

## **Family Support Services Program Requirements**

- 1. Program Purpose:** Agency shall provide in the Coverage Area the Family Support Services described in Section 3 below. Agency shall design and deliver the Family Support Services in a manner that supports achievement of the Outcomes set forth in Attachment 3 from January 1, 2016 through September 30, 2017, and from October 1, 2017 through September 30, 2019 the Hub Roles Plan and the other Hub and ELD goals as described in this Agreement. These Outcomes will be reported using the format and timeline prescribed by the ELD. Family Support Services must be provided in a culturally competent and gender-specific manner that reflects the population, needs and resources of the community.
  
- 2. Eligibility:** All Children and their families.
  
- 3. Services:** Family Support Services are community-based services to promote the wellbeing of children and families designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a safe, stable and supportive family environment, to strengthen parental relationships and promote healthy marriages, and otherwise to enhance child development. US Department of Health and Human Services, Administration for Children and Families.
  - a. Family Support Services must (1) be family-focused and targeted to the family and not only the child or other individual family member(s); (2) be focused on at risk families so that the services will have an impact on the population that would otherwise require services from DHS; and (3) focus on child welfare (not educational needs or other services which are the responsibility of other agencies). Family Support Services (Title IV-(B)(2)) funds allocated may not be used for family preservation or family reunification services as these are services provided by DHS.
  
  - b. Family Support Services funds are federal Title IV-B(2). Use and expenditure of these funds must meet all federal requirements. Family Support Services may include:
    - (1) Services, including in-home visits, parent support groups, and other programs designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health, and nutrition. Example of programs may include Parenting Classes, Parent-to-Parent Support, and In-Home Visitation classes;
    - (2) Respite care of children to provide temporary relief for parents and other caregivers including, for example, family respite care;

- (3) Structured activities involving parents and children to strengthen the parent-child relationship, including, for example, Healthy Families Oregon;
  - (4) Drop-in centers to afford families opportunities for informal interaction with other families and with program staff, including, for example, family resource centers;
  - (5) Transportation, information and referral services to afford families access to other community services, including child care, health care, nutrition programs, adult education literacy programs, legal services, and counseling and mentoring services, including, for example, Dial-a-Ride, child care referral, and outreach centers; and
  - (6) Early developmental screening of children to assess the needs of such children, and assistance to families in securing specific services to meet these needs, including, for example, Healthy Families Oregon.
4. **Title IV-B2 Family Support Services Funds:** When utilizing federal Title IV-B2 Family Support Services funds, Agency shall comply and require all Providers to comply with the additional federal requirements applicable to Title IV-B2 Family Support Services funds in 42 USC 629 et seq., including but not limited to: maintaining and providing to ELD such documentation as ELD shall require to comply with federal reporting requirements, 45 CFR Part 92, and the limitations on the use of Title IV-B2 funds in 42 USC 629d.
  5. **Title IV-B2 Family Support Services Match Requirement:** Federal Title IV-B2 Family Support Services Funds require 25% match. Match funds can be in-kind, cash or cash equivalent. Other Federal Funds can't be utilized as match funds. This requirement will be met by ELD.
  6. **Title IV-B2 Family Support Services Administrative Overhead:** No more than 10% of the funds provided to Agency under this Agreement for Family Support Services may be expended on Administrative Overhead.

## **School Readiness Program Requirements**

1. **Program Purpose:** Agency shall provide in the Coverage Area School Readiness Services described in Section 3 below. Agency shall design and deliver School Readiness Services in a manner that supports achievement of the Outcomes set forth in Attachment 3 for January 2016 through September 30, 2017, and for October 1, 2017 through September 30, 2019 the Hub Roles Plan and other Hub and ELD goals as described in this Agreement. School Readiness Services must be community-based, high quality early learning experience and/or therapeutic services, with demonstrated positive school readiness.
2. **Eligibility:**
  - a. Children who are receiving Healthy Families Oregon services, Early Head Start services, Oregon Pre-Kindergarten services, or are on other early learning service waiting lists.
  - b. Children in Agency targeted elementary school catchments areas.

- c. Children from historically underserved populations.
  - d. Children with diagnosed disabilities or delays in natural settings.
3. **Services:** School Readiness services are (a) services that increase the number of QRIS providers focused on providing culturally specific services or services in targeted school catchments or low-income communities, serving children and families of historically underserved populations, (b) community-based evidence based early literacy services that target high-risk communities or populations and promote cross-sector collaboration, and (c) capacity building activities for developmental screening, infant-toddler mental health consultants and targeted professional development and training, (d) research-based early childhood programs, in-home or center based parenting programs, literacy programs, preschool programs, licensed childcare programs or other programs that connect early childhood to kindergarten readiness, (e) culturally responsive family engagement activities that promote seamless transitions into kindergarten and the family's comfort and engagement at their child's school, and (f) coordination and identification of children and families from Target Populations, to recruit them for early learning activities that prepare them for success in school, enroll them in services, and make timely referrals with smooth transitions.
4. **Administrative Overhead:** Administrative Overhead must not exceed the overall 15% limitation: Administrative Overhead: Any dollar expended or coordinated by Agency for Early Learning Services that is not spent directly on services for children or on preparing and evaluating services for children. This is the cost of operating administrative functions supporting the delivery of Early Learning Services by the Agency or an Early Learning Service Provider, and may include staff duties such as payroll processing and data entry and non-program related costs including space, supplies and phones. If individuals spend more than 15% of their time on these functions, their salaries and expenses must be prorated between program and Administrative Overhead.

## **Healthy, Stable, and Attached Families Program Requirements**

1. **Program Purpose:** Agency shall provide in the Coverage Area Healthy, Stable and Attached Family Services as described in Section 3 below. Agency shall design and deliver Healthy, Stable and Attached Family Services in a manner that supports achievement of the Outcomes set forth in Attachment 3 for January 2016 through September 30, 2017, and for October 1, 2017 through September 30, 2019 the Hub Roles Plan and other Hub and ELD goals as described in this Agreement. Healthy, Stable and Attached Family Services must be focused on activities that promote healthy, stable and attached families.
2. **Eligibility:** All Children and their families.
3. **Services:** Healthy, Stable, and Attached Families services are (a) services that increase access to evidence based early learning programs, including culturally specific community-based

programs, that increase the confidence and competence of caregivers and/or strengthen resiliencies of families who are experiencing specific stressors, (b) services that build connectivity and collaboration between Early Learning Services and health, mental health, child welfare, self-sufficiency and other stabilization programs, and (c) capacity building activities for developmental screening, infant-toddler mental health consultants and targeted professional development and training, (d) services that address social determinants of health that lead to health and well-being for young children and their families, (e) services that increase protective factors and reduce childhood experiences of abuse or neglect, (f) services that ensure children and families from Target Populations have access to medical, dental, mental health and other health care services.

4. **Administrative Overhead:** Administrative Overhead must not exceed the overall 15% limitation: Administrative Overhead: Any dollar expended or coordinated by Agency for Early Learning Services that is not spent directly on services for children or on preparing and evaluating services for children. This is the cost of operating administrative functions supporting the delivery of Early Learning Services by the Agency or an Early Learning Service Provider, and may include staff duties such as payroll processing and data entry and non-program related costs including space, supplies and phones. If individuals spend more than 15% of their time on these functions, their salaries and expenses must be prorated between program and Administrative Overhead.

**For questions contact:**

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