		Lori Rhodes 518-371-1185 lori@captaincares.org		2364	
<input type="checkbox"/> The county contracts with this program for RHY services. <input type="checkbox"/> The county contracts with this program for PINS respite services. <input checked="" type="checkbox"/> This program will receive OCFS RHY funds in the plan year.					
Ages of youth the program is certified by OCFS to serve:				Under 18	
Maximum length of stay offered to runaway youth by the program:				60-120	
Maximum Bed Capacity: Certified			Maximum Bed Capacity: Operating (projected)		
Target population		All persons	Target population		All persons
8		9	8		9

Transitional Independent Living Programs (Supported and Group Residences)

No programs were entered.

Non-Residential Programs

Please provide the following information about each of the OCFS-funded non-residential RHY programs and services that operate within your municipality. A [data dictionary](#) is available for your reference.

Program Name:

CAPTAIN Street
Outreach

Program Address:

1 Freeman Lane,
Saratoga Springs, NY
12866

Program Contact Name: Lori Rhodes
Program Contact Phone Number: 518-729-8489
Program Contact Email: Lori@captaincares.org
Hours of accessibility to RHY population: 8 hours/day, 5 days/week

Target Population (age and other relevant demographics):

CAPTAIN Community Human Services Street Outreach Team connects dedicated staff directly to youth ages 13-21 years in Saratoga County, or ages 13-24 in Fulton and Montgomery Counties who are experiencing homelessness or are at-risk of becoming homeless. Youth are met where they are: on the street, in encampments, shelters, or at our drop-in centers. They find a wide array of support services, including emergency shelter, face-to-face case management, access to basic necessities, transportation, food and clothing, and more. Their mission includes working with youth, individuals, and families who are dealing with housing crises, homelessness, and runaway issues. They are always available at no charge to runaways, the truly homeless, and those at risk of homelessness.

Non-residential RHY Services Provided:

The Street Outreach Team helps youth identify and reduce barriers that may exist between themselves and their dreams and goals. They do so by offering: street-based outreach and education, crisis intervention, access to basic needs (clothing/food/hygiene) and emergency shelter placements, individual assessments and case management, referrals to needed services, such as medical services, family counseling, sexual assault and crisis rape relief counseling, and drug and alcohol counseling, coordination with community partners such as schools, law enforcement, local youth and adult emergency shelters, and transitional living programs, relationship-building with trustworthy adults, and follow-up support.

OCFS Support

How can OCFS better support your county's response to RHY and young adults?

Consider support surrounding training, technical assistance, program development, standardizing tools, best practice, positive youth development, cross-system collaborations, etc.

OCFS can better support our municipality's response to RHY and young adults by continuing to provide allocations that support CSEC, RHYA, Positive Youth Development and Delinquency Prevention. Additional allocations and provisions that support continued education and training, sharing of best practices and success with cross-system collaboration, as well as, the development of standardized tools, followed by technical assistance that supports all of the above. CAPTAIN Community Human Services has identified the need for additional web-based trainings that are readily accessible to assist in maintaining the level of training required and enhance the knowledge and skills of shelter administration and staff.

Saratoga County: Runaway and Homeless Youth Services

Raising the Lower Age of Juvenile Delinquency Differential Response for Children Under Twelve Years of Age

As part of promoting the well-being of children, families, and communities, New York State passed legislation that raised the lower age (RTLA) of juvenile delinquency from 7 to 12 years of age in almost all cases (Chapter 810 of the Laws of 2021, as amended by Chapter 38 of the Laws of 2022). As of December 29, 2022, the new law requires that each local department of social services (LDSS) establish a RTLA differential response (DR-RTLA) for children under 12 years old who do not fall under the definition of juvenile delinquent under section 301.2 of the Family Court Act (FCA), and whose behavior would otherwise bring them under the jurisdiction of the Family Court pursuant to Article 3 of the FCA. Law enforcement may still respond to incidents involving these eligible children; however, a petition cannot be filed in family court under Article 3 of the FCA.

This legislation provides a critical opportunity for New York State to shift from criminalizing certain behaviors to providing young people with support services and assistance from differential response programs. The purpose of the DR-RTLA is to prevent the youngest children, who exhibit and engage in problematic behavior, from involvement with the juvenile justice and child welfare systems. Differential response services are voluntary, community-based, and aim to meet the needs of eligible children and their families by providing opportunities and supports that promote racial, ethnic, and gender equity, and overall well-being.

For additional assistance in completing the RTLA-DR Annual Plan, please reference the [Raising the Lower Age of Juvenile Delinquency Differential Response Annual Plan Desk Aid](#).

A. Differential Response for Children Procedures

The LDSS is responsible for the DR-RTLA for eligible children and their families in their local district. Please specify any other agency that is responsible at each procedure point and a brief description of how the agencies will collaborate at that procedure point.

1. Intake: Receives the DR-RTLA referral, conducts an initial screening, and makes an eligibility determination

Please specify any agency other than the LDSS that has a role at this procedure point:

Saratoga County Department of Aging and Youth Services (assisting in the intake process and screening process)

Not Applicable

The intake process includes at a minimum the following:

- Receive referrals at a minimum during regular LDSS business hours
- Gather intake information that includes but is not limited to,
 - the reason for the referral to the DR-RTLA, including the specific behavior(s) of the child;
 - the age of the child;
 - contact information for the referral source;
 - child and caregiver contact information;
 - any current safety concerns and/or safety plans in place;
 - contact information of known service providers and familial supports.

Based on the information, the DR-RTLA will make a determination of the child's eligibility.

For eligible children residing in the district, the DR-RTLA program will

- contact the family of an eligible child within one business day of receiving a referral;

Saratoga County: Raising the Lower Age of Juvenile Delinquency Differential Response for Children Under Twelve Years of Age

- schedule an appointment, within seven business days, with the child, the family and any familial supports identified by the family;
- ask the family if they are currently working with child protective services, child welfare preventive services or foster care services and obtain permission to speak to the LDSS case manager/caseworker for any applicable information.

When an eligible child or their family has current involvement with child protective services, child welfare preventive services or foster care services, the DR-RTLA program will contact the LDSS case manager/caseworker to

- inform them of the referral to the DR-RTLA program and the current intake information,
- inform them of the decision of the family to proceed or not proceed with the DR-RTLA assessment,
- inform them of the DR-RTLA processes, and
- obtain information about the assessment of the child's and their family's progress in current interventions and supports.

The DR-RTLA is voluntary to the child and family. If there are safety plans in place, or known safety concerns, the DR-RTLA program will immediately act in accordance with existing policy, regulations and law.

2. Assessment of the child's and family's strengths, concrete needs and challenges related to the behavior that led to a referral to the differential response. Such assessment should also consider any individualized vulnerabilities and be responsive to the child's and family's culture.

Name of assessment instrument(s) used:

- Child and Adolescent Needs and Strengths (CANS)
- Child and Adolescent Service Intensity Instrument (CASII)
- Sexual exploitation screening and assessment **(required)** (**OCFS-3920**—*Child Sex Trafficking Indicators Tool* and **OCFS-3921**—*Rapid Indicator Tool to Identify Children Who May Be Sex Trafficking Victims or are at Risk of Being a Sex Trafficking Victim*)
- Other
If you selected "Other," please specify:

Please specify any agency other than the LDSS that has a role at this procedure point:

Saratoga County Department of Aging and Youth Services

Not Applicable

The DR-RTLA assessment will include an assessment of

- the current safety of the child and safety concerns related to the child's behaviors that led to the DR-RTLA referral, which could include but is not limited to the safety of other children in the family;
- the eligible child's and family's strengths, concrete needs, and challenges or concerns;
- any individualized vulnerabilities;
- cultural considerations; and
- indicators of child sex trafficking.

The assessment(s) will inform the services, supports, and opportunities offered to eligible children and their families.

3. Please indicate below the potential supports to be offered to eligible children and their families:

Please check all that apply

- Positive Youth Development Programming
- Housing / Food / Clothing Supports

- Parent Peer Supports
- Respite Services
- Behavioral Health Services and Supports
- Parent / Caretaker Skill Development Supports
- Educational Supports
- Supervision and Treatment Services for Juveniles Program Services and Supports (non-FSS)
- Child Welfare Preventive Services (*if eligible*) **(required)**
- Family Support Services (FSS) Program (*if eligible and established*) **(required)**
- Other
If you selected "Other," please specify:

4. Plan development and successful intervention engagement process

Please specify any agency other than the LDSS that has a role at this procedure point :

- Not Applicable

Supports offered through the DR-RTLA are *voluntary* to the family and child.

The plan development process will

- be family-led,
- be initiated within fifteen days of the referral to the DR-RTLA program, and
- include natural supports and other providers involved with the family, with the family's permission, and as available.

If no safety plans are in place and no safety concerns identified and the family declines the recommended interventions, the DR-RTLA program will provide the family with contact information for the DR-RTLA program and the recommended interventions orally and in writing.

It is also required that the LDSS support the family through a facilitated referral process to agreed-upon interventions. Family team meetings or other family-led collaborative forums may provide the best opportunity for the child and family to meet new providers, to promote continuity of care, and for team members to align strategies and resources to best support the child and family.

The DR-RTLA program will use a facilitated referral process to services, supports, and opportunities to support the child and family at this critical transition point.

5. Follow up with providers and supports regarding child's progress

Please specify any agency other than the LDSS that has a role at this procedure point :

- Not Applicable

The LDSS's differential response process to assess the child's progress and collectively determine if there is a need for any further supports to the child and family includes at a minimum all of the following:

- Contacting the family and child on or about 30 days from the development of the support plan
- Obtaining all evaluations and assessments of the child's progress in interventions from the providers, as permitted by the family via a release of information, while the DR-RTLA case is active
- Contacting the provider(s) on or about 30 days after support plan development
- Contacting the family and providers within seven days prior to the DR-RTLA case completion to assess the child's progress and collectively determine if there is a need for further supports to the child and

Saratoga County: Raising the Lower Age of Juvenile Delinquency Differential Response for Children Under Twelve Years of Age

family

B. Planning Activities

Partners included in the planning of the DR-RTLA:

Please check all that apply

- Law enforcement agencies
- Families
- School districts
- Respite service providers
- Youth bureau
- Children's advocacy center
- Community / faith-based organizations
- Anti-trafficking providers
- Dispute resolution centers
- Voluntary agencies
- Other

If you selected "Other," please specify:

The LDSS collaborative planning activities for the development of the DR-RTLA plan included:

Please check all that apply

- Current data assessment
- Focus groups with families
- Community needs assessment focused on the needs of the eligible children and their families
- Other stakeholder meetings
- Meetings with law enforcement
- Other

If you selected "Other," please specify:

meetings with school districts, County Attorneys office and Sheriff department occurred

C. Differential Response Child Population

Please provide the following data for the DR-RTLA child population for December 29, 2022, through March 31, 2023. If the answer is zero, please indicate such and do not leave any blank areas. Specifically, please provide the following as whole numbers (not %):

Number of referrals to DR-RTLA by law enforcement:

(

Number of referrals to DR-RTLA by parents:

(

Number of referrals to DR-RTLA by schools:

(

Number of referrals to DR-RTLA by other sources:

(

Number of total DR-RTLA **eligible cases**:

(

Number of *eligible children* 7 years old at referral to DR-RTLA:

(

Number of *eligible children* 8 years old at referral to DR-RTLA:

(

Number of *eligible children* 9 years old at referral to DR-RTLA:

(

Number of *eligible children* 10 years old at referral to DR-RTLA:

(

Number of *eligible children* 11 years old at referral to DR-RTLA:

(

Number of total DR-RTLA-eligible cases for which participation was declined by family:

(

D. Reduction of System Involvement

Children do well when their parents, caregivers, families, and communities are healthy and stable. To be successful, as a system we must take a more comprehensive, trauma-informed, upstream approach to meet families where they are and have the capacity to rapidly engage with culturally relevant approaches, tools and resources that strengthen and empower families and their natural supports so that children are safe and can thrive.

The DR-RTLA for eligible children will reduce their likelihood of interaction with the juvenile justice and child welfare systems in the future through the following strategies:

Please check all that apply

- support and empowerment of families and their natural supports to identify their strengths, needs and resources so children are safe and can thrive
- use of community alternatives and interventions to address concerning or harmful behavior through developmentally appropriate means
- use trauma-informed practices when interacting with eligible children and their families
- use culturally responsive and inclusive approaches when interacting with eligible children and their families

Other

If you selected "Other," please specify:

Has your county noted progress toward this outcome since the last Plan submission?

Yes No

If "No," please specify the barriers and the solutions to address the barriers:

We have not had any cases so we haven't been able to ascertain if there has been a reduction

E. Promoting Safety and Well-being

As you consider your answer to this section, consider how the DR-RTLA can be a trauma-informed, inclusive, accessible, culturally responsive approach that supports, strengthens, and empowers families and their natural supports so that children are safe and can thrive.

The DR-RTLA for this eligible child population will enhance the ability of the district to ensure the safety and well-being of the eligible child population through the following strategies:

Please check all that apply

- family-driven policies that ensure the safety and well-being of eligible children
- assessment process includes an assessment of the current safety of the child and safety concerns related to the child's behaviors that led to the DR-RTLA referral, which could include but is not limited to the safety of other children in the family
- trauma-informed practices when interacting with eligible children and their families
- culturally responsive and inclusive approaches when interacting with eligible children and their families
- positive youth development opportunities that will enhance the well-being of eligible children

Other

If you selected "Other," please specify:

Has your county noted progress toward this outcome since the last Plan submission?

Yes No

If "No," please specify the barriers and the solutions to address the barriers:

We have not had any cases so we haven't been able to ascertain if there has been a reduction

F. Reducing Adverse Impacts

The following equity approaches should be considered as you complete your answer to this section.

- Race Equity and Gender Identity—advancing an approach where all children and families, regardless of race and Sexual Orientation, Gender Identity and Expression (SOGIE) have the same opportunity through culturally relevant supports and resources to reach their potential

Saratoga County: Raising the Lower Age of Juvenile Delinquency Differential Response for Children Under Twelve Years of Age

- Social and Economic Well-Being—promoting and supporting a trauma-informed system where concrete needs are met, and opportunities are provided equitably
- Family and Youth Partnership—authentically and effectively sustaining the participation of families and youth at all system levels

The DR-RTLA addresses adverse impacts on marginalized communities through the following strategies:

Please check all that apply

- Performing outreach to marginalized communities to ensure they are aware of resources available and hear their needs
- Engaging with law enforcement, particularly in marginalized communities, to ensure law enforcement's understanding of the new approach with eligible children
- Building capacity for culturally responsive services, supports, or opportunities in partnership with communities
- Responding to feedback from children and families on the DR-RTLA program and their needs
- Other
If you selected "Other," please specify:

Has your county noted progress toward this outcome since the last Plan submission?

- Yes No

If "No," please specify the barriers and the solutions to address the barriers:

We have not had any cases so we haven't been able to ascertain if there has been a reduction

G. Monitoring Activities

The LDSS's activities must include how the required service elements (i.e., intake, assessment, support planning, intervention engagement, and monitoring of the child's progress) of the DR-RTLA are monitored and how child and family feedback are consistently included in the monitoring activities.

The LDSS will monitor the DR-RTLA for children through the following activities:

Please check all that apply

- Obtaining child feedback consistently **(required)**
- Obtaining family feedback consistently **(required)**
- Supervisory review of DR-RTLA case activities, including but not limited to intake, assessment, support planning, intervention engagement, and monitoring of the child's progress in interventions
- Regularly-scheduled meetings with differential response staff to assess the current processes and protocols for improvements
- Regularly-scheduled meetings with community stakeholders, including law enforcement agencies, to assess the current processes and protocols for improvements
- Other
If you selected "Other," please specify:

The LDSS will ensure the confidentiality of the DR-RTLA records.

The DR-RTLA records shall be maintained for five years after an eligible child has been referred to the LDSS differential response or until the eligible child reaches the age of 12, whichever is sooner. The LDSS will ensure compliance with the record retention schedules for the DR-RTLA records.

H. Funding

Does your county use additional funding (e.g., local dollars or grant funding) to enhance the DR-RTLA for children?

No Yes

I. Training

The training that will be provided to district staff regarding the LDSS DR-RTLA for children will include, at a minimum:

- an overview of the LDSS differential response structure and DR-RTLA plan;
- information regarding the required elements of the DR-RTLA, including responsibilities for obtaining intake information, screening for eligibility determination, assessment of the eligible child and their family, collaborative support planning with the eligible child and their family, the supportive referral process to interventions as needed, and monitoring of the eligible child's progress in interventions;
- the voluntary nature of the differential response and the interventions offered to the eligible child and their family;
- information regarding the DR-RTLA case documentation, confidentiality, and completion requirements;
- information regarding the current continuum of services, supports, and opportunities in the district;
- record retention schedules for the differential response; and
- local district protocols related to when a differential-response-eligible child may be considered for PINS diversion services.

Please provide any additional information that will be contained in the training for district staff:

n/a

Please provide the anticipated frequency of this training:

Training was provided to the unit supervisors. The plan is that the rest of the staff will be provided with training initially at the inception of the program (upon receipt of first case) and upon hire thereafter.

The training that will be provided to non-district staff regarding the LDSS DR-RTLA for children will include, at a minimum:

- an overview of the LDSS DR-RTLA structure and referral processes;
- contact information for the LDSS DR-RTLA and hours of operation (must at a minimum align with normal business hours of the LDSS);
- eligibility criteria for the differential response and the LDSS processes that will be followed should the referred child not be eligible for the DR-RTLA;
- the requirements of the differential response, including but not limited to monitoring of the child's progress in interventions and follow-up timeframes, and the differential response case completion;
- the voluntary nature of the differential response and the interventions offered to the eligible child and their family;
- information regarding the current continuum of services, supports, and opportunities in the district; and
- record retention schedules for the DR-RTLA.

Please provide any additional information that will be contained in the training for non-district staff:

n/a

The non-district staff that will receive such training will include:

Please check all that apply

- Law enforcement agencies
- Families
- School districts
- Respite service providers
- Youth bureau
- Children's advocacy center
- Community-based organizations
- Anti-trafficking providers
- Dispute resolution centers
- Voluntary agencies
- Legal partners such as County Attorney, Attorneys for the Child and Family Court Judges
- Other

If you selected "Other," please specify:

Please provide the anticipated frequency of this training:

Initially at the inception of the program and as needed thereafter. Training will be available annually for non-district staff upon request from the non-district staffing agency

The training set forth in section 840 of the Executive Law for police officers—whose main responsibilities are juveniles—provides instruction, among other areas, on the differential response program. It includes the definition of the program's eligible population and best practices by law enforcement that involve the collaboration with LDSSs for children under the age of 12 who are eligible for the LDSS differential response program. This training is released to police officers by the New York State Division of Criminal Justice Services.

J. Technical Assistance

Does your county have any technical assistance needs related to the raising the lower age of juvenile delinquency legislation?

- No Yes

K. Differential Response for Children Contact

Please provide the name, title, email address, and phone number of the contact for the DR-RTLA program.

This information will be posted publicly on the OCFS website.

Name:

Melissa Oliphant

Title:

Case Supervisor - CPS

Email Address:

melissa.oliphant@dfa.state.ny.us

Phone Number:

518-884-4151

PINS Diversion Services

The PINS Reform Law (Chapter 57 of the Laws of 2005) requires that a Local Department of Social Services (LDSS) Consolidated Services Plan or Child and Family Services Plan (Integrated County Plan) include a Persons In Need of Supervision (PINS) diversion services section. PINS reform legislation (ELFA Part K of 2019) includes the elimination of the use of detention for PINS youth as of January 1, 2020.

These requirements apply to all localities and support increased community-based services to PINS youth and families, and collaboration at the local and regional level to develop effective responses to status offenders and their families.

Please note that the information in this form is specific to the *PINS Diversion Services population and process* in your locality or jurisdiction, **not** to the post-petition PINS population or the juvenile delinquent (JD) population.

Please note that many sections of the PINS Diversion Services Plan have been pulled forward from the 2022 submitted and approved PINS Diversion Services Plan for your convenience. This does require you to amend information that is no longer applicable and/or updated for 2023.

Designation of Lead Agency

Counties should configure their PINS diversion services according to their individual efficiencies and strengths. The designation may be changed in the future through an update to the plan or at the time of the next plan submission. While the LDSS is required to identify one lead agency, cooperative procedures may require other agencies to perform certain functions or services.

Select the Lead Agency for PINS Diversion Services:

Probation

LDSS

This is a change in Lead Agency for 2023.

Inventory of PINS Diversion Service Options

*Describe PINS diversion services that are available in your county and indicate whether a service gap exists. For each service, include the geographic area (countywide or specific cities or towns). Please note that the first four service categories are required and therefore each question in those sections **must be completed**. Counties may coordinate efforts with providers to establish regional services.*

Service Category	Service Gap
Residential Respite (required)	
Providers: Captain Youth Shelter	<input type="checkbox"/> There is a service gap in this service
Geographic Area: Saratoga County	
Limitations:	
Crisis Intervention—24 hours per day	

Saratoga County: PINS Diversion Services

Providers: Berkshire Farm Center & Services for Youth Geographic Area: Saratoga County Limitations:	<input type="checkbox"/> There is a service gap in this service
Diversion Services / Other Alternatives to pre-dispositional placement (required)	
Providers: KMG Monitoring Geographic Area: Saratoga County Limitations:	<input type="checkbox"/> There is a service gap in this service
Conducts sexual exploitation screening and assessment (required)	
Providers: Saratoga County Probation conducts sexual exploitation screening and assessment PINS cases. Saratoga County Probation Department conducts the Rapid Indicator screening on our PINS youth, they also complete sexual exploitation screening and assessment. These cases are reported to the Safe Harbor Law Enforcement Coordinator. Geographic Area: Saratoga County Limitations:	<input type="checkbox"/> There is a service gap in this service
Alternative Dispute Resolution Services (optional)	
Providers: Mediation Matters Geographic Area: Saratoga County Limitations:	<input type="checkbox"/> There is a service gap in this service
Other Services—including those to prevent and intervene with youth exhibiting runaway behaviors	
<i>Not offered.</i>	
Other Services—including those to prevent and intervene with youth who are truant	
<i>Not offered.</i>	

PINS Diversion Services Procedures

Please provide a description of the following procedures, including any collaborative team processes. This entire section is **required to be completed**.

Saratoga County: PINS Diversion Services

Record the agency that is responsible for each procedure and a brief description of how each procedure will be provided.

PINS Diversion Services Protocol	Responsible Agency(ies)
a. Determines the need for residential respite services and need for alternatives to pre-dispositional placement	
<p>Describe how provided:</p> <p>Referrals are made to CAPTAIN Youth Shelter by the Probation Department when youth and their family are in crisis, struggling at home, or in the community, and are in need of a safe environment where they can temporarily work through identified issues/resources. Eligible youth will be identified during the PINS intake process. Additionally, Street Outreach Workers are available to youth to assist in coordinating services with community partners such as schools, law enforcement, local youth, and adult emergency shelters, and transitional living programs; to assist in the access to emergency shelter and/or assistance with alternative housing, and to provide Street-based outreach and education.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other
b. Provides an immediate response to youth and families in crisis (includes 24 hours a day response capability)	
<p>Describe how provided:</p> <p>Berkshire Farms Center and Services for Youth, in conjunction with Probation, will provide a 24 hours a day response through the use of their Family Specialists/On-call worker to youth and families in crisis after hours. Families who are identified to require crisis intervention services are given an on-call phone number that they can access when in crisis. Law Enforcement agencies have also been provided on-call numbers and are also able to reach out to on-call workers relative to crises that occur with the youth and families of Saratoga County. Berkshire Farms Center and Services for Youth also conducts a sexual exploitation assessment of all youth that are referred to them.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other
c. Serves as intake agency—accepts referral for PINS diversion services, conducts initial conferencing, and makes PINS eligibility determinations	
<p>Describe how provided:</p> <p>Saratoga County Probation Department accepts school-based and parental PINS referrals for youth residing in Saratoga County. Parental PINS referrals are required to participate with Mediation Matters before opening the referral, when appropriate. Upon meeting with the youth and family on a school PINS referral, or a parental intake referral, when mediation has not been successful, the Rapid Indicator Tool is used to assess sexual exploitation, and a YASI pre-screen assessment is conducted. Cases, whereby sexual exploitation is a concern, are referred to the Safe Harbor Law Enforcement Coordinator for Saratoga County. Also, when the YASI assessment yields a medium or high-risk score, the youth and their family are referred to appropriate resources based on the instrument's targeted areas of concern as related to the presenting issue. When a YASI assessment yields a low-risk score, appropriate recommendations are made and the case is typically closed right away.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other
d. Conducts assessment of needs, strengths, and risk for continuing with PINS behavior	

<p>Name of assessment instrument used:</p> <p><input checked="" type="checkbox"/> YASI <input type="checkbox"/> YLSI <input type="checkbox"/> Other</p> <p>Describe how provided:</p> <p>Saratoga County Probation Department conducts YASI pre-screen assessments on PINS cases that are opened. The pre-screen assessment is conducted during the intake appointment. When a YASI pre-screen yields a score of Moderate or High Risk, the Probation Department conducts a full assessment screening and begins the case planning process with the input of the youth and family.</p>	<p><input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other</p>
<p>e. Conducts sexual exploitation screening and assessment</p>	
<p>Name of screening instrument used:</p> <p><input checked="" type="checkbox"/> Rapid Indicator Tool <input type="checkbox"/> Child Sex Trafficking Indicators Tool <input type="checkbox"/> Other</p> <p>Describe how the screening instrument is administered and what training has been provided:</p> <p>POs conduct the Rapid Indicator Tool at the commencement of PINS intake, gathering information from schools, family members and the youth while watching for flagged areas based on that information. Saratoga County has worked closely with Safe Harbor and has attended full-day trainings/discussions at Skidmore College prior to COVID-19 protocols. The Juvenile Unit has also attended webinars that address sexual exploitation via the use of social media. Saratoga County Probation Department has also designed the PINS Intake Application with fields that better assist us in screening for sexual exploitation.</p> <p>It should also be noted that when a youth is referred to Berkshire Farms Center and Services for Youth prevention program, they are, again, evaluated by the Family Specialist.</p>	<p><input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other</p>
<p>f. Works with youth and family to develop case plan</p>	
<p>Describe how developed:</p> <p>Through the use of motivational interviewing, the Probation Department, the youth, and the family develop a case plan to address the identified risk areas which are related to the presenting issue. This process is done during a series of appointments/communications with the youth and family, as well as with collateral contacts. When a youth is identified as needing the intervention of Berkshire Farm Center and Services for youth (aka BFC), BFC, the Probation Department and the youth/family collaborate in editing the case plan as needed. This is done through phone calls, emails, in-person contact and monthly team meetings, which include the Probation officer, the family specialist, and the probation and BFC supervisors. The family and youth also participate during face-to-face contacts in the development of the case plan.</p>	<p><input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other</p>
<p>g. Determines service providers and makes referrals</p>	

<p>Describe how provided:</p> <p>Through the utilization of evidence based YASI-Caseworks, cases are screened yielding a risk level which identifies areas of risk, as well as protective factors. From this screening, the youth and family, with the assistance of the Probation Officer, develop a case plan and identify appropriate local resources to address the areas of risk. When Berkshire Farms Center is identified as a resource, both agencies collaborate to determine which service providers will be most appropriate for each youth/family. Furthermore, our juvenile officers also have access to the evidence based GAINS-SS instrument to help identify behavioral health risk levels/needs.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input checked="" type="checkbox"/> Other Berkshire Farm Center and Services For Youth
<p>h. Makes case closing determination</p>	
<p>Describe how provided:</p> <p>The Saratoga County Probation Department makes the final case closing determination, though when Berkshire Farm Center and Services For Youth is actively involved, the two agencies discuss individual cases to determine if case plan goals have been met. This is typically done during a monthly team case review. A meeting with the youth and family is then held to discuss progress and the completion of goals prior to closing the case.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other

PINS Diversion Services Plan

A. Planning Activities

Briefly describe all PINS Diversion Services—Strategic Planning activities the locality has engaged in related to this current plan. Include every organization in the county that is involved to date in the PINS Diversion Services planning process and how this plan aligns with the county Youth and Young Adult Services plan and the Runaway and Homeless Youth plan. Schools, law enforcement officials, probation, the local family court, respite service providers, youth bureaus, community-based organizations, runaway and homeless youth providers, anti-trafficking providers, dispute resolution center partners, and others are critical partners to the planning process. Please also include how youth and family voice are incorporated into the PINS Diversion Services planning process.

Describe the collaborative process for the development of the PINS Diversion Services Plan and MOU:

Saratoga County Probation has a Probation Officer assigned to each school district, including both BOCES (Hudson Falls and Saratoga Springs) Probation Officers meet with administrators regularly, collaborating with staff members relative to planning for each student referred to Probation. Approximately 100- 140 Pre-PINS meetings are conducted by Saratoga County Probation with youth, families and schools when at-risk youths are identified by the school for potential Probation Officers often attend CSE meetings (of youth identified as PINS) in order to develop school plans for assisting the individual educational/needs of those same youth and to provide support and guidance to parents who are often uncomfortable in the formal school setting.

Mediation Matters offers dispute resolution to parents and youths when PINS applications are filed by parents. Mediation Matters is also offered to school districts for attendance mediation when Pre-PINS meetings are conducted with potential school PINS referents.

There are also 5 Family Specialists (Berkshire Farm Center) providing services to the youth in Saratoga County. Each Family Specialist has the ability to work with up to 7 families at any given time. Probation and Berkshire Farm Services meet with each youth and parent(s) to discuss needs and goals as part of the evolution of the case plans. Probation, Berkshire Farm Services, and CAPTAIN Shelter assist homeless and runaway youth by meeting families where they are located, and by offering respite services at CAPTAIN

Shelter when needed. All youths are assessed via the Rapid Tool Indicator and are referred to Safe Harbor when risks are evident.

Furthermore, Saratoga County Probation, with the guidance of Columbia University, is equipped and trained to use the GAINS-S behavioral health screening tool for any youth that is experiencing a crisis or for which we have concerns. Pathways for the identified level of need are clear-cut and involve the local police, mobile crisis, Saratoga Hospital, and local behavioral health agencies.

Probation meets with each youth and their parent/guardian to discuss goals, develop a plan, and finalize case planning. Through motivational interviewing and the inclusion of youth/family voiced needs and goals, the youth and family participate in the case planning process throughout the course of the diversion. In doing so, families have voiced the need for readily available mental health and substance abuse services as there has been difficulty in getting into treatment due to long waitlists. What services have been available, are often via telehealth. Families have voiced that our youth are generally less likely to cooperate with and/or make a positive connection with counselors via virtual treatment. As a result, our department is actively seeking out new treatment sources, meeting with local surrounding counties to share resources, and working toward implementing interactive journaling into our case planning/diversion process. For our substance abuse population, we have also worked with OASAS, as well as our local providers, to find new resources.

List stakeholder and service agency involvement in strategic needs assessment and planning:

The Probation Department and the Department of Social Services maintain regular communication in terms of resources available. Berkshire Farm, DSS, and Probation meet to discuss outcomes and annual planning. Berkshire Farm is also involved and available when needed and appropriate.

B. PINS Diversion Services Population

Please define the PINS Diversion Services population in your county for calendar year 2022. If the answer is zero please indicate such and do not leave any blank areas. Specifically, please provide the following as whole numbers (not %):

Number of PINS Diversion Services cases carried over from previous year:	21
Number of Total PINS Diversion Services referrals:	61
Number of PINS Diversion Services referrals filed by parents:	23
Number of PINS Diversion Services referrals by schools:	38
Number of PINS Diversion Services referrals by police:	0
Number of PINS Diversion Services referrals by victim:	0
Number of PINS Diversion Services referrals other sources:	0

Please identify other sources:

Number of Total PINS Diversion Services cases closed:	78
Number of PINS Diversion Services cases closed as Successfully Diverted:	51

Number of PINS Diversion Services cases closed as Unsuccessful and Referred to Petition:	13
Number of PINS Diversion cases closed for other reasons (include Withdrawn and Terminated with Bar to Petition):	14
Number of PINS Diversion Services cases that remained open at end of calendar year:	5

C. Data Collection

How was data collected?

The data was collected using the data in Caseload Explorer.

D. Pre-PINS Diversion Efforts

Youth with PINS behavior and their families are engaged in services and supports in an attempt to address the presenting issues, as an alternative to proceeding with a PINS complaint.

Is your county providing any pre-PINS diversion services or supports?

- No
- Yes

If "Yes" please list and describe the service and the location:

In 2022, Saratoga County Probation Department conducted 72 pre-PINS meetings in the Saratoga County school systems. When students were identified as being at risk of referral to Probation as a PINS intake, Probation Officers would meet with school administrators, families, and students to discuss the PINS process and to identify possible pre-PINS steps that should be taken by the school and/or family prior to filing a PINS application. Schools are encouraged to utilize this process early on to ensure the best possible outcome.

Saratoga County Probation Department also has a daily "duty" probation officer to address workday PINS phone calls and email inquiries, as well as parental PINS walk-ins looking for information about available services and/or the PINS intake process. Duty Officers (POs) often meet with parents and youths that walk in to discuss the criteria and process of filing a PINS application, the services available to applicants, and to discuss possible steps that the family/youth can take to avoid having to file a PINS application.

Saratoga County Probation Department also utilizes Mediation Matters for parental PINS complaints that do not have CPS involvement and/or severe youth substance abuse involvement. Mediation Matters is utilized as the first step for parents who are considering following through with a PINS application/intake services and allows the family and youth to mediate an agreement that might alleviate the need for intake services.

Number of youth who received Pre-PINS services in calendar year 2022:

72

E. Needs Analysis

Saratoga County: PINS Diversion Services

Include a summary of the data and the analysis used to determine the needs of the PINS Diversion Services population.

List data sources (e.g., Communities That Care, youth assessment and screening instrument aggregate reports, PINS/complaint [source or type] information, status at closing, cases referred for petition, etc.). Specify whether the findings relate to county, city, town, neighborhood, school or other specific groups within the PINS Diversion Services population. Describe any conclusions drawn or changes made to strategies to address the needs of this population. Data collected through the needs assessment process can be useful in selecting outcomes in the next section. **Include how the local assessment may have shifted related to the PINS reform legislation of 2019.**

As in previous years, we do not currently have aggregate data for the PINS mental/behavioral health population, one of the gaps that is often shown to be an area of risk in the YASI screening and in working with the PINS population is the area of mental health. The need for mental health services/programs continues to be a concern shared by all parties involved in serving the PINS population as there are currently long waitlists. There continues to be a need for interventions to address a shortage of programs for adolescents with chronic, long-term mental health disabilities and/or those that have had multiple hospitalizations. It has been our experience that these youth often fall into a gap related to the lack of services ranging from mental health respite to long-term care. As a result, these youth continue to wind up being addressed by law enforcement and the juvenile justice system.

More recently, substance abuse services also appear to be plagued by short staffing and waitlists. We have seen fentanyl use in teens, with a lack of services (both detox and inpatient treatment) for this area of addiction.

F. Desired Changes

List desired changes in community, family, or individual behaviors or conditions in terms that are specific, measurable, achievable, realistic, and timely. Identify the intended outcomes to be achieved for the PINS Diversion Services population. Outcomes should be derived from the aggregate needs, and could include specific populations (e.g., truants; ungovernable youth; females; males; youth who identify as lesbian, gay, bisexual, transgender, queer, and gender non-binary (LGBTQ+); special education youth); specific PINS Diversion Services processes (e.g., pre-PINS collaborative work, improved service timelines, improved services, focus on evidence based interventions); or aggregate data based outcomes (e.g., reduced number of PINS referred to petition, reduced parental PINS, reduced school PINS, or reduction in specific YASI risk assessment scores). It is important to note that the outcomes in this section are **only** for the **PINS Diversion Services population and/or process**.

For each outcome:

1. Identify the specific raw number or percentage change indicator sought for that outcome.
2. Identify quantifiable and verifiable outcomes of the desired change in conditions or behaviors for the PINS Diversion Services population.
3. Describe the strategies to be implemented to achieve the identified indicator and outcome. Each strategy should include the timeframe for completion, and a designation of who is responsible for implementation.

Desired Change	Numerical or Percentage Change Sought	Identify Outcome (for PINS Diversion Services population)	Strategy / Plan to achieve (who, what, and when)
Change #1			
The youth of Saratoga County with Mental/Behavioral Health Disorders will have more appropriate/long-term care services available to them. Less youth with Mental/Behavioral Health Disorders will wind up in the Family Court System as they will be referred	75%	The GAIN-SS evidence based assessment tool clearly identifies youth with Mental/Behavioral Health Disorders, and is available for each Probation Officer to utilize, taking the	Meeting with local service providers to find alternative ways to get our youth the services they need is necessary. There appears to be staff shortages in most of

<p>to appropriate resources that appropriately meet their needs.</p>		<p>guesswork out of the mental health needs. Currently, we utilize this tool for JD cases, though it is available to use for PINS cases when there is concern for a youth's mental health risks and needs.</p> <p>Of great concern, however, are the behavioral health waitlists for our youths. While we can identify the risk level of each youth, we cannot guarantee that services will be available. Having the appropriate services available and being able to put them in place will reduce the number of youth having Mental/Behavioral Health Disorders from involvement in the Juvenile Justice System.</p>	<p>our local agencies. Telehealth has been utilized, though not all youth want to engage in virtual treatment.</p>
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Change #2

<p>Implementation of the Parenting Project to coach and train parents in communication, keeping youth safe in a technological world, trafficking issues/signs, setting limits, and following through with appropriate consequences for behavioral issues.</p>	<p>75%</p>	<p>Saratoga County will have an effective parenting program that identifies and coaches parents through issues that are present in the culture/climate that our youth are facing. Issues that may include: Communication, keeping youth safe in a technological world, trafficking issues/signs, setting limits, following through with appropriate consequences for behavioral issues.</p>	<p>DSS and Probation have, in the past, spoken with a local service provider relative to participating and certifying in a training, The Parent Project, and using this certification to provide a mandatory parenting class for parents of PINS youth/CPS parents.</p> <p>Finding financial sources for this program would be necessary as a first step to complete this goal.</p>
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Change #3

<p>Saratoga County will have the availability of substance abuse services for higher risk substance abusing youth. Our local substance abuse services also appear to be plagued by short staffing and waitlists. We see fentanyl use in teens, with a lack of services (both detox and inpatient treatment) for this area of addiction. Any teen addicted to fentanyl presents a heightened urgency for detox/treatment.</p>	<p>75%</p>	<p>With the rise of opioid use in the youth population, there will be the availability of substance abuse services to address any level of this addiction: outpatient, detox, and in-patient.</p>	<p>Continued conversations with local substance abuse agencies, and NYS OASAS about the rising need of these services for the youth population.</p>
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G. Technical Assistance / Other PINS Related Information for OCFS and DCJS

Does your county have any technical assistance needs related to PINS Diversion Services?

- No
- Yes

Does your county have any training needs related to PINS Diversion Services?

- No
- Yes

Please specify:

Working with truancy cases for more positive outcomes.
Working with and finding resources for age13 to16 opiate-addicted youth. We are finding more of this population and have had to recommend a youth to residential placement with OCFS because resources available to probation and DSS were minimal.

Does your county have any technical assistance needs related to improving equity / addressing disparities in PINS Diversion Services?

- No
- Yes

Please specify:

Yes, we are not a diverse county and have indicated in other plans that this training will continue to be helpful to us.

H. PINS Diversion Services Lead Agency County Contact

Please provide the name, title and email address of the lead agency county contact for the PINS Diversion Services plan.

Name:

Susan Costanzo

Title:

Probation Director

Email Address:

scostanzo@saratogacountyny.gov

Adult Services

Goal #1

Please review your 2022 Annual Plan Update to your Child and Family Services Annual Plan and provide any additional updates for 2023.

Select one of the goals from your 2022 Annual Plan Update:

- Goal 1:** Vulnerable adults who self-neglect or are abused, neglected, or exploited by others will be identified, have their living situation thoroughly investigated, and be protected.
- Goal 2:** APS will pursue appropriate legal interventions to address situations where impaired adults are at risk of harm, are unable to make informed decisions, and are refusing necessary services.
- Goal 3:** APS will utilize multi-disciplinary teams and community resources to improve investigations, assessments, and service delivery to reduce risk and protect vulnerable adults.
- Goal 4:** APS will provide protective and residential services in the least restrictive manner that will effectively protect vulnerable and dependent adults, balancing adults' rights to self-determination against need to seek protection of at-risk persons lacking capacity.
- Goal 5:** Youth aging out of foster care or other child welfare services who could benefit from Adult Services as they reach adulthood will be identified, have their needs assessed, and be protected.

Identify the strategy(s) you proposed for year one (can be copied from your CFSP submission):

Adult Protective casework staff will assess each referral received in a timely manner entering progress notes into ASAP contemporaneously. Article 81 referrals and petitions seeking to appoint the Commissioner as guardian will be thoroughly vetted to determine if an alternative appointment opportunity may exist. Casework staff will utilize social platforms along with internet resources to identify potential individuals willing to perform the duties of guardian should they be deemed necessary. Cases will be conferenced with the Saratoga County Attorneys office to determine if legal action should be initiated with Article 81's and POA revocations. The multi County EMDT (Enhanced Multidisciplinary Team) will be utilized along with the Financial Crimes Unit of the NYSP to discuss potential financial exploitation cases.

Have you implemented the strategy(s) you proposed for year one? If not, why not?

Yes Saratoga County Casework staff initiate timely assessments entering notes in to ASAP. Casework staff promptly begin the challenge of identifying and securing alternative individuals to act as guardian should the courts deem them not to have capacity. APS staff utilize resources to search for family members or individuals to perform the tasks of a guardian. Letters and notification are sent to the District Attorneys office each time a referral is made to Law Enforcement when there is suspected exploitation of a vulnerable adult.

Were the activities associated with your strategy(s) successful (so far)?

Saratoga County Casework staff have secured family members, friends and relevant individuals to act as guardian when the court has deemed an individual not to have capacity to manage their affairs and the petition filed was seeking to have the Commissioner appointed guardian of person and property. In cases of suspected financial exploitation referrals to Law Enforcement as well as notification to the District Attorney's office were completed

How do you know? How did you measure your success and was there an Administrative review by the Director

Saratoga County: Adult Services

of Services, Deputy Commissioner or the Commissioner?

The ASAP log is reviewed on a regular and consistent basis. Weekly updates are provided to the Administrative team which includes the Director of Services, Deputy Commissioner and Commissioner. Success is measured by the number of petitions seeking to have the Commissioner named as guardian versus the actual number of petitions where the Commissioner is appointed as permanent guardian. Director of Services participates in meetings with County Attorneys office when discussing cases.

At this point, do you believe that a strategy needs to change? Is there an obstacle which is interfering with your activities / strategy(s)?

Strategies will remain the same.

What will you do instead?

A new Goal will need to be selected

ACL Funding

As a follow up to the ACL funding discussions, OCFS would like to track where the ACL strategies may align with currently selected APS County plan goals.

If ACL funds are used to support this goal, please mark the corresponding box and select the associated ACL strategies that support that goal.

Are ACL funds used to support this goal?

Yes No

Select the ACL strategies utilized to support this goal (more than one may be chosen):

- Establishing or expanding/enhancing the state-wide and local-level elder justice networks
- Working with tribal adult protective services efforts
- Improving or enhancing existing APS processes
- Improving and supporting remote work, such as purchasing communications and technology hardware, software or infrastructure (equipment \$5,000 or more needs OCFS and ACL approval)
- Improving data collection and reporting at the case worker, local, and state levels in a manner consistent with the National Adult Maltreatment Reporting System (NAMRS)
- Establishing new or improving existing processes for responding to alleged scams and frauds
- Conducting community outreach
- Providing goods and services to APS clients
- Acquiring personal protection equipment and supplies
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
- Training costs

Assisting APS clients with securing the least restrictive option for emergency or alternative housing and with obtaining, providing or coordinating with care transitions as appropriate

Were the activities associated with the strategies successful?

Yes No

How do you know?

Funds for training have not been used yet. The plan is to utilize ARPA 1 and ARPA 2 grant funds for training.

ACL grant funds were used to assist APS clients financially by paying bills and providing goods when they were at risk of harm and/or harmed financially by a relative or acquaintance.

Electronic devices such as laptop computers and portable scanners were purchased for the APS staff to assist them in working remotely which included the ability to scan in copies of legal documents a client had so that those documents could be shared with the appropriate authorities when necessary.

How did you measure your success?

Please provide a description of the impact the strategies had on the goal and how that was measured.

Clients were able to remain in their homes avoiding eviction or foreclosure as a result of the ACL grant monies being used to assist in paying outstanding debt that jeopardized their living arrangement.

Goal #2

Please review your 2022 Annual Plan Update to your Child and Family Services Annual Plan and provide any additional updates for 2023.

Select one of the goals from your 2022 Annual Plan Update:

- Goal 1:** Vulnerable adults who self-neglect or are abused, neglected, or exploited by others will be identified, have their living situation thoroughly investigated, and be protected.
- Goal 2:** APS will pursue appropriate legal interventions to address situations where impaired adults are at risk of harm, are unable to make informed decisions, and are refusing necessary services.
- Goal 3:** APS will utilize multi-disciplinary teams and community resources to improve investigations, assessments and service delivery to reduce risk and protect vulnerable adults.
- Goal 4:** APS will provide protective and residential services in the least restrictive manner that will effectively protect vulnerable and dependent adults, balancing adults' rights to self-determination against need to seek protection of at-risk persons lacking capacity.
- Goal 5:** Youth aging out of foster care or other child welfare services who could benefit from Adult Services as they reach adulthood will be identified, have their needs assessed and be protected.

Identify the strategy(s) you proposed for year one (can be copied from your CFSP submission):

Youth aging out of Foster Care or other child welfare services who could benefit from Adult Services as they reach adulthood will be identified, have their needs assessed and be protected. These individuals would benefit by being identified and assessed for ongoing services to ensure they receive supports to gain

Saratoga County: Adult Services

independence and achieve self sufficiency.

Have you implemented the strategy(s) you proposed for year one? If not, why not?

Yes. Regular and consistent contact with Children's Services is maintained to identify youth who could benefit from services. Once identified monthly pre discharge meetings will be held with the youth that express they wish to live independently.

Were the activities associated with your strategy(s) successful (so far)?

Yes, on going conversations with Foster Care and Children's Services help with pre-planning stages for youth who express they would like to live independently in the community.

How do you know? How did you measure your success and was there an Administrative review by the Director of Services, Deputy Commissioner or the Commissioner?

Monthly pre-discharge planning meetings will be held once a decision has been made by a youth in foster care that say they want to live independently. Applications for providers will be submitted prior to discharge. Adult Protective Services will assess each case for the need for ongoing support and oversight. Casework staff will participate in the monthly discharge planning updating on status and providing updates as progress is tracked. Yearly review will occur with Supervisory and Administrative staff.

At this point, do you believe that a strategy needs to change? Is there an obstacle which is interfering with your activities / strategy(s)?

At this point our strategy will remain the same.

What will you do instead?

A new Goal will need to be selected

ACL Funding

As a follow up to the ACL funding discussions, OCFS would like to track where the ACL strategies may align with currently selected APS County plan goals.

If ACL funds are used to support this goal, please mark the corresponding box and select the associated ACL strategies that support that goal.

Are ACL funds used to support this goal?

Yes No

Select the ACL strategies utilized to support this goal (more than one may be chosen):

- Establishing or expanding/enhancing the state-wide and local-level elder justice networks
- Working with tribal adult protective services efforts
- Improving or enhancing existing APS processes
- Improving and supporting remote work, such as purchasing communications and technology

hardware, software or infrastructure (equipment \$5,000 or more needs OCFS and ACL approval)

- Improving data collection and reporting at the case worker, local and state levels in a manner consistent with the National Adult Maltreatment Reporting System (NAMRS)
- Establishing new or improving existing processes for responding to alleged scams and frauds
- Conducting community outreach
- Providing goods and services to APS clients
- Acquiring personal protection equipment and supplies
- Paying for extended hours/overtime for staff, hiring temporary staff and associated personnel costs
- Training costs
- Assisting APS clients with securing the least restrictive option for emergency or alternative housing and with obtaining, providing or coordinating with care transitions as appropriate

Were the activities associated with the strategies successful?

- Yes No

How do you know?

There is a plan to utilize ARPA 1 funds for this goal. Funds have not been used to date.

How did you measure your success?

Please provide a description of the impact the strategies had on the goal and how that was measured.

Funds have not been used yet.

Child Care Assistance Program (CCAP)

The CCAP section of the plan is effective on the date that it is approved by OCFS. The approval date for the CCAP section of the plan can be found on [the OCFS website](#).

Part One: NYS Child Care Block Grant

I. Administration

1. Total Estimated Funds Available: \$4938257.00
2. Projected spending for FFY 2023–2024: \$3108696.00
3. Does your district have a contract or formal agreement with another organization to perform functions using the NYSCCBG?
 Yes No

II. Federal and Local Priorities

1. Rank the following federally mandated priorities: Very low income, Families who have a child with special needs, Families who are experiencing homelessness.
Priority #1: **Families who have a child with special needs**
Priority #2: **Very low income**
Priority #3: **Families who are experiencing homelessness**

2. Does your district have local priorities?
 Yes No

III. Funding Set Asides

1. Does the district plan to set aside portions of its NYSCCBG allocations to serve one or more of its priority populations?
 Yes No

IV. Waiting List

1. The district will establish a waiting list when there are not sufficient NYSCCBG funds to open all eligible cases.
 Yes No
2. Is the district currently utilizing a waiting list due to insufficient NYSCCBG funds to open all eligible cases?
 Yes No

V. District Options of Other Eligible Families (Category 3 Cases)

Please select which families your district chooses to serve:

1. Families Receiving Temporary Assistance:

a. When child care services are necessary for a parent or caretaker to participate in an approved activity in addition to their required work activity

Yes No

Limitations:

b. When child care services are necessary for a sanctioned parent or caretaker to participate in unsubsidized employment, whereby the parent or caretaker relative receives earned wages at a level equal to or greater than the minimum amount required under Federal and State Labor Law

Yes No

2. Families Receiving Temporary Assistance or Families with Very Low Income:

a. When child care services are needed for the child to be protected because the child's caretaker is participating in an approved substance abuse treatment program, or in screening for or an assessment of the need for substance abuse treatment

Yes No

Limitations:

b. When child care services are needed for the child to be protected because the child's caretaker is experiencing homelessness and participating in an approved activity

Yes No

c. When child care services are needed for the child to be protected because the child's caretaker is receiving services for victims of domestic violence and participating in an approved activity, or in screening for or an assessment of the need for services for victims of domestic violence

Yes No

Limitations:

d. When child care services are needed for the child to be protected because the child's caretaker is in an emergency situation

Yes No

Limitations:

e. When child care services are needed for the child's caretaker to attend a two-year degree granting program at a community college, a two-year college, or an undergraduate college leading to an associate degree or a certificate of completion

Yes No

Limitations:

Caretaker must complete two year degree granting program within a 48 month time period.

f. When child care services are needed for the child's caretaker to attend a four year college or university program leading to a bachelor's degree provided the program is reasonably expected to improve the earning capacity of the caretaker and the caretaker can demonstrate his or her ability to successfully complete the course of study

Yes No

3. Families with Very Low Income:

a. When child care services are needed for the child to be protected because the child's caretaker is physically or mentally incapacitated

Yes No

Limitations:

Case by case basis review. In those situations when there is no other caregiver available due to employment or other approved circumstances. The main focus is to keep child in the household.

b. When child care services are needed for the child to be protected because one of the child's caretakers is engaged in work and the child's other caretaker is physically or mentally incapacitated

Yes No

Limitations:

c. When child care services are needed for the child to be protected because the child's caretaker has family duties away from home necessitating their absence

Yes No

d. When child care services are needed for the child to be protected because one of the child's caretakers is engaged in work and the child's other caretaker has family duties away from home necessitating their absence

Yes No

e. When child care services are needed for the child's caretaker to actively seek employment for a period of up to six months, if the caretaker documents that he or she is currently registered with a New York State Department of Labor's Division of Employment Services Office

Yes No

Limitations:

f. When child care services are needed for the child's caretaker to attend an educational facility providing a standard high school curriculum offered by or approved by the local school district

Yes No

Limitations:

g. When child care services are needed for the child's caretaker to attend an education program that prepares an individual to obtain a New York State high school equivalency diploma

Yes No

Limitations:

h. When child care services are needed for the child's caretaker to attend a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level in those areas

Yes No

i. When child care services are needed for the child's caretaker to attend a program providing literacy training designed to help individuals improve their ability to read and write

Yes No

j. When child care services are needed for the child's caretaker to attend an English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose native or primary language is other than English

Yes No

k. When child care services are needed for the child's caretaker to attend a training program *which has a specific occupational goal* and is conducted by an institution licensed or approved by the State Education Department other than a college or university

Yes No

Limitations:

The caretaker must complete the selected program within 48 consecutive calendar months. The caretaker cannot enroll in more than one program.

l. When child care services are needed for the child's caretaker to attend a prevocational skills training program

Yes No

m. When child care services are needed for the child's caretaker to attend a demonstration project designed for vocational training or other projects approved by the Department of Labor

Yes No

Limitations:

The caretaker must complete the selected program listed within 48 consecutive calendar months. The caretaker cannot enroll in more than one program.

n. When child care services are needed for the child's caretaker to participate in a program to train workers in an employment field that currently is, or is likely to be, in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program

Yes No

Note: Unless care is provided under option 2f, the caretaker must complete the selected educational or vocational programs listed above within 48 consecutive calendar months. The caretaker cannot enroll in more than one program.

4. Families without Regard to Income:

a. A family with an open child protective services case when it is determined on a case-by-case basis that such child care is needed to protect the child

Yes No

Limitations:

Case by case review and assessment by CPS staff as necessary for the child to remain in the home.

VI. Reasonable Distance

The following defines "reasonable distance":

For the recipients using their own vehicle or public transportation, Saratoga County has determined a reasonable distance not to exceed one (1) hour one (1) way or the equivalent of fifty (50) miles one (1) way from home to the daycare provider to the employer.

Describe any steps / consultations made to arrive at your definition:

Consultation with Agency Employment Unit, publication of definition with public comment period and discussion with Social Services Advisory Council.

VII. Transportation

Are there circumstances where the district will reimburse for transportation?

Yes

No

VII. Transportation

Are there circumstances where the district will reimburse for transportation?

Yes

No

Part Two: Title XX Child Care

Does the district use Title XX funds to provide child care?

Yes

No

Part Three: District Options that Apply to Both NYSCCBG and Title XX

I. Family Share

1. Family Share Percentage selected by the district:

10%

Saratoga County: Child Care Assistance Program (CCAP)

2. Additional Description of this family share percentage:

II. Payment to Child Care Providers for Absences

Does the district opt to pay for more than 24 absences per child per provider per year?

Yes No

III. Payment to Child Care Providers for Program Closures

Does the district opt to pay for program closures?

Yes No

IV. Differential Payment Rates

1. Districts must complete the Differential Payment Rate Percent (%) column in the table below for each of the four differential payment rate categories. The state requires a minimum differential of 5% for licensed and registered providers for homelessness and for all providers for non-traditional hours. For these categories, the district must enter "5%" or, if it chooses a higher rate, up to 15%.

The differential payment rate categories for legally exempt providers for homelessness and for nationally accredited programs are optional. If the district chooses not to set differential payment rates, the district must enter zero. If the district chooses to set a differential payment rate, enter the appropriate percentage up to 15 percent (15%). If the district selects a differential payment rate for nationally accredited programs, that rate must be in the range of five percent (5%) to 15 percent (15%). If the district selects a differential payment rate for legally exempt providers for homelessness, the rate may be from 1 percent (1%) to 15 percent (15%).

Differential Payment Rate Category	Differential Payment Rate Percent
Homelessness: Licensed and Registered Providers <i>State required minimum of 5%</i>	5%
Homelessness: Legally Exempt Providers	0%
Non-traditional Hours: All Providers <i>State required minimum of 5%</i>	5%
Nationally Accredited Programs: Licensed and Registered Providers <i>Legally exempt child care providers are not eligible for a differential payment rate for accreditation.</i>	0%

2. For providers that qualify for multiple differential payment rates, the total percentage may not exceed 25% above the applicable market rate or actual cost of care. However, a district may request a waiver from the Office to establish a payment rate that is in excess of 25% above the applicable market rate upon showing that the 25% maximum is insufficient to provide access within the district to child care providers or services that offer care addressing more than one of the differential payment rate categories. If your district wants to establish a total differential payment rate that is more than 25% above the applicable market rate, describe below why the 25% maximum is insufficient to provide access to such child care providers or services.

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

1. The enhanced market rate for legally exempt family and legally exempt in-home child care providers who have completed 10 or more hours of training annually is set at 70% of the applicable market rates established for registered family day care. Indicate if the district is electing to establish a payment rate that is in excess of the enhanced market rate for legally exempt family and in-home child care providers who have completed 10 or more hours of training annually and the training has been verified by the legally exempt caregiver enrollment agency.

No Yes

2. If yes, indicate the percent (71%–75%), not to exceed 75%, of the child care market rate established for registered family day care.

%

VI. Enhanced Market Rates for Legally Exempt Group Child Care Programs

Answer both questions:

1. Indicate if the district is electing to establish an enhanced market rate for child care services provided by legally exempt group child care programs that have prepared an approved health care plan and have at least one caregiver in each classroom with age appropriate cardiopulmonary resuscitation (CPR) certification and the enhanced requirements have been verified by the enrollment agency.

Yes No

2. Indicate if the district is electing to establish an enhanced market rate for child care services provided by legally exempt group child care programs when, in addition to the training required in 18 NYCRR §415.13, the director has completed an approved course and a minimum of 15 hours of approved training annually and each employee with a caregiving role completes a minimum of 5 hours of approved training annually and the enhanced requirements have been verified by the enrollment agency.

Yes No

If a district chooses to establish both legally exempt group child care enhanced rates and a program is eligible for both enhanced rates, then the enhanced market rate must be based on the percentages selected for each individual market rate, up to a maximum of 87%.

VII. Sleep

Does the district choose to expand eligibility for child care assistance beyond the requirements of 18 NYCRR §415.4?

Yes No

VIII. Child Care Exceeding 24 Hours

Does the district choose to pay for child care services that exceed 24 hours?

Yes No

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

exceeding 24 hours.

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

2. Describe any limitations on the payment of child care services that exceed 24 consecutive hours.

Shift work that includes a 24-hour shift for employment.

IX. Child Care Services Unit (CCSU)

Does the district choose to include 18-, 19-, and / or 20-year-olds in the CCSU?

- Yes No

If yes, please answer the following:

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

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

OR

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

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

Describe the criteria your district will use to determine whether 18-, 19-, or 20-year-olds are included in the CCSU.

If in the household and attending school- will be counted. If in the household and not attending school and employed- will not include in count.

X. Waivers

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Does the district choose to request a waiver(s)?

- Yes No

Saratoga County: Child Care Assistance Program (CCAP)

XI. Notices

1. The district has chosen to use local equivalent(s) of OCFS required form(s).

Yes No

2. The district elects to use the OCFS-6025, Application for Child Care Assistance (the local district may add the district name and contact information to the form).

Yes No

Part Four: Additional Local Standards for Child Care Providers

1. Select the additional local standard that will be required of child care providers / programs.

Verification, using the district's local records, that the provider has given the caretaker complete and accurate information regarding any report of child abuse or maltreatment in which he or she is named as an indicated subject (*only applies to legally exempt relative-only family child care and relative-only in-home child care*)

Local criminal background check (*only applies to legally exempt relative-only family child care and relative-only in-home child care*)

Site visits by the district

Other
Please describe:

2. Check below the type of child care program to which the additional local standard will apply:

Legally exempt relative-only family child care program

Legally exempt relative-only in-home child care program

Legally exempt non-relative family child care program

Legally exempt non-relative in-home child care program

Legally exempt group program

In cases where the standard is person-specific, indicate the roles of the persons to whom the additional local standard will apply:

Legally exempt relative-only family child care program

Provider

Provider's employee

Provider's volunteer

- Provider's household member age 18 or older

Legally exempt relative-only in-home child care program

- Provider
- Provider's employee
- Provider's volunteer

Legally exempt family child care program

- Provider
- Provider's employee
- Provider's volunteer
- Provider's household member age 18 or older

Legally exempt in-home child care program

- Provider
- Provider's employee
- Provider's volunteer

Legally exempt group program

- Director
- Employee
- Volunteer

3. Exceptions: There may be instances when the district may be unable to enact the additional standard, such as, the applicable person may reside outside of the district's jurisdiction, or the site of care may not be located within the district. In such cases, the district may create an exception to the applicability stated above.

Note: The Child Care Facility System cannot track such exceptions and, therefore, the district remains responsible for notifying the applicable Enrollment Agency, using the OCFS-2114, District Notification to Legally Exempt Caregiver Enrollment Agency, that an additional standard is "not applicable" to the specific provider / person named on the referral list.

Place a checkmark below to show any exception to the applicability of this Local Additional Standard to programs or roles previously identified.

- a. The district will not apply this additional local standard when the applicable person **resides** outside of the district paying child care assistance.
- b. The district will not apply this additional local standard when the **program's site of care is located outside** of the district paying child care assistance.

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

- Local social services staff

Provide the name of the unit and contact person:

Melissa Myers, Foster Care Supervisor

Contracted agency

5. Are there any fees or other costs associated with the additional local standard?

Yes No

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

6. Describe, in chronological order, the steps for conducting the additional local standard. Include all agencies involved and their roles. Note that the district's procedures must be in accordance with OCFS Policy.

1. Saratoga County provides the additional local standard policy and release authorizing a search of local child protective services records in the legally exempt childcare provider packet
2. The childcare provider, any household member over 18 years of age, volunteer or employee signs the release allowing the Department to conduct a search of local child protective services records.
3. The Child Care Facility System generates the E-Notice, LE-CCFS-LD-003 Legally Exempt Additional Standard Referral to inform the district of the check.
4. The Foster Care Supervisor for Saratoga County or the Director of Services will conduct the search of local child protective services records.
5. If an individual is found to be the indicated subject of a child abuse or maltreatment report, the Department requests a written statement from the individual concerning the indicated incident(s).
6. The Foster Care Supervisor contacts the indicated individual to request the written statement and let the individual know that the statement also must be signed by the parent/caretaker acknowledging receipt of the information and wish to continue to utilize this provider despite the indication(s).
7. If there are any discrepancies, the Department will request the provider clarify the discrepancies and obtain the signature of the parent/caretaker within ten (10) calendar days.
8. The Department will notify the Enrollment agency using the OCFS 2114 form whether or not the additional standard has been met and why.

a. Is a release form required to conduct the local standard?

Yes No

b. If yes, please explain how the release will be obtained and indicate if the enrollment packet will be considered incomplete if the required release forms are not obtained.

Saratoga County Child Care Unit will include in the legally exempt child care provider packet the additional standard policy and release authorizing a local CPS record check to be filled out by the child care provider, any relative-only FCC household member 18 years or age or older, volunteer or employee.

The individuals specified above will be asked to sign a release, which will allow the Saratoga County Department of Social Services to conduct a search of local child protective services records. If an individual specified above refuses to sign a release, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency in accordance with State Policy.

c. Describe, in detail, how the district will retrieve referrals from CCFS:

To initiate the additional standards check, per 12-OCFS-LCM-01, the Child Care Facility System will

automatically generate the E-Notice, LE-CCFS-LD-003 Legally Exempt Additional Standard Referral, to inform the local district that the additional standard check must be conducted. Designated district staff must run CCFS report, LE Additional Local Standard Referral List to obtain the list of persons subject to the additional local standard as specified in question #2 above, to obtain specific information regarding the child caregiver(s) for whom the Legally Exempt Additional Standard Reviews must be conducted.

d. Describe, in detail, how the district will communicate with providers and other applicable persons:

The Director of Social Services or the Foster Care Supervisor for Saratoga County will conduct the search of local child protective services records. When the local record check reveals that an individual specified in question #2 is an indicated subject of a child abuse or maltreatment report, the proposed child care provider will be required to submit to Saratoga County Department of Social Services a copy of the written statement provided to the parent/caretaker concerning the indicated incident(s). The Foster Care Supervisor will contact the indicated subject via mail and telephone with a request for the written statement. The statement must be signed by the parent/caretaker acknowledging receipt of this information and the parent/caretakers wished to use this childcare provider despite the indication.

e. Describe in detail the steps the district takes to determine compliance with the additional local standard:

If the information regarding the indicated child abuse or maltreatment report(s) submitted by the provider does not accurately reflect the information obtained during the search of local child protective services records, the Saratoga County Department of Social Services will notify the child care provider via mail that he/she has ten (10) calendar days to clarify the discrepancies and obtain the signature of the parent/caretaker. If the statement is not provided, or if the statement is inaccurate and does not clarify the discrepancies, the provider will be determined not in compliance with the additional local standard and will not be approved.

f. Describe in detail how the additional local standard is met:

If the information submitted by the provider accurately reflects the information obtained from the local child welfare database check and the parent/caretaker signs receipt of the information and still chooses to use the child care provider, the enrollment agency will be notified that the additional standard has been met, using OCFS 2114 form. The additional standard will also be met when the local child protective services records check reveals that an individual has no Child Protective Services history and/or is NOT an indicated subject of a child abuse or maltreatment report.

g. Describe in detail how the additional local standard is not met:

If the childcare provider fails to clarify the discrepancies, the Saratoga County Department of Social Services will notify the Enrollment agency that the additional Standard has not been met, using OCFS 2114 form.

h. Describe in detail when the additional local standard is not applicable:

The district will not apply this additional local standard when the applicable person resides outside of the district paying child care assistance.

i. Describe in detail how the district will inform the Enrollment Agency whether the additional local standard has been met:

The enrollment agency will be notified that the additional standard has been met, using OCFS 2114 form.

j. Describe in detail how the district will inform the Enrollment Agency whether the additional local standard has not been met:

The enrollment agency will be notified that the additional standard has been not met, using OCFS 2114 form.

k. Describe in detail how the district will inform the Enrollment Agency whether the additional local standard is not applicable:

The enrollment agency will be notified that the additional standard has been not met, using OCFS 2114 form.

l. Describe in detail how the district will monitor the timeliness of conducting the additional standard and reporting the decision (met / not met / not applicable) to the Enrollment Agency.

When the agency receives the request to conduct an additional local standards check for legally exempt relative-only providers, the enrollment agency sets a guideline that the check must be completed within 25 days. The agency completes these checks regularly within 2-3 business days. Both the Foster Care Unit Supervisor and Director of Services are able to complete the additional standard check and report the results to the Enrollment Agency. To monitor timeliness of the the checks, the child care staff utilize an email system as well as maintaining a hard copy of all requests/approvals/denials.

m. Indicate how frequently the additional local standard will be applied.

The Standard will be applied (check all that apply):

- At initial enrollment and re-opening
- At each re-enrollment

n. Describe the justification for the additional local standard in the space below.

Legally exempt family childcare and in-home care providers are caring for young vulnerable children in our community. Saratoga County Department of Social Services is approving them to receive a childcare subsidy. Ensuring the safety of children in these childcare settings is of paramount importance to the Department. Providers with extensive indicated histories of child abuse, maltreatment in their family present a heightened risk to the safety of these children. The additional standard allows the Department of Social Services to verify that the information provided to the parent/caretakers about the child care providers child protective history and the child protective history of any of the specified individuals above, who have substantial contact with the children, is accurate as required in NYCRR 415.13(a)(3)(iv). It is extremely important that parents/caretakers are able to make informed decisions on who they choose to care for their children.

Part Five: Fraud and Abuse Control Activities

I. Front End Detection System (FEDS) Plan

Each district must submit a CCAP FEDS plan as part of their CFSP. The Front End Detection System (FEDS) is an anti-fraud tool that is designed to identify erroneous or fraudulent information on an assistance application before a case is opened and any benefits are issued.

1. Please mark which of the following indicators, if any, the district uses to determine which CCAP applications suggest a higher than acceptable risk for fraudulent or erroneous CCAP payments:

Saratoga County: Child Care Assistance Program (CCAP)

- P.O. Box supplied as a mailing address without a reasonable explanation
- Applicant has a history of denial, case closing or overpayment, resulting from an investigation
- Applicant is self-employed, but cannot provide adequate business records
- Primary tenant with no utility bills in their name
- Information on application is inconsistent with prior case information
- Applicant unsure of their own address
- Applicant cannot supply documentation to verify identity, or identity is suspect
- Documentation or information provided by applicant is inconsistent with the application
- Child care provider lives in the same household as the child
- No absent parent information or information is inconsistent with the application
- Other
Please specify:

2. Please describe the step-by-step FEDS process for CCAP applications.

a. Describe how the application is reviewed for FEDS indicators and referred to the appropriate investigative unit:

Cases are reviewed individually by the examiner for indicators. If an unresolved indicator is found, a secondary review is conducted by the supervisor and the case is referred to the Special Investigations Unit for an investigation per 02-OCFS-INF-05.

b. Describe how the referral is sent to the investigative unit and assigned to an investigator:

A Special Investigations Unit fraud referral form is filled out with case information and forwarded to the Special Investigations Unit supervisor who assigns it to an investigator.

c. Describe how the investigator completes a report of investigation which includes findings and recommendations:

The investigator completes the investigation within 30 days and fills out an internal report of investigation form with findings and recommendations and brings it to the Child Care Supervisor. The Child Care Supervisor reviews and then gives it to the assigned child care case examiner to make a final determination.

d. Describe the process for completing and submitting the Monthly FEDS Report to OCFS by the tenth of the following month including the staff member responsible for submitting the report to OCFS:

The Monthly FEDS report to OCFS is completed by Mia Briggs, administrative assistant. The Special Investigations Unit supervisor provides her with the monthly count of investigations and she inputs them into the form. The form is then scanned and emailed to OCFS for approval.

3. List all local CCAP FEDS forms.

Special Investigations Unit Referral Front End Detection Systems (FEDS)

II. Program Integrity

1. Each social services district must submit a description of the sampling methodology used to determine which providers of child care assistance services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving CCAP services with any Child and Adult Care Food Program (CACFP) inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Describe the sampling methodology and review process:

Each quarter Southern Adirondack Child Care Network will send inspection forms of providers receiving the Child and Adult Care Food Program (CACFP). The district will conduct a review of four (4) cases receiving CCAP on a quarterly basis. The district will compare the provider's attendance forms with any inspection forms for the Child and Adult Care Food Program (CACFP) to ensure that the child(ren) was/were in attendance and care was provided on those days.

2. Each social services district must establish a random sampling methodology used to determine which cases will require verification of a recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.

Please note: The district cannot use criteria such as race, color, sex, gender identity, sexual orientation, disability, religious creed, political belief or any other factors prohibited by law as indicators in drawing the sample.

Describe the sampling methodology and review process:

All cases are reviewed 100% every twelve (12) months, the case will be verified if any of the following indicators are met: continued need for child care, including verification of participation in employment, education or other required activities.

Additionally, the district will conduct a review of four (4) cases receiving CCAP on a quarterly basis. The district will request additional documentation from the parent/caregiver to verify participation in employment, education or other required activities to ensure that the recipient is still in need and qualifies for the child care benefit. If it is learned throughout this review that the recipient no longer qualifies for child care benefits, the district will following statutory guidelines.

III. Inspections of Child Care Provider Records and Premises

The district may choose to make announced or unannounced inspections of the records and premises of any provider / program that provides child care to children in receipt of child care assistance to determine if the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district per 18 NYCRR §415.4.

The district has the right to make inspections of any child care provider prior to children in receipt of child care assistance receiving care, including care in a home, to determine if the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the district.

The district must report violations of regulations as follows:

- Violations by a licensed or registered child care provider must be reported to the applicable Office of Children and Families (OCFS) Regional Office.
- Violations or areas of non-compliance by an enrolled or enrolling legally exempt child care provider must be reported to the applicable Enrollment Agency.

Does the district choose to make inspections of such child care providers / programs?

Yes No

Saratoga County: Child Care Assistance Program (CCAP)

Non-Residential Domestic Violence Services

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

Non-residential domestic violence programs **must** comply with 18 NYCRR Part 462.

Please provide the information required below.

Indicate if Plan has Changed

Please review your Plan from last year, and then indicate if you will be making any changes to your Plan.

I have read and acknowledge that there are no changes to the previously approved domestic violence non-residential plan.

STOP HERE. Do not update any information in this section.

Changes have been made to this plan.

Please update as needed.

County Contact Person

County Contact Person:

Concetta Hmura

Phone Number:

518-884-4140

E-Mail address:

concetta.hmura@dfa.state.ny.us

Program Closure

Program Name:

Date Closed:

Reason for Closing:

Program Information

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

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

Agency Name:

Wellspring

Program Name (if different):

Business Address:

2816 US 9

Malta, NY 12020

Contact Person:

Maggie Fronk

Telephone number:

518-583-0280

E-mail Address:

executive@wellspringcares.org

Program Requirements

This program is intended to be a separate and distinct program specializing in services for victims of domestic violence. 70% of the clientele served must consist of victims of domestic violence and their children.

All questions must be answered

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

Wellspring has 1 dedicated shelter advocate who works with shelter residents primarily at the shelter (although they may see shelter residents in our shared program offices for example for increased privacy or for better access to computer and case management resources.) Additionally all of our advocates work with shelter and nonresidential clients via the hotline and chatline , as well as counseling and case management services. Shelter and housing program clients represent only a small percentage of our clients; >90% of our clients receive non-residential services. Nonresidential services are provided at our program offices by dedicated non-residential staff.

Wellspring is the county's licensed domestic violence provider. We offer:

- 24/7 hotline and crisis and accompaniment services
- our county's only domestic violence shelter
- counseling and advocacy services

- legal advocacy
- monthly legal clinics
- comprehensive case management services
- supportive housing program (permanent supportive, rapid rehousing and transitional levels of assistance)
- employment assistance, and
- a Safe Pet Partnership.

For more than 40 years Wellspring has specialized in providing survivor services for victims of relationship and sexual abuse. The primary goals of the program are to provide support to children who are directly or indirectly victimized by intimate partner violence and to provide parenting support to victims of domestic violence. Wellspring provides comprehensive victim-assistance services for adults and children who are victims of domestic violence, dating violence, trafficking or sexual assault.

Describe the eligibility criteria for clients utilizing the services of the non-residential domestic violence program?

The population served by this grant includes any client who has provided information that establishes that they are a victim of domestic violence.

Describe how special needs populations, including non-English speakers, disabled, and hearing impaired, are accommodated?

All our program spaces are handicap accessible. We offer translation and interpretation services for individuals with limited English proficiency (including language Line assistance for hotline callers). When necessary we utilize American Sign Language professionals to address the needs of clients with hearing impairments.

The only criteria for eligibility is that the person identifies as a victim of domestic violence. Wellspring accepts men, women and their children for services, without any expectation of funding or other eligibility criteria.

Explain how the location(s) where the non-residential domestic violence services are provided ensures the safety and confidentiality of the persons receiving services and their identities.

DO NOT PROVIDE LOCATION ADDRESS(ES)

Our program offices are at a public location, while not accessible via public transportation, we regularly meet clients at convenient locations and/or taxi them to our offices, court or other appointment locations. Our shelter is at a confidential location in the county.

Complete chart below

Core Services Chart

Core Service	Days Provided	Hours Provided	Service Delivery Method	Location of Service Provided	Position Providing Service
Telephone Hotline Assistance	7	24	phone	remote	all program staff

Saratoga County: Non-Residential Domestic Violence Services

Information and Referral	7	24	phone or inperson	remote and office	all program staff
Advocacy	7	24	phone or inperson	remote and office	all program staff
Counseling	7	24	phone or inperson	remote and office	all program staff
Community Education and Outreach	7	as needed	in person	community	prevention educators or supervisors
Optional Services (e.g., Support Groups, children's services, translation services, etc.)	as needed	as needed	varies	varies	specific program staff

All core services listed are a requirement listed in 18 NYCRR 462.4 and must be provided directly by the program in a timely manner as defined in the regulation.

Staffing Requirements

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

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

* Do **not** give names or qualifications of current program staff.

Staffing Chart

Position Title	Responsibilities of Position	Qualifications of Position
Client Services Director	program oversight and staff training/ supervision for direct client services responsible for planning, evaluation and regulatory oversight of survivor services and prevention programs	LMSW preferred, 4 years relevant experience, one of which must be supervisory
Non residential manager	Staff supervision and service provision	Bachelors and minimum 3 years' experience
Legal advocate (2)	survivor services	Bachelors and minimum 3 years' experience preferred
Advocate (5)	survivor services	Bachelors and minimum 2 years' experience preferred
Prevention educator (2)	outreach and community education	Bachelors and minimum 2 years' experience preferred
Programming director	responsible for planning, evaluation and oversight new programming and prevention programs	4 years relevant experience, one of which must be supervisory

Agency Name:

Mechanicville Area Community Services Center

Program Name (if different):

Domestic Violence Advocacy Program (DVAP)

Business Address:

6 South Main Street
Mechanicville, NY 12118

Contact Person:

Megan Quillinan

Telephone number:

518-664-8322 ext 1004

E-mail Address:

mquillinan@mechanicvilleacsc.org

Program Requirements

This program is intended to be a separate and distinct program specializing in services for victims of domestic violence. 70% of the clientele served must consist of victims of domestic violence and their children.

All questions must be answered

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

DVAP is part of the MACSC network of supportive services. Recognized and funded through NYS OCFS, DVAP was established in 1997 as the community and state recognized significant gaps in service provision to victims in southern Saratoga County.

Current DVAP programming includes:

- * Legal and Resource Advocacy
- * Crisis intervention & assistance accessing safe shelter
- * Safety planning
- * Community education and outreach
- * Support groups
- * Direct onsite access to counseling services, food, childcare, youth programs, emergency and holiday assistance
- * Comprehensive case management

DVAP has dedicated offices within the building which are located behind secure doors. Only professional trained staff are able to answer hotline calls, meet with clients or provide direct services.

Describe the eligibility criteria for clients utilizing the services of the non-residential domestic violence program?

These funds are used to specifically assist victims of domestic violence and their children in southern Saratoga County.

Any client who has provided information that establishes that they are a victim of domestic violence is eligible for services, no other eligibility criteria is imposed.

Describe how special needs populations, including non-English speakers, disabled, and hearing impaired, are accommodated?

Individualized accommodations are made for populations with special needs; all services are handicap accessible, free of charge and available to all victims of domestic violence regardless of race, gender identity, religion or sexual orientation.

DVAP staff are able to meet clients where they feel most comfortable, also, staff readily accesses translators from larger programs and utilizes google translate as needed. DVAP stays up to date on technology available to providers to better assist special needs populations.

Explain how the location(s) where the non-residential domestic violence services are provided ensures the safety and confidentiality of the persons receiving services and their identities.

DO NOT PROVIDE LOCATION ADDRESS(ES)

As part of the only recognized Family Neighborhood Resource Center in Saratoga County, DVAP is co-located with a multitude of community resources, allowing for greater anonymity and confidentiality for clients as visitors to our building range from volunteers to food pantry customers, parents of youth in aftercare & community members making donations to victims of domestic violence - one never knows why someone is visiting MACSC.

Security systems are up to date, camera footage always available, emergency alert button at front desk directly contacts Mechanicville Police Department with a silent alarm, only MACSC staff and recognized, prescreened clients are allowed in areas requiring use of staff key fobs for entry.

Complete chart below

Core Services Chart

Core Service	Days Provided	Hours Provided	Service Delivery Method	Location of Service Provided	Position Providing Service
Telephone Hotline Assistance	5	8	phone	onsite	all
Information and Referral	5	8	in person and phone	onsite	all

Advocacy	5	8	in person	onsite, courts, community providers	all
Counseling	5	8	in person, phone, telemedicine	onsite and referral to	contracted providers
Community Education and Outreach	5	8	on and offsite	various communitiy locations and events, schools etc	all
Optional Services (e.g., Support Groups, children's services, translation services, etc.)	5	8	on and off site	onsite and as needed throughout the community	all

All core services listed are a requirement listed in 18 NYCRR 462.4 and must be provided directly by the program in a timely manner as defined in the regulation.

Staffing Requirements

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

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

* Do **not** give names or qualifications of current program staff.

Staffing Chart

Position Title	Responsibilities of Position	Qualifications of Position
Program Director	DVAP oversight, supervision, representation in community	4 years experience working with victims of domestic abuse, Supervisory experience minimum of one year, Bachelors Degree minimum
Family Resource Advocate	direct service provision, connections to resources, crisis intervention, safety planning	Familiarity with cycle of domestic abuse, 2 years advocacy experience, knowledge of local resources, or, ability to seek them out
Legal Advocate	Direct service provision, Assistance with navigation of the legal system, crisis intervention, safety planning, resource advocacy	Familiarity with cycle of domestic violence, strong understanding of legal processes, 2 years advocacy experience, knowledge of local resources, or, ability to seek them out
Youth Violence Prevention Advocate	Direct oversight of violence prevention programs for youth	Familiarity with cycle of domestic violence, experience working with youth, ability to facilitate trainings and groups

T and U Visa Reporting

18-OCFS-LCM-15, dated August 14, 2018, provided "Protocols for Signing Forms for Non-Immigrant Clients Applying for U Visas and T Visas" This LCM lays out the record keeping and reporting requirements:

9. RECORD KEEPING AND REPORTING REQUIREMENTS:

LDSSs must maintain information on the number of requests received for U visa certifications and T visa endorsements, including the number of requests granted for each type of visa. LDSSs are required to submit this information to OCFS on an annual basis as part of the county Child and Family Services Annual Plan update process.

Please provide the information requested below:

1. In 2022, how many T visa applications were received?
0
2. In 2022, how many T visa certifications were issued?
0
3. In 2022, how many U visa applications were received?
0
4. In 2022, how many U visa certifications were issued?
0

Title XX Program Services Matrix

Districts are required to enter Program Matrix information into the Welfare Management System (WMS). Please note below if changes have been made to the matrix since your last annual plan, and what those changes are.

WMS allows local districts to update their Title XX Matrix by using the **Title XX Menu**. The matrix is the basis for the authorization/payment of Title XX services and for child care assistance funded under the New York State Child Care Block Grant for each local district. State income standards are established using the Federal Poverty Levels (FPL), which are updated periodically by the U.S. Department of Health and Human Services. When new FPLs are set, the state updates the WMS Title XX Services Matrix and the Title XX Matrix Update process is initiated.

Each district must update its WMS Title XX Matrix as necessary and submit it to the state for review. Districts are not able to alter state-mandated fields. The updates are done by a district worker who has been assigned security function 180 by the district's LAN administrator. If your district needs assistance with making the changes in WMS or the process of assigning a 180 security function to a district employee please contact ocfs.sm.wms@ocfs.ny.gov.

[Instructions to complete the Program Matrix](#) are available to assist you.

Are there changes to the services your county intends to provide during the 2023 Child and Family Services Planning cycle?

- Yes
 No

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

In 2022 changes were made in regard to the childcare program due to an increase in income eligibility levels. There aren't any anticipated changes for 2023 unless there are state changes to eligibility levels for the childcare program.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Social Services

DATE: August 29, 2023

COMMITTEE: Health & Human Services

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

AUTHORIZING A RENEWAL AGREEMENT WITH
BERKSHIRE FARM CENTER
AND SERVICES FOR YOUTH, INC. FOR THE OPERATION
OF THE
ENHANCED STEPPING STONES PROGRAM

3. Specific Details on what the resolution will authorize:

It will authorize the Chair of the Board to execute a renewal agreement with Berkshire Farm Center and Services for Youth, Inc., of Canaan, New York, for the provision of its Enhanced Stepping Stones Program which provides for the provision of intensive family-based in-home case management services to at-risk youth for a term commencing on October 1, 2023 through September 30, 2024, at an annual cost of \$110,880; and it will state the form and content of such renewal agreement shall be subject to the approval of the County Attorney.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted Yes

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted A.60.610-7601.RTA
- b. Budget year impacted 2023
- c. Details

Department has funds in its 2023 budget to cover the expense in this contract. Department has included funds for this contract in its proposed 2024 budget.

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation **Sole Source**

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

Brian Parchesky, President and Chief Executive Officer

Berkshire Farm Center and Services for Youth, 13640 Route 22, Canaan, New York 12029

e. Is the vendor/contractor an LLC, PLLC, or partnership: **No**

f. State of vendor/contractor organization: **New York**

g. Commencement date of contract term: **10/01/2023**

h. Termination of contract date: **9/30/24**

i. Contract renewal date and term: **10/1/23-9/30/24**

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Berkshire Farms has been contacted and is in agreement with an extension through 9/30/2024. Berkshire Sole Source Letter of Attestation is attached.

Purchasing Office Consulted
Yes

County Administrator's Office
Consulted Yes

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Mark up of Amended Contract; Sole Source

10. Remarks:

On April 10, 2017, New York Governor Andrew M. Cuomo signed legislation raising the age of criminal responsibility to age 18 to provide young people in New York who commit non-violent crimes with the intervention and evidence-based treatment they need. The new measures were phased in over time, raising the age of criminal responsibility from age 16 to age 17 beginning on October 1, 2018, and subsequently raising the age to 18 on October 1, 2019. The RTA Law provides, among other things, LDSS eligibility for 100% State Raise the Age funding, net of Federal funding from Title IV-E, for Raise the Age eligible youth claims for services that are included in NYS Division of Budget-Approved Comprehensive Fiscal Plans. To be eligible for 100% reimbursement, the law required that counties submit a Comprehensive Plan to the Office of Children and Family Services (OCFS). Each year OCFS has approved and DSS has included funds for this contract in its annual budget. There are funds to cover the cost of this contract in the 2023 DSS budget and DSS will include funds to cover this in its 2024 budget submittal. Attached is a Mark up of the most recent Board of Supervisor Resolutions regarding this contract and program.

9/22/22



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~280 - 2022~~ 2023

Introduced by Health and Human Services: Supervisors Barrett, Butler, Connolly, Edwards, Lant, Schopf, and Wood

AUTHORIZING A RENEWAL AGREEMENT WITH BERKSHIRE FARM CENTER AND SERVICES FOR YOUTH, INC. FOR THE OPERATION OF THE ENHANCED STEPPING STONES PROGRAM

WHEREAS, as a result of the Raise the Age legislation enacted in 2017, the age of criminal responsibility for youth who commit crimes was raised to 18 years of age effective October 1, 2018; and

WHEREAS, under the provisions of the Raise the Age ("RTA") law, counties are to be reimbursed for all incremental costs associated with the implementation and ongoing services associated with raising the age of criminal responsibility, including local costs incurred in such areas as law enforcement, local detention, court services, Sheriff's transportation, probation, youth services, and capital expenditures; and

WHEREAS, in order to qualify for reimbursement of RTA related expenditures, counties are required to adhere to the New York State imposed property tax cap and submit to the State for approval a comprehensive plan of work for raising the age locally which identifies eligible incremental costs for which reimbursement will be required; and

WHEREAS, pursuant to Resolution 114-2020, the County entered into an agreement with Berkshire Farm Center and Services for Youth, Inc. ("Berkshire Farm Center") for the provision of intensive family-based in-home case management services to at-risk youth for a term of one (1) year, from July 1, 2020 through June 30, 2021; and

WHEREAS, pursuant to Resolution 197-2021, the County entered into an agreement with Berkshire Farm Center and Services for Youth, Inc. ("Berkshire Farm Center") for the provision of intensive family-based in-home case management services to at-risk youth for a term of one (1) year, from July 1, 2021 through June 30, 2022; and

WHEREAS, pursuant to Resolution 237-2022, the County entered into an agreement with Berkshire Farm Center and Services for Youth, Inc. ("Berkshire Farm Center") for the provision of intensive family-based in-home case management services to at-risk youth for a term from July 1, 2022 through September 30, 2022; and

WHEREAS, Pursuant to Resolution 280 - 2022, the County entered into an agreement with Berkshire Farm Center and Services for Youth, Inc. ("Berkshire Farm Center") for the provision of intensive family-based in-home case management services to at-risk youth for a term October 1, 2022 through September 30, 2023; and

WHEREAS, our Health and Human Services Committee and the Commissioner of Social Services have recommended that the County enter into a renewal agreement with Berkshire Farm Center for the provision of intensive family-based in-home case management services to at-risk youth for a term commencing on October 1, ~~2022~~ through September 30, ~~2023~~, at an annual cost of \$~~107,651~~; now, therefore, be it ~~2023~~
2024 *\$ 110,880*

RESOLVED, that the Chair of the Board is hereby authorized to execute a renewal agreement with Berkshire Farm Center and Services for Youth, Inc., of Canaan, New York, for the provision of its Enhanced Stepping Stones Program which provides for the provision of intensive family-based in-home case management services to at-risk youth for a term commencing on October 1, ~~2022~~ through September 30, ~~2023~~, at an annual cost of \$~~107,651~~; and it is further ~~2023~~ *2024* *\$ 110,880*

RESOLVED, that the form and content of such renewal agreement shall be subject to the approval of the County Attorney; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds are available in the department budget.

September 22, ~~2022~~ Regular Meeting
Motion to Adopt: Supervisor(s): Lant
Second: Supervisor(s) M. Veitch

AYES (169,903.5): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Diana Edwards (819), Michael Smith (3525), Kevin Veitch (8004), Kevin Tollisen (25662), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361)

NOES (0)

ABSENT (65,605.5): Eric Butler (6500), Jean Raymond (1333), Arthur M. Wright (1976), Mark Hammond (17130), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), John Lawler (8208)

Maxwell, Patrick (DFA)

From: Jacobs, Lucas <ljacobs@berkshirefarm.org>
Sent: Wednesday, August 23, 2023 11:14 AM
To: Maxwell, Patrick (DFA)
Subject: Berkshire Budgets with 3%
Attachments: FY24 Saratoga 601 701 - Proposed.xlsx; FY24 Saratoga ESS 686 - Proposed.xlsx; FY24 Saratoga SS 717 - Proposed.xlsx

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Good morning Pat,

Please see attached the Berkshire prevention budgets proposed for 2024 which includes a 3% total budget increase over our 2023 prevention budgets. Please let me know if you have any questions or concerns on this. Thanks.

Luke

Lucas Jacobs

Vice President of Detention and Prevention Services
Berkshire Farm Center & Services for Youth
427 New Karner Road | Albany, NY 12205
Cell: 518-242-0578 | Fax: 518-393-2027
ljacobs@berkshirefarm.org
www.berkshirefarm.org



This electronic message is intended to be for the use only of the named recipient, and may contain information from Berkshire Farm Center and Services for Youth (Berkshire) that is confidential or privileged. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the contents of this message is strictly prohibited. If you have received this message in error or are not the named recipient, please notify us immediately, either by contacting the sender at the electronic mail address noted above or calling Berkshire collect at (518) 781-4567 and delete and destroy all copies of this message. Thank you. If the disclaimer can't be applied, attach the message to a new disclaimer message.

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BERKSHIRE FARM CENTER AND SERVICES FOR YOUTH			
COUNTY OF SARATOGA			
ENHANCED STEPPING STONES BUDGET			
October 1, 2023 to September 30, 2024			
		Proposed	
		FY 2024 Proposed	
PERSONNEL EXPENSES			
DIRECTOR OF PREVENTION		4,674	
COORDINATOR		9,011	
FAMILY SPECIALIST		47,551	
SECRETARY		598	
PERSONNEL SUBTOTAL		\$ 61,834	
FRINGE BENEFIT (36%)	35%	21,642	
TOTAL PERSONNEL		\$ 83,476	
OTHER EXPENSES			
TRANSPORTATION		\$ 6,000	
CHILDREN'S ACTIVITIES		2,000	
PROGRAM SUPPLIES/EQUIP		1,400	
RENT		500	
UTILITIES		-	
TELEPHONE/PAGERS		735	
POSTAGE		50	
DUES, PERMITS, LICENSES		705	
SUPPLIES - OFFICE		600	
STAFF DEVELOPMENT		500	
RECRUITMENT		452	
INSURANCE	2%	1,928	
TOTAL OTHER EXPENSES		\$ 14,870	
TOTAL EXPENSES		\$ 98,346	
ALLOCATED ADMIN	13%	12,534	
TOTAL OPERATING BUDGET		\$ 110,881	3% increase

COUNTY OF SARATOGA, ACTING THROUGH ITS DEPARTMENT OF SOCIAL SERVICES AND BERKSHIRE FARM CENTER & SERVICES FOR YOUTH, INC.

Enhanced Stepping Stones Program

AGREEMENT

THIS AGREEMENT is made the 20th day of October ²⁰²³ 2021, by and between The County of Saratoga, acting through its Department of Social Services and its Department of Probation with offices located at 40 McMaster Street, Ballston Spa, NY 12020 (hereinafter referred to as COUNTY), and the Berkshire Farm Center & Services for Youth, Inc. (hereinafter referred to as BERKSHIRE), with offices located at 13640 Route 22, Canaan, New York 12029.

WITNESSETH:

WHEREAS, as a result of the Raise the Age legislation enacted by the New York State Legislature and the Governor in 2017, the age of criminal responsibility for youths who commit crimes as defined in the Penal Law was raised to 16 years of age on October 1, 2018 and was further raised to 17 years of age effective October 1, 2019; and

WHEREAS, BERKSHIRE'S Enhanced Stepping Stones Program provides intensive home and community based juvenile delinquent diversion services to prevent detention and out-of-home placement for 16 and 17 year old youth involved in the juvenile justice system; and

WHEREAS, pursuant to Resolution ²⁸⁰⁻²⁰²² ~~197-2021~~ of the Saratoga County Board of Supervisors, the COUNTY was authorized to enter into a renewal agreement with BERKSHIRE for the provision of BERKSHIRE'S Enhanced Stepping Stones Program services of intensive family-based in-home case management services to Saratoga County youth at risk in order to reduce and prevent the placement of 16 and 17 year old juvenile delinquents and adolescent offenders in specialized secure detention facilities, subject to the mutual conditions and covenants herein;

NOW, THEREFORE, the parties agree as follows:

1. BERKSHIRE will provide intensive family-based in-home case management services to Saratoga County youth at risk in order to reduce and prevent the placement of 16 and 17 year old juvenile delinquents and adolescent offenders in secure detention and specialized secure detention facilities in accordance with the Enhanced Stepping Stones Program services outlined in Exhibit A, attached hereto, incorporated herein, and made a part hereof.
2. For the provision of said Enhanced Stepping Stones Program services to COUNTY, COUNTY will pay by BERKSHIRE a total fee of One Hundred ~~Six~~ ^{Ten} Hundred

EIGHT

And Eighty ⁴ *110,880* *19,240*
and Eight dollars (\$100,608), payable in twelve monthly payments of \$8,384 each, upon receipt of a properly executed and documented COUNTY voucher for each payment.

3. BERKSHIRE will forward a monthly voucher request with supporting documentation to the COUNTY for processing. BERKSHIRE shall receive payment within forty-five (45) days of receipt of an approved voucher.
4. BERKSHIRE will also provide the following services to COUNTY:
 - a. A Master's level Family Specialist to work with 6 identified youth and their families at any given time in an intensified manner for a 90 day period, to be extended as appropriate upon request by Saratoga County Probation ("PROBATION") for up to another 30 days. If PROBATION has identified more than 6 active cases, the program will develop a waitlist that will be reviewed with the Probation Director or his designee and Program Coordinator on a weekly basis. A seventh case with the family specialist would only be opened if the team has already deemed another case ready for discharge. A Program Coordinator will be available at any time to the Family Specialists for assistance and supervision. The youth in this program must have been charged, petitioned or adjudicated as a Juvenile Delinquent (JD) or Adolescent Offender (AO).
 - b. Each week, the Family Specialist will meet face to face at least twice with each youth and his/her family and have unlimited collateral contacts. Such meetings/contacts will include home visits, Family Court and Probation appearances, and all other contacts needed to reduce behaviors placing the youth at risk. The Family Specialist will evaluate the level of risk and need of each family, and when appropriate, may adjust the frequency of face to face contacts to better address risk and needs.
 - c. Immediate response to referrals, with a no reject policy, 24 hours/day. Additionally, once contacted by PROBATION that a youth may be or has been remanded to detention, a Family Specialist shall assist PROBATION with the process of assessing the youth and family for the potential of release. The Family Specialist will begin to engage the parent /guardian and obtain all releases to be signed so assessment can begin. The Family Specialists shall consider the results of a detention screen instrument, an instrument approved by PROBATION, as well as any other pertinent facts in terms of a recommendation for release from detention or, if the youth is not in detention, a recommendation for return to the biological family, relative or any other appropriate person in lieu of detention. The Family Specialists will review the recommendation for or against release with PROBATION prior to discussing with any other entity other than BERKSHIRE. The Family Specialists will communicate and work cooperatively with detention facility administrators in order to support the implementation and ongoing success of this program.
 - d. If a Family Specialist is advised of an after hours admission by a detention facility, the Family Specialist shall advise PROBATION by email, phone or text by no later than 9:00 a.m. of the next business day.

- e. A copy of any after hours paperwork provided to or completed by a Family Specialist shall be provided to PROBATION by fax or hand delivered by no later than 9:00 a.m. of the next business day.
 - f. The Family Specialist shall be available to appear in Family Court in order to interview youth & family, facilitate release (if warranted) and, if needed, initiate involvement with those approved (by the Court or PROBATION) for this program.
 - g. Crisis intervention 24 hours/day, 365 days per year. The Family Specialist shall respond to any crisis immediately and will use the energy of the crisis to move the family through and help to mediate the crisis. The Family Specialists shall teach the families skills that will help them to avoid and manage future crisis.
 - h. Assist with the assessment of child and family functioning and development of a treatment plan as outlined in Exhibit A and in conjunction with the Youth Assessment Screening Instrument ("YASI") Plan. For those youth who are under probation intake or court-ordered supervision with the probation department, the Family Specialists will collaborate with the assigned probation officer to develop Action Steps for the YASI Plan the steps based upon the risk areas identified by the probation officer using the Legal History, Family, School, Community/Peer, Alcohol/Drugs, Mental Health, Aggression/Violence, Attitudes, and Skills domains. The Family Specialists shall assist with implementing the action steps wherever possible. The Probation Department shall provide general training regarding the YASI instrument for the Family Specialists. The Family Specialists shall utilize various techniques to assist the family with problem resolution, developing new behavior management skills to ease family conflicts, and with negotiating positive changes. The Family Specialists shall participate with the family in activities including household chores, family discussions, communication exercises, problem solving, and activities using community resources.
 - i. Utilize Berkshire's Prevention Model and the Berkshire Model of Care and Treatment.
 - j. The Family Specialists will help the family secure necessary services as indicated in the assessment process outline in paragraph "4 (h)" above. Additionally, if needed, the Family Specialist will make a recommendation for further needed community services at discharge.
 - k. Regular progress notes, monthly written status, and contact reports will be provided to PROBATION during the service period, as well as any other requested and necessary case documentation.
 - l. Collaboration with PROBATION, the Saratoga County Department of Social Services ("DSS"), schools, and other community agencies/parties.
5. BERKSHIRE will provide all needed training for Staff and provide administrative services overnight 24 hours/day, 7 days a week and 52 weeks a year. BERKSHIRE will ensure that all components of the Enhanced Stepping Stones Program are offered in a professional and timely manner.

6. At any time that PROBATION is not open, such as after 5:00 p.m. or before 9:00 a.m., and on holidays and weekends, it will also be the obligation of BERKSHIRE personnel to compile the necessary information and complete the required detention risk assessment instrument prior to a Saratoga County juvenile's entry into detention. The Detention Risk Assessment Instrument (DRAI) is required pursuant to New York State law for those juveniles charged as juvenile delinquents. The information needed to complete such documentation will be available through the New York State DRAI Data System.
7. COUNTY and BERKSHIRE agree that BERKSHIRE is an independent contractor, as the staff of BERKSHIRE are not employees of COUNTY.
8. This Agreement is effective ~~July 1, 2021~~ through ~~June 30, 2022~~.
October 1, 2023 September 30, 2024
9. That either party to this Agreement may terminate the Agreement by giving the other party thirty (30) days written notice of such termination.
10. BERKSHIRE shall comply with all applicable laws, ordinances and regulations, including non-discrimination and labor laws and the Americans with Disabilities Act (Public Law 101-336) and that it will, in carrying out the requirements of this Agreement, comply in all respects with the provisions of the Act and its implementing regulations. BERKSHIRE and the COUNTY agree that for the duration of this Agreement, they will not discriminate against any employee, applicant for employment, or person requesting services because of race, creed, color, national origin, disability, age, sex, marital status, sexual preference or source of payment.
11. BERKSHIRE shall not employ any COUNTY official or employee in connection herewith and shall adhere to the COUNTY's Code of Ethics.
12. BERKSHIRE shall not assign or transfer any interest herein without prior written COUNTY approval.
13. a. BERKSHIRE shall, at all times, defend, indemnify and save harmless the COUNTY from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of BERKSHIRE, its officers, employees, agents, contractors, subcontractors, materialmen, or any person directly or indirectly employed by them or any of them, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the COUNTY.

b. BERKSHIRE shall provide the COUNTY with proof of general liability insurance issued by a company authorized to do business in the State of New York. The policy's minimum coverages shall be \$1,000,000/single injury and \$1,000,000/property damage and shall be subject to the approval of the County Attorney. The certificate holder must be listed as the COUNTY OF SARATOGA, 40 McMaster Street, Ballston Spa, New York 12020. This insurance certificate must also name the COUNTY OF

SARATOGA as additional insured and BERKSHIRE shall provide the COUNTY with proof of such insurance in the form of Additional Insured Endorsement Rider or other proof acceptable to the COUNTY.

In the event any policy furnished or carried pursuant to this agreement is scheduled to expire on a date prior to the expiration of the term of this agreement, BERKSHIRE shall deliver to the COUNTY a certificate or certificates of insurance evidencing the renewal of such policy or policies not less than 15 days prior to such expiration date, and BERKSHIRE shall promptly pay or cause to be paid all premiums due thereon.

In the event BERKSHIRE receives notice of cancellation of said insurance, BERKSHIRE shall immediately provide the COUNTY with written notice of such cancellation by no later than the next business day of the COUNTY. Such written notice must be either personally delivered to the Saratoga County Attorney's Office at 40 McMaster Street, Ballston Spa, New York during normal business hours or faxed to the Saratoga County Attorney at (518) 884-4720. BERKSHIRE shall provide the COUNTY with proof of replacement general liability insurance coverage satisfying the requirements set forth herein within two (2) COUNTY business days of BERKSHIRE'S receipt of said notice of cancellation of BERKSHIRE'S insurance.

Any failure by BERKSHIRE to comply with the insurance requirements of this agreement in a timely manner such constitute a breach of this agreement, and the COUNTY may, at its option, terminate this agreement upon written notice to BERKSHIRE.

The above insurance is not, and shall not be construed as, a limitation upon BERKSHIRE'S obligation to indemnify the COUNTY.

14. This Agreement shall be void and of no effect unless throughout the term of this Agreement BERKSHIRE, in compliance with the provisions of the Workers' Compensation Law, shall secure compensation for the benefit of and keep insured during the life of this Agreement such employees as are required to be insured according to law. Proof of such Workers' Compensation Insurance coverage shall be provided to the COUNTY.
15. BERKSHIRE represents and warrants that neither it, nor its employees or contractors, are excluded from participation, or otherwise ineligible to participate, in a "federal health care program" as defined in 42 U.S.C. § 1320a-7B(f) or in any other government payment program.

In the event BERKSHIRE, or one of its employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, BERKSHIRE will notify the COUNTY in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to BERKSHIRE, the COUNTY reserves the right to immediately cease contracting with BERKSHIRE.

BERKSHIRE further represents and warrants it will, at a minimum, check monthly all of its employees and subcontractors against:

- The General Services Administration's Federal Excluded Party List System (or any successor system),
- The United States Department of Health and Human Services' Office of the Inspector General's Lists of Excluded Individuals and Entities or any successor list,
- The New York State Department of Health's Office of the Medicaid Inspector General's list of Restricted, Terminated or Excluded Individuals or Entities.

In the event an excluded party is discovered BERKSHIRE will notify the COUNTY in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given to BERKSHIRE, the COUNTY reserves the right to immediately cease contacting with BERKSHIRE.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year set forth below.

**COUNTY OF SARATOGA, acting through
its Department of Social Services and
Department of Probation**

Date: 10-25-21

By: Theodore T. Kusnierz, Jr.
Theodore T. Kusnierz, Jr., Chairman
Board of Supervisors
Per Resolution #~~197-2021~~ *New Resolution*

**Berkshire Farm Center &
Services for Youth, Inc.**

Date: 10/25/2021

By: Stacy Williams
Name Stacy Williams
Title Chief Program Officer
Federal I.D. # 14-1368125

APPROVED AS TO FORM AND CONTENT:

[Signature]
County Attorney

Exhibit A

Berkshire Farm Center and Services for Youth, Inc.

Enhanced Stepping Stones Program

Juvenile Justice and Raise the Age Legislation: In October of 2018 a historic piece of juvenile justice legislation, Raising the Age of criminality will be enacted across New York State. This will be one of the most positive juvenile justice reforms in the state in many years. It will have a multitude of positive impacts on youth and families including keeping youth out of adult correctional facilities, decreasing future incarceration in adult facilities, and helping young people enter adulthood without the stigma of a criminal record. Along with the many potential positives of this law, come numerous challenges in working with this new population of youth. There will need to be new and innovative community based preventive services designed to engage these youth and help them become positive members of their home community. Berkshire Farm is on the cutting edge of this type of program development.

Berkshire Farm has a long history of working with youth and families involved in the Juvenile Justice system across the state. For over thirty years Berkshire has provided community based programming in the form of the Stepping Stones program to work with youth involved in the court system at risk of detention and placement. In the past two years, Berkshire's community prevention programs have helped more than 95% of referred youth avoid being placed outside of their home community. Berkshire also has over three decades of experience operating quality Non-Secure and Secure Detention programs in the state.

Service Delivery Plan: Stepping Stones is an intensive home and community based JD Diversion program. Its overarching goal is to maintain youth safely at home and in the community while averting the need for out-of-home placement, detention services and re-arrests. Stepping Stones is founded on best practice principles - trauma and evidence informed, client-centered, family-focused program design; cultural competency; strategies that promote positive youth development; and linkages to community supports. The Stepping Stones Program's goals are: to reduce the use of detention; increase family preservation and reduce risk of out of home placement; provide services to support the least restrictive environment for youth needing out-of-home placement; reduce the risk of future contact with the juvenile justice system; and prevent return to placement. It is through experience that we realized there need to be enhanced elements added to the program to address the needs of 16 and 17 year old youth involved in the juvenile justice system. These youth are historically more difficult to engage than their younger counterparts, and their needs and requisites for success are much different. This has led us to develop an innovative program to focus on the needs of this population with the same positive outcomes expected of Berkshire's other community preventive programming.

Target Population: The target population for the program are 15-17 year old youth impacted by Raise The Age legislation which includes all youth involved with the juvenile justice system both pre-adjudication and post-dispositional youth. In keeping with Berkshire's commitment to maintain flexibility within programs, Stepping Stones accepts *all referrals* from the County.

Days and Hours of Service Availability: Each Family Specialist works a flexible schedule to respond to referrals and accommodate all youth and families' schedules and time constraints.

This includes early mornings, evenings, weekends and holidays. The program operates under an immediate crisis response 24 hours a day, seven days a week, for program participants, through its on-call rotation. A Program Coordinator is also available for assistance and supervision regardless of day or time.

Timeframes for Intake and Engagement: Referrals are accepted from the County during business hours, Monday through Friday. A Family Specialist responds to the referral within 24 business hours. The Family Specialist then rapidly engages the youth and family, explains the program, conducts an assessment, and determines the youth and family's interest in/appropriateness for participation.

Rapid Engagement: Rapid engagement is the most important aspect of working with this population. From the first day of a family's involvement, Stepping Stones staff utilizes a combination of strategies to engage the youth and family in services and maintain their level of engagement. We know, through experience, that this older population will require new and innovative engagement strategies that include assisting them with vocational and work force readiness development and helping them to meet their educational goals and needs. All strategies require Family Specialists to display empathy, understanding and foremost a non-judgmental attitude. This demeanor, combined with providing services in the home, is necessary conditions for the youth and family to respond to services and treatment.

Another facet of engagement is ensuring that the youth are treated as, and feel they are, true partners in all aspects of the program. This results empowerment and engagement which is instrumental for youth to achieve their treatment plan goals.

Berkshire has also embraced the model of Motivational Interviewing with clients to increase engagement. Motivational Interviewing realizes that direct persuasion is not effective in helping clients become engaged and motivated to change. The Family Specialist is a partner with the youth and family in the therapeutic relationship. The focus is on helping them articulate their own needs and, through the relationship with the Family Specialist, develop the readiness to change.

In addition to Stepping Stones and families working as partners and collaborating to motivate change, the Youth Support Team (YST-see details below) is another integral piece of the engagement process. This team will consist of all primary support people from all of the systems involved, as well as the family, and will focus on identifying and providing opportunities to engage in home, school and community based activities to provide a wrap-around system of support for and monitoring of the youth.

Caseload Size: The program is staffed by Master's level Family Specialists; each maintains a caseload size of six (6) youth. The expected length of stay in the program is 90 - 120 days.

Contacts with Youth and Families: Each week, the Family Specialist meets face to face at least twice with each youth and family and have unlimited collateral contacts. This includes home visits, Family Court and Probation appearances, and all other contacts needed to reduce behaviors placing the youth at risk. The Family Specialist evaluates the level of risk and need of each family, and when appropriate, may adjust the frequency of face to face contacts to better address risk and needs.

Length of Service: At the end of the initial 90-day period, the County and Berkshire staff evaluates each youth's progress and determines the need for continued services. If needed, participation may be extended an additional 30 days. Based on past experience, most families receive extended services; the projected length of participation is 90 - 120 days.

Family Assessments: Ongoing assessment is critical to determine needs for safe transition and permanency. Once the family has completed the Service Agreement, Initial Intake and initial Home Safety Assessment, the Family Specialist begins the full assessment process. This strength-based, family focused process serves as the basis for the development and implementation of treatment plans for each family. The process is completed within the first seven (7) to 30 days of services, and includes:

- **Berkshire Home Safety Assessment:** identifies safety/risk factors and develops a plan to address them immediately. This is completed with families within seven days of intake, with reassessment every 90 days and at discharge. The frequency of this assessment allows to staff to continually address home environment issues to maintain a safe and therapeutic setting for all family members.
- **Berkshire Comprehensive Assessment:** **Berkshire Comprehensive Assessment:** is completed within the first 30-45 days of service to assess and identify areas of need to determine subsequent interventions. Areas covered include: prior trauma, legal/law enforcement, medical, mental health, family, school, behavioral issues, domestic violence, and substance abuse. This assessment includes the evidence based assessment tools, the Family Advocacy and Support Tool (FAST) and the CANS-NY.
 - ***Family Advocacy and Support Tool (FAST)*** - is the family version of the CANS and ANSA tools. The purpose of the FAST is to support effective interventions when the focus of those efforts are on entire families rather than single individuals. The most common use of the FAST is in efforts to address the needs of families who are at risk of child welfare involvement.
 - ***Child and Adolescent Needs and Strength – New York (CANS-NY)***: an open domain tool for use in service delivery systems that address the mental health of children and their families. It provides a structured assessment of children along a set of dimensions relevant to service planning and decision-making and it provides information regarding the youth and family's service needs for use in system planning and/or quality assurance monitoring.
- **Adverse Childhood Experiences (ACES) Questionnaire:** examines childhood trauma across ten domains and is used to collect information on childhood maltreatment, household dysfunction, and other socio-behavioral factors examined in the ACE Study. The assessment is conducted in the first 30-45 of service.

Treatment Planning Process: This process focuses on skills and behaviors necessary for youth and families to function safely and appropriately. It begins with the initial treatment plan that identifies interventions drawn from results of the initial risk assessment. As services continue and assessments are completed, the Treatment Team identifies enhanced/different interventions to address needs. The Team is comprised of the youth, family, Family Specialist, community service providers, school, and the County Departments of Social Services and Probation. The Team meets monthly to monitor each case - to review treatment goals and progress toward them, identify/build on strengths of the family, and make recommendations for continuation of services. Goals are also reviewed weekly with the youth and family to ensure they are relevant and achievable, and to address obstacles that may be preventing progress.

Therapeutic/Clinical Services: The Family Specialist works with youth and families, including parents and siblings to address home, community and school issues that are impacting functionality. Interventions are based on needs and draw from strategies including cognitive behavioral, crisis intervention, parent training, and skills building. Through treatment, barriers such as poor parenting skills or mental health issues are identified and addressed. Individual and family counseling focuses on helping youth and families address issues that led to problems at home, school and/or the community, and on helping families develop the skills, knowledge and resources necessary to achieve outcomes and live safely and independently in the community.

Vocational Support: Developing workforce readiness skills and finding employment is a key support offered by the Stepping Stones program. Youth will participate in the World of Work Curriculum. The curriculum is a NYS Education Department Best Practice and focuses on developing the soft skills needed to be successful in the workplace. Some of these skills include how to interview effectively, how to work appropriately with supervisors and coworkers, and how to appropriately conduct themselves during work time. The Family Specialist will also assist in linking youth to employment or additional support programs throughout program participation. This will include working closely with community employers to assist all program youth in achieving either an internship/volunteer opportunity and/or employment. The Family Specialist will build relationships with local employers so that the employers understand the population of youth better, are able to have employment issues addressed quickly, and serve as an employer for future program youth. The Family Specialist will work with the youth to identify references for potential employment, and will also serve as a resume reference themselves.

Youth Support Team: The Berkshire Family Specialist will help coordinate a Youth Support Team (YST) for each youth that consists of the youth, their family, probation, educational and vocational providers, and any other community based providers the youth is involved with. The team meets regularly so that all members recognize their role in helping the youth be successful and are constantly updated on progress and newly found needs. The ultimate goal is that the youth will be able to continue working with their support team after discharge from the program. The Family Specialist facilitates these meetings and makes sure all Team members are kept apprised of all events. Through ongoing communication, the Family Specialist ensures all YST members continuously work to assist the youth with their treatment plan goals.

Educational Support and Advocacy: Many of these youth will have ambitions to be productive, but because they are no longer involved in a formal educational setting or their current educational programming does not support their needs, they are stagnant and uninvolved. The Berkshire Family Specialist will work with them to find appropriate educational and vocational training programs in their area that they can access to help them make progress. The Family Specialist will help the youth and family navigate the sometimes confusing arena of what is available to them and how to enroll in programming. The Family Specialist will also help the youth and family to effectively and appropriately advocate for their own educational needs and develop a long term educational plan.

Skill Building and Social Development: The youth involved in the Stepping stones population often need to develop skills so that they can be successful in the community, especially as they progress towards adulthood. Emotional regulation is a difficult skill that many youth involved in the Juvenile Justice System struggle with but one of the most important to develop. To address this, the Family Specialist will work with youth on the Power Source curriculum. This is an

evidence based curriculum that has been used with youth across juvenile settings, most notably successfully with youth in Riker's Island, to help youth develop emotional regulation skills and reduce recidivism. The curriculum is designed to be accessible to youth with activities that are meaningful and attractive to 16 and 17 year olds. There is also a Power Source curriculum designed to be used with teen parents that can be accessed if warranted. At the same time as developing the youth's social skills, the Family Specialist will assist the youth in developing Independent Living Skills in areas such as housing, health care, and nutrition so that youth has the confidence to advance into a successful adulthood.

Transportation: All transportation needs are immediately addressed by the Family Specialist until formal services are put in place. This includes ensuring that youth get to school on time and that youth and families are present for all appointments. A goal of the Stepping Stones Program is to empower families to identify public transportation options and/or natural resources within their community to assist with their transportation needs. This ensures that upon discharge from the program, families are able to meet their own transportation needs without additional services.

Referral Services/Community Linkages: The Family Specialist ensures that all youth and family members are linked to services and resources based on needs identified through intake, assessment, or ongoing participation in the program. The Family Specialist facilitates linkages to the appropriate community based service provider and provides/arranges for transportation as needed. This is an important facet to empower the family to remain successful after the 90 - 120 day service provision period is completed.

Crisis Intervention: Family Specialists are available for crisis intervention during business hours and Berkshire Prevention's On-Call system is available at all other times. In the event a family is in crisis during program hours, their Family Specialist responds immediately and the Program Coordinator is available for assistance and support. The Family Specialist uses the energy of the crisis to move the family through and mediate the crisis. Through this process, families learn skills to help them avoid crises, or respond more appropriately, in the future.

For after hour crisis intervention, Berkshire Prevention programs operate an on-call rotation. The on-call number is responded to by a Prevention Program Coordinator. The Program Coordinator initially conducts an assessment over the phone. If it is determined that the family needs immediate support or assistance, the Coordinator guides the family in the necessary calls. Berkshire staff may further assist by going to the home, if needed. When the situation does not warrant an immediate intervention, the on-call staff discusses the situation with the family's assigned worker the next business day and that worker contacts the family at that time. If the situation is critical, the on-call Program Coordinator contacts the Department on-call worker as soon as the crisis has been defused; if not critical, the Department is contacted the next business morning. The incident with all notifications is documented within progress notes and incident report forms. Through this system, all families, who are encouraged to reach out when they need assistance, have access to crisis support, regardless of time of day or day of the week.

After stabilizing the crisis, the Family Specialist uses various techniques to assist the family with problem resolution, developing new behavior management skills to ease family conflicts, and negotiating positive changes. To reinforce skills, the Family Specialist participates with the family in activities including household chores, family discussions, communication exercises, problem solving, and activities using community resources. The ultimate goal is to empower the

family to avoid or minimize risk and/or crisis situations, and function safely, effectively and independently.

Service Coordination and Collaboration: Family Specialists coordinate services among agencies involved with each family. This includes pre-conferences with Probation, facilitating family participation in other programs/services, and maintaining regular communication/sharing of information with other providers. In addition, each provider involved with a family is invited to participate and give input into regularly scheduled treatment plan reviews. This ensures collaboration among all providers to address each family's diverse needs comprehensively in order for them to meet their goals. Finally, the Family Specialist maintains ongoing communication on a weekly basis with Probation, the Department and parents to monitor progress of each youth and family in the program.

Case Documentation: Each Family Specialist provides all necessary case documentation, utilizing all required County documentation and Berkshire's clinical case management paperwork. All documentation adheres to all applicable federal, state and local regulations, as well as best practice standards set by the Council of Accreditation.

1. Staff Associated with Stepping Stones

- **Program Coordinator:** is programmatically and fiscally responsible for the program. The Program Coordinator supervises the Family Specialists, reports to the Vice President of Detention and Prevention Services and prepares all program reports. This position represents the Agency as liaison with the County and community agencies, and is a member of Berkshire's On-Call rotation for after-hours emergencies. Qualifications are Master's degree in social work/related human services field preferred, Bachelor's degree required; at least four years' experience working with youth and families; and one year of supervisory experience
- **Family Specialist:** reports to the Program Coordinator, and works with youth, families, and communities. The Family Specialist (FS) uses a culturally competent, trauma-responsive, and strength-based approach when working with families. The FS works collaboratively with families, County representatives and community providers to develop, implement, evaluate and monitor service plans. The FS completes all documentation required by Berkshire and County and is 100 percent devoted to the program. Qualifications are Master's degree in social work/ related human services field and at least one-year experience working with youth and families.



Corporate Office
13640 State Route 22
Canaan, NY 12029
(518) 781-4567

berkshirefarm.org

Brian Parchesky
President and
Chief Executive Officer

July 20, 2023
Concetta Hmura Director of Social Services
Department of Social Services
152 West High Street
Ballston Spa, New York 12020

Dear Director Hmura,



This letter is to inform you about the exclusive programming that Berkshire Farm Center & Services provides Saratoga County Departments of Social Services and the Probation Department. The Saratoga Long program was developed in collaboration with Saratoga County Social Services in 1983 with the intent to provide services to prevent youth who were at risk of placement with the department to remain at home. The Saratoga Short program began operation in 1995 as an intensive, short term crisis intervention diversion program designed to meet the needs of at risk youth and their families. The contracted services including but not limited to the scope of services, program description, referrals, and caseload sizes for both programs were developed in partnership with Saratoga County. The Short and Long programs and contracts were deliberately tailored to specifications to meet the needs of Saratoga county, Saratoga county children and families. Berkshire is the only agency that has ever operated this program.

The Saratoga Stepping Stones program began operation in 2011. The program provides intensive, home and community-based family preservation services and is an alternative to detention program. The Saratoga Enhanced Stepping Stones program began in 2019 and is a result of the historic Raise the Age legislation and like Stepping Stones, is an alternative to detention program that provides intensive home and community based family preservation services specifically for the sixteen and seventeen year old youth. Stepping Stones is the most used Juvenile Justice Case Management program across the state and was developed by and is only used by Berkshire farm. Stepping Stones is currently underway to become a recognized evidence based model through OCFS and the Youth Justice Institute. Berkshire continues to work with the Youth Justice Center to provide the necessary documentation and data in order for Stepping Stones to become a model to be used statewide by OCFS. No other agency has the Stepping Stones model.

Berkshire values our partnership and looks forward to continuing to serve the youth and families in Saratoga County. If you need any additional information, please let us know.

Thank you,

A handwritten signature in black ink, appearing to read "Lucas Jacobs".

Lucas Jacobs

Vice President of Detention and Prevention

Our Mission:

To strengthen children and families so they can live safely, independently and productively within their home communities.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Aging & Youth Services



DATE: 08/29/2023

COMMITTEE: Health & Human Services



This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Accept additional 2023 funding from the New York State Office for the Aging (NYSOFA).

3. Specific Details on what the resolution will authorize:

Authorize the Chairman to accept additional 2023 funding in an amount of \$343,450 for various funding streams and authorize the related expenses. New York State Office for the Aging issued final allocations in August 2023 for the 2023 funding year.

County Attorney's Office
Consulted **Yes**

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted **Yes**

- Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Increase A-0599.B Appropriated Fund Balance-Budgetary	<input type="checkbox"/>
Amount: \$314,175	

5. Identify Budget Impact (**Required**):

Other	<input type="checkbox"/>
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- a. G/L line impacted See attached
- b. Budget year impacted 2023
- c. Details

The budget will be amended to accept these funds, authorize the related expenses, and increase fund balance by \$314,175.

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Final allocations

10. Remarks:

Impacted Budget Lines:

Title III C 1 and III C 2 - Nutrition Program		
REVENUE		
Account Number	Account Name	Amount
A.76-4774	Nutrition Program	\$61,675
EXPENSE		
Account Number	Account Name	Amount
A.76.761-8200	Departmental Supplies	\$2,500
A.76.761-8211	Food/Food Supplies	\$2,500
A-0599.B	Fund Balance	\$56,675

Community Services for the Elderly Program (CSE)		
REVENUE		
Account Number	Account Name	Amount
A.76-3772	Program for Aging S.A.	\$66,642
EXPENSE		
Account Number	Account Name	Amount
A.76.763-8350	Client Transportation	\$20,000
A-0599.B	Fund Balance	\$46,642

Expanded In-Home Services for the Elderly (EISEP)		
REVENUE		
Account Number	Account Name	Amount
A.76-3773	S/A In-Home Services	\$114,574
EXPENSE		
Account Number	Account Name	Amount
A.76.764-8512	Conference & Training Fees	\$1,275
A-0599.B	Fund Balance	\$113,299

Wellness In Nutrition program(WIN)

REVENUE

Account Number	Account Name	Amount
A.76-3775	S/A Supply Nutrition Asst	\$58,620

EXPENSE

Account Number	Account Name	Amount
A.76.76-8211	Food/Food Supplies	\$3,000
A-0599.B	Fund Balance	\$55,620

NY Connects Expansion and Enhancement Program

REVENUE

Account Number	Account Name	Amount
A.76-3774	New York Connects	\$41,939

EXPENSE

Account Number	Account Name	Amount
A-0599.B	Fund Balance	\$41,939

NEW YORK STATE OFFICE FOR THE AGING

TITLE III-C-1

2023 FFY FINAL ALLOCATION SCHEDULE

PLANNING AND SERVICE AREA	WEIGHTED POPULATION PERCENTAGE	FINAL AWARD	PERCENT OF STATE ALLOCATION
ALBANY	1.386%	\$408,472	1.379%
ALLEGANY	0.254%	74,857	0.253%
BROOME	1.059%	312,100	1.053%
CATTARAUGUS	0.389%	114,643	0.387%
CAYUGA	0.403%	118,770	0.401%
CHAUTAUQUA	0.760%	223,981	0.756%
CHEMUNG	0.464%	136,747	0.462%
CHENANGO	0.295%	86,941	0.293%
CLINTON	0.381%	112,285	0.379%
COLUMBIA	0.345%	101,676	0.343%
CORTLAND	0.227%	66,900	0.226%
DELAWARE	0.300%	88,414	0.298%
DUTCHESS	1.267%	373,400	1.260%
ERIE	4.824%	1,421,692	4.798%
ESSEX	0.214%	63,068	0.213%
FRANKLIN	0.245%	72,204	0.244%
FULTON	0.294%	86,646	0.292%
GENESEE	0.303%	89,298	0.301%
GREENE	0.283%	83,403	0.282%
HERKIMER	0.371%	109,338	0.369%
JEFFERSON	0.460%	135,568	0.458%
LEWIS	0.136%	57,110	0.193%
LIVINGSTON	0.293%	86,351	0.291%
MADISON	0.331%	97,550	0.329%
MONROE	3.431%	1,011,159	3.413%
MONTGOMERY	0.296%	87,235	0.294%
NASSAU	5.863%	1,727,900	5.831%
NIAGARA	1.175%	346,288	1.169%
ONEIDA	1.295%	381,653	1.288%
ONONDAGA	2.161%	636,874	2.149%
ONTARIO	0.521%	153,545	0.518%
ORANGE	1.430%	421,439	1.422%
ORLEANS	0.204%	60,121	0.203%
OSWEGO	0.518%	152,661	0.515%
OTSEGO	0.328%	96,665	0.326%
PUTNAM	0.371%	109,338	0.369%
RENSSELAER	0.679%	200,109	0.675%
ROCKLAND	1.308%	385,484	1.301%
ST. LAWRENCE	0.564%	166,218	0.561%
SARATOGA	0.923%	272,019	0.918%
SCHENECTADY	0.739%	217,792	0.735%
SCHOHARIE	0.185%	57,110	0.193%
SCHUYLER	0.097%	57,110	0.193%
SENECA	0.188%	57,110	0.193%
STEUBEN	0.530%	156,198	0.527%
SUFFOLK	6.000%	1,768,276	5.968%
SULLIVAN	0.420%	123,779	0.418%
TIOGA	0.260%	76,625	0.259%
TOMPKINS	0.353%	104,033	0.351%
ULSTER	0.927%	273,198	0.922%
WARREN/HAMILTON	0.385%	114,220	0.386%
WASHINGTON	0.312%	91,950	0.310%
WAYNE	0.443%	130,557	0.441%
WESTCHESTER	4.394%	1,294,967	4.370%
WYOMING	0.190%	57,110	0.193%
YATES	0.129%	57,110	0.193%
NEW YORK CITY	48.012%	14,149,741	47.753%
SENECA INDIAN RES	0.058%	57,110	0.193%
ST. REGIS MOHAWK	0.026%	57,110	0.193%
TOTAL	99.999%	\$29,631,228	100.000%

↑ 19,190

NEW YORK STATE OFFICE FOR THE AGING

TITLE III-C-2

2023 FFY FINAL ALLOCATION SCHEDULE

PLANNING AND SERVICE AREA	WEIGHTED POPULATION PERCENTAGE	FINAL AWARD	PERCENT OF STATE ALLOCATION
ALBANY	1.386%	\$280,038	1.376%
ALLEGANY	0.254%	51,320	0.252%
BROOME	1.059%	213,969	1.051%
CATTARAUGUS	0.389%	78,596	0.386%
CAYUGA	0.403%	81,426	0.400%
CHAUTAUQUA	0.760%	153,556	0.754%
CHEMUNG	0.464%	93,750	0.461%
CHENANGO	0.295%	59,604	0.293%
CLINTON	0.381%	76,981	0.378%
COLUMBIA	0.345%	69,706	0.342%
CORTLAND	0.227%	45,865	0.225%
DELAWARE	0.300%	60,614	0.298%
DUTCHESS	1.267%	255,995	1.257%
ERIE	4.824%	974,680	4.787%
ESSEX	0.214%	43,416	0.213%
FRANKLIN	0.245%	49,502	0.243%
FULTON	0.294%	59,402	0.292%
GENESEE	0.303%	61,220	0.301%
GREENE	0.283%	57,179	0.281%
HERKIMER	0.371%	74,960	0.368%
JEFFERSON	0.460%	92,942	0.457%
LEWIS	0.136%	43,416	0.213%
LIVINGSTON	0.293%	59,200	0.291%
MADISON	0.331%	66,878	0.329%
MONROE	3.431%	693,227	3.405%
MONTGOMERY	0.296%	59,806	0.294%
NASSAU	5.863%	1,184,608	5.819%
NIAGARA	1.175%	237,406	1.166%
ONEIDA	1.295%	261,652	1.285%
ONONDAGA	2.161%	436,626	2.145%
ONTARIO	0.521%	105,267	0.517%
ORANGE	1.430%	288,929	1.419%
ORLEANS	0.204%	43,416	0.213%
OSWEGO	0.518%	104,661	0.514%
OTSEGO	0.328%	66,272	0.326%
PUTNAM	0.371%	74,960	0.368%
RENSSELAER	0.679%	137,191	0.674%
ROCKLAND	1.308%	264,279	1.298%
ST. LAWRENCE	0.564%	113,956	0.560%
SARATOGA	0.923%	186,490	0.916%
SCHENECTADY	0.739%	149,314	0.733%
SCHOHARIE	0.185%	43,416	0.213%
SCHUYLER	0.097%	43,416	0.213%
SENECA	0.188%	43,416	0.213%
STEUBEN	0.530%	107,085	0.526%
SUFFOLK	6.000%	1,212,288	5.954%
SULLIVAN	0.420%	84,860	0.417%
TIOGA	0.260%	52,533	0.258%
TOMPKINS	0.353%	71,323	0.350%
ULSTER	0.927%	187,298	0.920%
WARREN/HAMILTON	0.385%	86,833	0.427%
WASHINGTON	0.312%	63,039	0.310%
WAYNE	0.443%	89,508	0.440%
WESTCHESTER	4.394%	887,799	4.361%
WYOMING	0.190%	43,416	0.213%
YATES	0.129%	43,416	0.213%
NEW YORK CITY	48.012%	9,700,734	47.647%
SENECA INDIAN RES	0.058%	43,416	0.213%
ST. REGIS MOHAWK	0.026%	43,416	0.213%
TOTAL	99.999%	\$20,359,487	100.000%

↑ 42,485

New York State Office For The Aging
 Community Services For The Elderly Program
 State Fiscal Year- 4/1/23-3/31/24
 Final Allocation Schedule

PI: _____
 Date: _____

Area Agency on Aging	Population		Matched	Unmatched	COLA	Allocation	Local Match-
	60+	Administration	Services	Services			25%
Albany	60,195	60,195	435,300	93,208	46,469	635,172	145,100
Allegany	10,426	20,000	75,395	16,144	8,049	119,588	25,132
Broome	44,485	44,485	321,693	68,882	34,341	469,401	107,231
Cattaraugus	15,918	20,000	115,112	24,648	12,288	172,048	38,371
Cayuga	17,062	20,000	123,383	26,419	13,171	182,973	41,128
Chautauqua	30,565	30,565	221,031	47,328	23,595	322,519	73,677
Chemung	19,339	20,000	139,850	29,945	14,929	204,724	46,617
Chenango	11,797	20,000	85,309	18,267	9,107	132,683	28,437
Clinton	15,552	20,000	112,464	24,081	12,006	168,551	37,488
Columbia	16,219	20,000	117,288	25,114	12,521	174,923	39,096
Cortland	9,246	20,000	66,862	14,317	7,138	108,317	22,288
Delaware	12,947	20,000	93,626	20,047	9,995	143,668	31,209
Dutchess	57,062	57,062	412,643	88,356	44,050	602,111	137,548
Erie	197,246	75,000	1,426,384	305,421	152,269	1,959,074	475,462
Essex	9,835	20,000	71,122	15,229	7,592	113,943	23,708
Franklin	9,358	20,000	67,673	14,490	7,224	109,387	22,558
Fulton	12,488	20,000	90,308	19,337	9,640	139,285	30,103
Genesee	12,908	20,000	93,345	19,987	9,965	143,297	31,115
Greene	11,971	20,000	86,568	18,536	9,241	134,345	28,856
Herkimer	15,022	20,000	108,631	23,260	11,597	163,488	36,211
Jefferson	18,408	20,000	133,118	28,503	14,211	195,832	44,373
Lewis	5,557	20,000	57,852	12,387	6,176	96,415	19,284
Livingston	12,840	20,000	92,852	19,882	9,912	142,646	30,951
Madison	14,426	20,000	104,321	22,338	11,137	157,796	34,774
Monroe	145,640	75,000	1,053,196	225,513	112,431	1,466,140	351,066
Montgomery	11,394	20,000	82,396	17,643	8,796	128,835	27,466
Nassau	283,610	75,000	2,050,926	439,149	218,940	2,784,015	683,642
Niagara	47,641	47,641	344,516	73,769	36,778	502,704	114,839
Oneida	52,282	52,282	378,077	80,955	40,360	551,674	126,026
Onondaga	91,166	75,000	659,267	141,164	70,378	945,809	219,756
Ontario	23,803	23,803	172,132	36,857	18,375	251,167	57,378
Orange	59,933	59,933	433,406	92,802	46,267	632,408	144,469
Orleans	8,698	20,000	62,900	13,468	6,715	103,083	20,967
Oswego	22,299	22,299	161,256	34,528	17,214	235,297	53,752
Otsego	14,323	20,000	103,577	22,178	11,057	156,812	34,526
Putnam	18,429	20,000	133,270	28,536	14,227	196,033	44,424
Rensselaer	31,155	31,155	225,297	48,241	24,051	328,744	75,099
Rockland	59,153	59,153	427,766	91,594	45,665	624,178	142,589
St. Lawrence	21,907	21,907	158,420	33,921	16,912	231,160	52,807
Saratoga	43,943	43,943	317,775	68,043	33,923	463,684	105,925
Schenectady	31,758	31,758	229,659	49,175	24,516	335,108	76,553
Schoharie	7,560	20,000	57,852	12,387	6,176	96,415	19,284
Schuyler	4,386	20,000	57,852	12,387	6,176	96,415	19,284
Seneca	7,717	20,000	57,852	12,387	6,176	96,415	19,284
Steuben	21,915	21,915	158,478	33,934	16,918	231,245	52,826
Suffolk	285,071	75,000	2,061,491	441,412	220,068	2,797,971	687,164
Sullivan	16,666	20,000	120,520	25,806	12,866	179,192	40,174
Tioga	11,221	20,000	81,144	17,375	8,662	127,181	27,048
Tompkins	16,042	20,000	116,007	24,840	12,384	173,231	38,669
Ulster	39,054	39,054	282,419	60,472	30,149	412,094	94,140
Warren/Hamilton	17,481	40,000	172,928	37,027	18,460	268,415	57,643
Washington	13,633	20,000	98,588	21,110	10,524	150,222	32,863
Wayne	19,328	20,000	139,771	29,928	14,921	204,620	46,591
Westchester	192,309	75,000	1,390,683	297,776	148,458	1,911,917	463,561
Wyoming	8,211	20,000	59,378	12,714	6,339	98,431	19,793
Yates	5,913	20,000	57,852	12,387	6,176	96,415	19,284
New York City	1,407,635	375,000	10,179,311	2,179,622	1,086,659	13,820,592	3,393,104
Seneca Nation	1,608	20,000	57,852	12,387	6,176	96,415	19,284
St. Regis Mohawk	447	20,000	57,852	12,387	6,176	96,415	19,284
Total	3,684,203	2,212,150	26,853,796	5,750,000	2,866,692	37,682,638	\$8,951,281

↑ 666,642

New York State Office For The Aging
 EISEP Program
 State Fiscal Year 4/1/23-3/31/24
 Final Allocation Schedule

PI:
 Date:

Area Agency on Aging	Population 60+	Administration	Services	COLA	Supplement	Total Allocation	Local Match-
							25%
Albany	60,195	\$60,195	\$711,943	\$57,526	\$151,950	\$981,614	\$287,965
Allegany	10,426	\$20,000	\$150,993	\$12,201	\$26,318	\$209,512	\$59,104
Broome	44,485	\$44,485	\$526,136	\$42,513	\$112,293	\$725,427	\$212,810
Cattaraugus	15,918	\$20,000	\$188,267	\$15,212	\$40,182	\$263,661	\$76,150
Cayuga	17,062	\$20,000	\$201,797	\$16,306	\$43,069	\$281,172	\$81,622
Chautauqua	30,565	\$30,565	\$361,501	\$29,210	\$77,155	\$498,431	\$146,219
Chemung	19,339	\$20,000	\$228,728	\$18,482	\$48,817	\$316,027	\$92,515
Chenango	11,797	\$20,000	\$150,993	\$12,201	\$29,779	\$212,973	\$60,258
Clinton	15,552	\$20,000	\$183,938	\$14,863	\$39,258	\$258,059	\$74,399
Columbia	16,219	\$20,000	\$191,827	\$15,500	\$40,941	\$268,268	\$77,590
Cortland	9,246	\$20,000	\$150,993	\$12,201	\$23,340	\$206,534	\$58,111
Delaware	12,947	\$20,000	\$153,128	\$12,373	\$32,682	\$218,183	\$61,937
Dutchess	57,062	\$57,062	\$674,888	\$54,532	\$144,041	\$930,523	\$272,977
Erie	197,246	\$75,000	\$2,332,883	\$188,502	\$497,906	\$3,094,291	\$943,597
Essex	9,835	\$20,000	\$150,993	\$12,201	\$24,826	\$208,020	\$58,607
Franklin	9,358	\$20,000	\$150,993	\$12,201	\$23,622	\$206,816	\$58,205
Fulton	12,488	\$20,000	\$150,993	\$12,201	\$31,523	\$214,717	\$60,839
Genesee	12,908	\$20,000	\$152,666	\$12,336	\$32,584	\$217,586	\$61,750
Greene	11,971	\$20,000	\$150,993	\$12,201	\$30,218	\$213,412	\$60,404
Herkimer	15,022	\$20,000	\$177,669	\$14,356	\$37,920	\$249,945	\$71,863
Jefferson	18,408	\$20,000	\$217,716	\$17,592	\$46,467	\$301,775	\$88,061
Lewis	5,557	\$20,000	\$150,993	\$12,201	\$14,027	\$197,221	\$55,007
Livingston	12,840	\$20,000	\$151,862	\$12,271	\$32,412	\$216,545	\$61,425
Madison	14,426	\$20,000	\$170,620	\$13,786	\$36,415	\$240,821	\$69,012
Monroe	145,640	\$75,000	\$1,722,524	\$139,184	\$367,638	\$2,304,346	\$696,721
Montgomery	11,394	\$20,000	\$150,993	\$12,201	\$28,762	\$211,956	\$59,919
Nassau	283,610	\$75,000	\$3,354,333	\$271,037	\$715,914	\$4,416,284	\$1,356,749
Niagara	47,641	\$47,641	\$563,463	\$45,529	\$120,260	\$776,893	\$227,908
Oneida	52,282	\$52,282	\$618,354	\$49,964	\$131,975	\$852,575	\$250,110
Onondaga	91,166	\$75,000	\$1,078,245	\$87,124	\$230,130	\$1,470,499	\$436,125
Ontario	23,803	\$23,803	\$281,525	\$22,748	\$60,086	\$388,162	\$113,871
Orange	59,933	\$59,933	\$708,844	\$57,276	\$151,288	\$977,341	\$286,711
Orleans	8,698	\$20,000	\$150,993	\$12,201	\$21,956	\$205,150	\$57,650
Oswego	22,299	\$22,299	\$263,736	\$21,310	\$56,289	\$363,634	\$106,675
Otsego	14,323	\$20,000	\$169,402	\$13,688	\$36,155	\$239,245	\$68,519
Putnam	18,429	\$20,000	\$217,965	\$17,612	\$46,520	\$302,097	\$88,162
Rensselaer	31,155	\$31,155	\$368,479	\$29,774	\$78,644	\$508,052	\$149,041
Rockland	59,153	\$59,153	\$699,619	\$56,531	\$149,319	\$964,622	\$282,980
St. Lawrence	21,907	\$21,907	\$259,100	\$20,936	\$55,300	\$357,243	\$104,800
Saratoga	43,943	\$43,943	\$519,726	\$41,995	\$110,925	\$716,589	\$210,217
Schenectady	31,758	\$31,758	\$375,611	\$30,350	\$80,166	\$517,885	\$151,926
Schoharie	7,560	\$20,000	\$150,993	\$12,201	\$19,084	\$202,278	\$56,693
Schuyler	4,386	\$20,000	\$150,993	\$12,201	\$11,072	\$194,266	\$54,022
Seneca	7,717	\$20,000	\$150,993	\$12,201	\$19,480	\$202,674	\$56,825
Steuben	21,915	\$21,915	\$259,195	\$20,943	\$55,320	\$357,373	\$104,839
Suffolk	285,071	\$75,000	\$3,371,613	\$272,433	\$719,602	\$4,438,648	\$1,363,739
Sullivan	16,666	\$20,000	\$197,113	\$15,927	\$42,070	\$275,110	\$79,728
Tioga	11,221	\$20,000	\$150,993	\$12,201	\$28,325	\$211,519	\$59,773
Tompkins	16,042	\$20,000	\$189,733	\$15,331	\$40,495	\$265,559	\$76,743
Ulster	39,054	\$39,054	\$461,902	\$37,323	\$98,584	\$636,863	\$186,829
Warren/Hamilton	17,481	\$40,000	\$339,200	\$27,409	\$44,127	\$450,736	\$127,777
Washington	13,633	\$20,000	\$161,241	\$13,029	\$34,414	\$228,684	\$65,219
Wayne	19,328	\$20,000	\$228,598	\$18,471	\$48,789	\$315,858	\$92,463
Westchester	192,309	\$75,000	\$2,274,491	\$183,784	\$485,444	\$3,018,719	\$919,979
Wyoming	8,211	\$20,000	\$150,993	\$12,201	\$20,727	\$203,921	\$57,240
Yates	5,913	\$20,000	\$150,993	\$12,201	\$14,926	\$198,120	\$55,307
New York City	1,407,635	\$375,000	\$16,648,486	\$1,345,223	\$3,553,282	\$21,921,991	\$6,733,923
Seneca Nation	1,608	\$20,000	\$150,993	\$12,201	\$4,059	\$187,253	\$51,684
St. Regis Mohawk	447	\$20,000	\$150,993	\$12,201	\$1,128	\$184,322	\$50,707
Total	3,684,203	\$2,212,150	\$44,675,941	\$3,609,909	\$9,300,000	\$59,798,000	\$17,992,001

↑
114,574

New York State Office For The Aging
 Wellness In Nutrition program
 State Fiscal Year- 4/1/23-3/31/24
 Final Allocation Schedule

PI:
 Date:

<u>Area Agency on Aging</u>	<u>Population 60+</u>	<u>Base Allocation</u>	<u>COLA</u>	<u>Final Allocation</u>
Albany	60,195	\$548,988	\$72,610	\$621,598
Allegany	10,426	\$234,025	\$30,952	\$264,977
Broome	44,485	\$304,435	\$40,265	\$344,700
Cattaraugus	15,918	\$245,462	\$32,465	\$277,927
Cayuga	17,062	\$242,240	\$32,039	\$274,279
Chautauqua	30,565	\$294,391	\$38,937	\$333,328
Chemung	19,339	\$248,129	\$32,818	\$280,947
Chenango	11,797	\$234,075	\$30,959	\$265,034
Clinton	15,552	\$237,493	\$31,411	\$268,904
Columbia	16,219	\$239,075	\$31,620	\$270,695
Cortland	9,246	\$232,533	\$30,755	\$263,288
Delaware	12,947	\$235,889	\$31,199	\$267,088
Dutchess	57,062	\$305,137	\$40,358	\$345,495
Erie	197,246	\$1,266,401	\$167,496	\$1,433,897
Essex	9,835	\$232,672	\$30,774	\$263,446
Franklin	9,358	\$236,506	\$31,281	\$267,787
Fulton	12,488	\$238,733	\$31,575	\$270,308
Genesee	12,908	\$235,182	\$31,106	\$266,288
Greene	11,971	\$234,491	\$31,014	\$265,505
Herkimer	15,022	\$242,861	\$32,121	\$274,982
Jefferson	18,408	\$245,754	\$32,504	\$278,258
Lewis	5,557	\$162,012	\$21,428	\$183,440
Livingston	12,840	\$166,162	\$21,977	\$188,139
Madison	14,426	\$235,284	\$31,119	\$266,403
Monroe	145,640	\$681,499	\$90,136	\$771,635
Montgomery	11,394	\$240,096	\$31,755	\$271,851
Nassau	283,610	\$1,212,195	\$160,327	\$1,372,522
Niagara	47,641	\$309,062	\$40,877	\$349,939
Oneida	52,282	\$543,680	\$71,908	\$615,588
Onondaga	91,166	\$577,226	\$76,345	\$653,571
Ontario	23,803	\$240,099	\$31,756	\$271,855
Orange	59,933	\$536,026	\$70,896	\$606,922
Orleans	8,698	\$230,447	\$30,479	\$260,926
Oswego	22,299	\$246,509	\$32,604	\$279,113
Otsego	14,323	\$237,988	\$31,477	\$269,465
Putnam	18,429	\$165,944	\$21,948	\$187,892
Rensselaer	31,155	\$289,187	\$38,248	\$327,435
Rockland	59,153	\$298,736	\$39,511	\$338,247
St. Lawrence	21,907	\$251,117	\$33,213	\$284,330
Saratoga	43,943	\$249,104	\$32,947	\$282,051
Schenectady	31,758	\$290,297	\$38,395	\$328,692
Schoharie	7,560	\$163,045	\$21,565	\$184,610
Schuyler	4,386	\$159,149	\$21,049	\$180,198
Seneca	7,717	\$162,922	\$21,548	\$184,470
Steuben	21,915	\$248,700	\$32,893	\$281,593
Suffolk	285,071	\$1,125,004	\$148,795	\$1,273,799
Sullivan	16,666	\$242,384	\$32,058	\$274,442
Tioga	11,221	\$164,357	\$21,738	\$186,095
Tompkins	16,042	\$235,172	\$31,104	\$266,276
Ulster	39,054	\$293,786	\$38,857	\$332,643
Warren/Hamilton	17,481	\$237,551	\$31,419	\$268,970
Washington	13,633	\$235,615	\$31,163	\$266,778
Wayne	19,328	\$240,254	\$31,776	\$272,030
Westchester	192,309	\$1,200,947	\$158,839	\$1,359,786
Wyoming	8,211	\$164,056	\$21,698	\$185,754
Yates	5,913	\$161,739	\$21,392	\$183,131
New York City	1,407,635	\$12,417,054	\$1,642,295	\$14,059,349
Seneca Nation	1,608	\$79,303	\$10,489	\$89,792
St. Regis Mohawk	447	\$79,339	\$10,494	\$89,833
Total	3,684,203	31,307,519	4,140,777	\$35,448,296

↑ 58,620

New York State Office for the Aging
 New York Connects Expansion and Enhancement Program
 State Fiscal Year- 4/1/23-3/31/24
 Final Allocation Schedule - MA Cap Funds and FFP Funding

23-PI-10

<u>Area Agency on Aging</u>	<u>MA Cap Funding</u>	<u>FFP Funding</u>	<u>Total Allocation</u>
Albany	\$369,034	\$31,787	\$400,821
Allegany	\$235,258	\$20,264	\$255,522
Broome	\$410,816	\$35,386	\$446,202
Cattaraugus	\$279,541	\$24,078	\$303,619
Cayuga	\$220,754	\$19,015	\$239,769
Chautauqua	\$413,018	\$35,576	\$448,594
Chemung	\$282,480	\$24,332	\$306,812
Chenango	\$222,792	\$19,190	\$241,982
Clinton	\$283,216	\$24,395	\$307,611
Columbia	\$150,254	\$12,942	\$163,196
Cortland	\$235,258	\$20,264	\$255,522
Delaware	\$180,642	\$15,560	\$196,202
Dutchess	\$462,662	\$39,852	\$502,514
Erie	\$612,810	\$52,785	\$665,595
Essex	\$235,258	\$20,264	\$255,522
Franklin	\$227,183	\$19,569	\$246,752
Fulton	\$234,523	\$20,201	\$254,724
Genesee	\$234,523	\$20,201	\$254,724
Greene	\$234,523	\$20,201	\$254,724
Herkimer	\$283,949	\$24,458	\$308,407
Jefferson	\$185,167	\$15,950	\$201,117
Lewis	\$235,991	\$20,327	\$256,318
Livingston	\$206,712	\$17,805	\$224,517
Madison	\$183,422	\$15,799	\$199,221
Monroe	\$670,214	\$57,729	\$727,943
Montgomery	\$201,932	\$17,394	\$219,326
Nassau	\$465,424	\$40,090	\$505,514
Niagara	\$284,066	\$24,468	\$308,534
Oneida	\$461,927	\$39,788	\$501,715
Onondaga	\$679,022	\$58,488	\$737,510
Ontario	\$283,216	\$24,395	\$307,611
Orange	\$458,989	\$39,535	\$498,524
Orleans	\$200,496	\$17,270	\$217,766
Oswego	\$263,637	\$22,709	\$286,346
Otsego	\$179,771	\$15,485	\$195,256
Putnam	\$250,799	\$21,603	\$272,402
Rensselaer	\$299,412	\$25,790	\$325,202
Rockland	\$461,927	\$39,788	\$501,715
St. Lawrence	\$240,748	\$20,737	\$261,485
Saratoga	\$412,282	\$35,512	\$447,794
Schenectady	\$413,018	\$35,576	\$448,594
Schoharie	\$235,258	\$20,264	\$255,522
Schuyler	\$146,478	\$12,617	\$159,095
Seneca	\$237,375	\$20,447	\$257,822
Steuben	\$220,825	\$19,021	\$239,846
Suffolk	\$651,119	\$56,085	\$707,204
Sullivan	\$283,216	\$24,395	\$307,611
Tioga	\$146,478	\$12,617	\$159,095
Tompkins	\$283,949	\$24,458	\$308,407
Ulster	\$261,374	\$22,514	\$283,888
Warren/Hamilton	\$206,860	\$17,818	\$224,678
Washington	\$234,523	\$20,201	\$254,724
Wayne	\$283,216	\$24,395	\$307,611
Westchester	\$664,339	\$57,223	\$721,562
Wyoming	\$178,769	\$15,398	\$194,167
Yates	\$185,671	\$15,993	\$201,664
New York City	\$3,812,067	\$328,356	\$4,140,423
Seneca Nation	\$124,090	\$10,689	\$134,779
St. Regis	\$64,152	\$5,526	\$69,678
Total	\$21,066,425	\$1,814,575	\$22,881,000

↑ 41,939