

**ANNUAL PLAN UPDATE
for the
Monroe County Integrated County Plan**

**ADMINISTRATIVE COMPONENT – DEPARTMENT OF HUMAN SERVICES
(Local Department of Social Services)**

I. FINANCING PROCESS

- a) Please describe any changes to the financing for the district's services delivery as submitted in the county three-year plan.**

Child and Family Services

The Department of Social Services uses three major sources of funds to support Child Welfare, Adult, and Child Care Services - federal, state, and local government. For 2005, the total cost of these services is budgeted to be about \$169 million with \$61 million reimbursed by the federal government, \$63 million by the state government and \$45 million from the county government. These numbers have changed from 2004 when federal reimbursement was at \$50 million, the state at \$72 million, and local county government at \$43. In recent years both the Federal and State governments have been funding much of the services through block grants which has the effect of making any new costs 100% local and discourages the development of new programs.

Monroe County will continue to work with the Office of Children and Family Services and the New York Public Welfare Association to develop a funding structure that will allow counties to respond to increased/emerging needs and encourage increased investment in preventive services.

Adult Protective Services and Non-Residential Domestic Violence

No changes

- b) Please describe any changes made to the criteria or procedures for selecting purchase of service providers for all child welfare, adult protective and non-residential DV services.**

Child and Family Services

No changes

Adult Protective Services and Non-Residential Domestic Violence

No changes

Flexible Funds for Family Services have been repositioned to maximize state and federal reimbursements. However, no new services will be purchased.

II. MONITORING PROCEDURES

Please describe any changes to the procedures used to monitor purchase of service agreements for child welfare services, adult protective services and non-residential services to victims of domestic violence.

No changes

III. SUMMARY OF UNDERSTANDING WITH THE DISTRICT ATTORNEY'S OFFICE FOR CHILD PROTECTIVE SERVICES

The MOU has not been updated since the last plan.

IV. APPENDICES

APPENDIX A (Administrative – DSS)

CHECKLIST

ADMINISTRATIVE COMPONENT – DEPARTMENT OF SOCIAL SERVICES

County: Monroe

A. For each section or Appendix of the APU listed below, please indicate if there are any changes. If yes, please complete narrative or Appendix as required. If the answer is “no” for all of these items in Part A of this checklist, no additional submission is necessary.

YES **NO**

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Finance Process |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | a. Financing to support district’s services delivery. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Criteria/Procedures for selecting purchase of service providers. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | II. Monitoring procedures for purchase of service agreements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | III. Summary of Understanding with the District Attorneys Office for Child Protective Services |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | F. Department of Social Services – Program Information Matrix |

B. Each of the Appendices below are required submissions. In addition, for Appendices D and E, if changes are indicated on these Appendices, counties are required to submit D-1 and/or E 1-12, respectively as indicated.

- A. Checklist: Administrative Component – DSS (This form.)
- B. Legal Assurances – DSS
- C. Memorandum of Understanding (MOU) for Cooperative Diversion Procedures Between Probation Department and Local Social Service District (Due July 1, 2005.)
- C-1. Signature Page – MOU for Cooperative Diversion Procedures Between Probation Department and Local Social Service District (Due July 1, 2005.)
- D. Checklist – Non-Residential Programs for Victims of Domestic Violence (Due July 15, 2005.)
- E. Child Care Checklist

**APPENDIX B (Administrative – DSS)
LEGAL ASSURANCES**

LOCAL SOCIAL SERVICES DISTRICTS

Appendix B contains the requirements each social services district must fulfill in order to meet the existing mandates found in the state or federal statutes. The activities indicated are statutorily mandated. Therefore, no option is given to indicate that any of these activities are not current practice.

The inclusion of these assurances in the Child and Family Services Plan or Consolidated Services Plan constitutes the district's commitment to maintain compliance with these assurances.

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 local district is required to provide licensure for the 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 handicapped persons 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. There is in operation a system of fair hearings and grievance 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.
6. Adequate and timely notice is provided to applicants for and recipients of services and care as required by 18 NYCRR 407.5 (h) (2) (i).
7. 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.

B. Child Protective Services

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

C. Preventive Services for Children

1. Every child and family eligible for mandated preventive services needing any of the core services of the Preventive Services shall have these services provided to them in a timely manner. Those core services are 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 purchase of 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 a plan 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 and that staff are aware of such plans and procedures.

D. Adult Protective Services

1. The district has a process in place to enable the commissioner to act as a conservator representative or protective payee on behalf of a client in need of protective services for adults (PSA) when no one else is willing or capable of acting in this capacity.
2. The district in providing protective services for adults will implement each responsibility contained in 18 NYCRR Part 457.

E. Domestic Violence Services

1. Each domestic violence victim seeking non-residential services will be provided with all needed core services directly from the provider and as otherwise specified in 18 NYCRR Part 462 in a timely manner.
2. Non-residential services will be provided regardless of a person's financial eligibility, will be provided in a manner that addresses the ethnic composition of the community being served and the needs of victims with special needs, and will be provided in a safe and confidential location.

F. Child Care

The social services district assures that when providing child care services under the New York State Child Care Block Grant (NYSCCBG) it will:

1. provide parents with information about the full range of providers eligible for payment with child care subsidy funds;
2. offer child care certificates to assist parents in accessing care;
3. inform clients of criteria to consider when selecting a child care provider;
4. allow parents to select any legal eligible child care provider (Districts may disapprove providers chosen by families with a preventive or protective case under certain circumstances.);
5. establish at least one method of paying for child care provided by caregivers who do not have a contract with the district;
6. review enrollment forms for providers of legally-exempt child care to determine that providers are operating legally and comply with State standards and any additional State-approved local standards;
7. give priority for subsidies to children of families with very low income and to children who have special needs;
8. guarantee child care services to a family who has applied for or is in receipt of public assistance when such services are needed for a child under 13 years of age in order to enable the child's custodial parent or caretaker relative to participate in activities required by a social services official including orientation, assessment, or work activities as defined in 12 NYCRR Part 1300.9;
9. guarantee child care services to applicants for or recipients of public assistance who are employed and would otherwise be eligible for public assistance benefits that choose to receive child care subsidies for a child under 13 years of age in lieu of public assistance benefits for such period of time as the applicants/recipients continue to be financially eligible for public assistance;
10. guarantee child care services for up to 12 months for applicants for or recipients of public assistance who have chosen to receive child care subsidies for a child under 13 years of age in lieu of public assistance benefits and who are no longer eligible for public assistance, provided that certain financial and programmatic requirements are also met;

11. guarantee child care services to a family who is in receipt of public assistance when such services are needed for a child under 13 years of age in order to enable the child's custodial parent or caretaker relative to engage in work as defined by the social services district;
12. guarantee child care subsidies for up to 12 months for families whose public assistance has ended, who need child care for a child under 13 years of age in order for the parent or caretaker relative to engage in work, whose income is within 200% of the State income standard, who received public assistance in three of the six months prior to case closing, and whose assistance was terminated as a result of increased hours or income from employment or increased income from child support or because the family voluntarily closed its case;
13. inform recipients of public assistance and former public assistance recipients of the child care guarantees for eligible families;
14. inform families in receipt of public assistance of their responsibility to locate child care;
15. inform families in receipt of public assistance of the criteria the district will use to determine that a family has demonstrated an inability to obtain needed child care because of the following reasons:
 - unavailability of appropriate child care within a reasonable distance from the individual's home or work site;
 - unavailability or unsuitability of informal child care by a relative or under other arrangements; or
 - unavailability of appropriate and affordable regulated child care arrangements;
16. offer two choices of legal child care, at least one of which must be a licensed or registered provider, to recipients of public assistance who have requested assistance in locating child care for a required work activity and who have demonstrated an inability to obtain care;
17. inform recipients of public assistance that their public assistance benefits cannot be reduced or terminated when they demonstrate that they are unable to work due to the lack of available child care for a child under the age of thirteen;
18. advise recipients of public assistance that the time during which they are excepted from the reduction or termination of benefits due to the lack of available child care will still count toward the families' time limit on family assistance benefits;

19. provide payment for the actual cost of care (rate charged by the provider to non-subsidized families unless a lower payment rate has been established in a negotiated contract) up to the applicable market rate;
20. allocate NYSCCBG subsidy funds in a manner that provides eligible families equitable access to child care assistance funds;
21. provide child care to other eligible families as long as funds are available.

G. Staffing

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

APPENDIX C-1 (Administrative-DHS/DSS)

**MEMORANDUM OF UNDERSTANDING (MOU)
FOR COOPERATIVE DIVERSION PROCEDURES BETWEEN
MONROE COUNTY OFFICE OF PROBATION-COMMUNITY CORRECTIONS
AND
MONROE COUNTY DEPARTMENT OF HUMAN SERVICES**

JULY 1, 2005

1) DESIGNATED LEAD AGENCY

Monroe County Office of Probation – Community Corrections has been designated as the lead agency.

2) DEVELOPMENT OF COLLABORATIVE DIVERSION PROCEDURES

Monroe County has been involved in a PINS planning process since June 2004 when the Vera Institute of Justice facilitated a retreat with key stakeholders to study the PINS system and identify opportunities to provide services better and more cost effectively. In September 2004, Monroe County formed a PINS Re-Design Committee, as a sub-committee of the Monroe County Juvenile Justice Council. (See Attachment 1- List of PINS Re-Design Committee and Attachment 2 – Juvenile Justice Council Membership – available in hard copy only) The committee has developed recommendations designed to create a PINS structure that incorporates the strengths of the current PINS system, addresses the gaps in services identified during the retreat, incorporates best practices from across the country as well as from other counties in New York State, and responds to youth and families in a more timely fashion. The recommendations were reviewed to ensure compliance with the recently enacted PINS Reform legislation (Chapter 57 of the Laws of 2005).

a) Inventory of available targeted community services (by geography)

Monroe County publishes several inventories of services available to youth and families throughout the community. The Rochester-Monroe County Youth Bureau publishes the Youth Yellow Pages and the Adults Guide to Youth Services. The Rochester-Monroe County Youth Bureau in collaboration with the Monroe County Office of Probation-Community Corrections developed a Service Inventory for 16 & 17 Year Olds. The Monroe County Department of Human Services-Preventive Services Unit publishes annually the Preventive Services: Program & Eligibility Standards. These inventories have been shared with Probation and other emergency contact points to raise awareness of those working with youth and families of the services available in the community. In addition, Monroe County has implemented a 24 hour information and referral hotline (*211) and a website (www.211fingerlakes.org) which contains a complete inventory of human services available in the Finger Lakes region.

The following describes the specific programs in the four categories required in the MOU and outlines plans to shift and/or expand resources to meet the requirements of the PINS Reform legislation.

Residential Respite

- Center for Youth Services: operates a 12 bed (R/HY) co-ed shelter for youth ages 12 to 18. The shelter is located within the City of Rochester and is operated pursuant to R/HY Regulations. The Center for Youth Services also operates a Temporary Emergency Family (TEF) program that has 5 beds for youth ages 12 to 18. TEF homes are located throughout the county.
- Salvation Army: operates Genesis House (R/HY), a 14-bed co-ed shelter for youth 16 – 21. Youth are self-referred. The shelter is located within the City of Rochester and is operated pursuant to R/HY Regulations.
- Mercy Residential Services: provides emergency and transitional housing for pregnant and parenting women ages 16 –21 and their children. Operated by Catholic Family Center. Youth must be residents of Monroe County. Youth may be self-referred, or referred by an agency or family member.
- Enhanced Diversion Services: 8 bed 30 day respite program that is linked with two formal diversion programs: Functional Family Therapy and Hillside Family of Agencies In-Home Diversion Program. EDS is run by Hillside Children’s Center. EDS is located in the City of Rochester. Youth must be referred by Probation.
- YES (Youth Emergency Services): contracts with Hillside Children’s Center for 6 mental health crisis beds that a youth can stay at for up to 14 days. Youth referred to these beds have mental health issues/behavior. The YES beds are located at Hillside. Youth are referred to the beds by either the Mobile Crisis team, or community mental health providers.

- Proposed:
- (1) Change EDS to 1 -14 day respite program. Target Fall 2005
 - (2) Track usage of emergency beds for PINS youth. Information gathered will inform future expansion as well as the re-design of the EDS program.
 - (3) Talk with R/HY providers to expand services to PINS youth.

Crisis Intervention

Monroe County has analyzed PINS inquiries including time of call, type and purpose. Very few calls come into Probation during non-work hours. Presently, parents or community members in crises first contact one of the emergency contacts in the community. Monroe County Office of Probation – Community Corrections will work with the emergency contact points to identify how many calls are PINS calls, time of day of the calls, needs of the caller and where the caller was directed. This information will help inform the design of an immediate response capability into the PINS system. The following lists the current array of crisis intervention resources:

- PINS Information Line: Staffed 9 hours per day by Probation Officers trained in juvenile services. Probation Officers triage calls, talk to caller about needs and options, and assist caller in identifying next steps.
- On-Call Probation Officer: During non-working hours, an on-call Probation Officer is available to other crisis contact points (Lifeline, RPD’s FACIT, HCC Emergency Line, etc) for conference calls and to discuss possible options and identify next steps.
- JIT (Juvenile Intervention Team): Probation Officers, police officers and 911 dispatchers are able to enlist the assistance of JIT (a combined Rochester Police Department and Probation Officer team that works evening hours to perform curfew checks and “knock and talks” and to serve warrants, etc.) to go to a youth’s home to respond to family crisis, and help youth and family develop a short-term plan until they can see their Probation Officer. If needed, they help the youth find safe housing.

- Rochester Community Mobile Crisis Team: A service of Strong Behavioral Health, Comprehensive Psychiatric Emergency Program. RCMCT provides on-site services for children in need of crisis mental health services who cannot get to a mental health provider. Child specialist staff meet with children and their families in the home, school and community and provide one-time assessment and follow-up.
- Lifeline: A 24-hour telephone line staffed with trained volunteers who handle a wide array of individual and family issues. Provides information and referral/linkage to appropriate services as well as short-term telephone crisis counseling. Lifeline has on-site psychiatric resources available.
- Metro Teen Help Line: Operated by Lifeline 24/7. Utilizes youth and young adults to answer calls directly from youth.
- FACIT: Operated 24/7 by Rochester Police Department, FACIT staff physically respond to family disturbance calls to assist in mediating the situation, identifying needs and linking parties to appropriate services. A FACIT counselor is part of the aforementioned JIT.
- Hillside's Crisis Counseling line: Hillside utilizes R/HY monies to operate a 24/7 crisis counseling line (primarily for youth to call), which utilizes trained counselors to triage calls, link the caller to services and provide follow-up.

Diversion Services

Monroe County has been providing diversion services to PINS youth and families for more than 20 years. Monroe County currently utilizes formal diversion programs, a wide array of Preventive funded programs, and youth serving programs funded by other sources. (See Attachment 3 for a List of Preventive Programs – available in hard copy only) The following formal diversion services will continue to be used for this population of youth:

In-Home Diversion: a 60-slot in-home diversion program for PINS youth operated by Hillside Children's Center and Crestwood Children's Center.

Functional Family Therapy (FFT): a 24-slot diversion program for youth 16–18 operated by Cayuga Home for Children.

Monroe County will look to expand the number and variety of evidence based diversion programs that will be based upon the needs of youth and families coming to the PINS system for assistance.

Alternatives to Detention

Monroe County does not currently have an adequate system of alternatives to detention. Monroe County in conjunction with Family Court is planning to establish a range of alternatives to detention. These alternatives will focus primarily on runaway and truancy behavior, which are the two major issues that result in the decision to detain a youth. Monroe County has taken the following steps to establish a system of alternatives to detention for Family Court.

1. Monroe County Office of Probation-Community Corrections is exploring increased evening fieldwork hours to conduct curfew checks for pre-adjudicated PINS youth released from non-secure detention. Probation will also help ensure youth and parents are aware of upcoming court dates.
2. Monroe County will convert the Enhanced Diversion Program (30 day respite and 4 month aftercare) to a 1-14 day respite program where law enforcement can take runaway youth.

3. Monroe County will seek funding to expand the Juvenile Reporting Center (JRC) to be used as an alternative to detention for pre-adjudicated youth.

Alternative dispute resolution services

Monroe County currently has a PINS Mediation Program through the Center for Dispute Settlement, which has been very successful in resolving family issues. Monroe County will work with the Center for Dispute Settlement to expand this service.

b) Description of Procedures for Initiating and Delivering Diversion Services

Monroe County is in the process of re-designing its' local PINS system based upon the results from the retreat with the Vera Institute of Justice in June 2004. Changes to the PINS law effective April 2005 further support the direction Monroe County is moving in with its redesign. Monroe County anticipates the major changes in the local practice to occur in early 2006, as this will require issuing RFPs as well as budgetary changes that will be reflected in the 2006 Monroe County Budget. (See Attachment 4- Conceptual Model of PINS System – available in hard copy only).

Responses to the following questions reflect procedures and processes that Monroe County will implement from July 1, 2005 through March 2006 when it is anticipated that the new PINS system will be transitioned in. A new MOU will be developed at that time to reflect the procedures for the new system.

How will the county provide an immediate response to families and youth in need of services? Please include provision for 24-hour response capability

Monroe County has completed an analysis of the time of day, type of call and purpose of call to Probation's PINS Information Line. Less than 10% of the calls come into Probation during non-work hours. Monroe County anticipates that families and community members will continue to contact the existing array of emergency contacts. To coordinate between systems and facilitate communication, there will be an on-call Probation Officer (reachable via pager) who will be available to Lifeline, FACIT and other emergency contact points, with whom to consult on situations.

Monroe County will continue to use a PINS Information number as the first contact point. Probation Officers will respond to callers by triaging the call, identifying the needs of the caller and youth. If the situation requires services from a mobile or crisis service, Probation Officers will link the youth and family to that system and follow-up to ensure that the crisis is being addressed. During off-hours, a message will be on the PINS Information Line directing the caller to contact Lifeline, 511 or the police (911) if a child is missing. Probation will keep data on the calls and utilize the information to make adjustments in coverage and identify gaps in the service delivery system. This information will then be incorporated into planning for the PINS System Re-Design.

Monroe County Probation will also discontinue the practice of interviewing prospective PINS petitioners at the Family Court office in the Hall of Justice, eliminating even the suggestion that access to Family Court is imminent. Families will be referred to Probation downtown office for service. Police agencies and other referral sources will be reminded to refer families to Probation and not to the Family Court.

How and to whom potential petitioners refer a case

Monroe County will continue to use a PINS Information number as the first contact point. Probation Officers will respond to callers during the hours of 8:00 a.m. to 5:00 p.m. weekdays. Probation Officers

will be assigned on a rotating schedule to answer the PINS Information Line. Messages left on the line during non-business hours will be returned the morning of the next business day. As noted previously, during off-hours, a message will be on the PINS Information Number directing people to contact Lifeline or 211 or the police (911) if a child is missing. During off-hours, an on-call Probation Officer (reachable via pager) will be available to Lifeline, FACIT and other emergency contact points for consultation.

A Senior Probation Officer in Juvenile Intake will serve as the *School Liaison*. School districts wishing to file a PINS Truancy complaint involving a youth will be encouraged to contact the *School Liaison* to discuss the situation and identify (where possible) other options available to the school to address the behavior. School districts still desiring to file a PINS Truancy complaint will be required to complete a referral form in which the school district must identify what efforts they have undertaken to address the truancy behavior and the results of each intervention. In addition, if the child is classified as special education, the school district must attach documentation that a Nexus Hearing was held and the results of that hearing along with who the participants were. Probation Officers will be assigned school truancy cases on a random basis. If a school packet comes through and is incomplete, the *School Liaison* will contact the school district, review the case, identify what is missing or unclear, list the current issues, and state the school district expectations from the PINS system. Together, the District representative and the *School Liaison* will agree to a course of action.

The Probation Officer who took the initial call will remain the Probation Officer for the youth and family throughout the course of services. It is also anticipated that this Probation Officer will have a better opportunity to get to know the youth and family and become an integral resource to them. This will provide a seamless system of services to youth and families.

How and by whom the initial conference will be scheduled

The Probation Officer who has the initial contact (generally over the phone) with the potential petitioner will assess the situation, identify any crisis needs, make any necessary referrals/linkages, and schedule a face-to-face conference within 2 business days. The Probation Officer will attempt to meet with the petitioner and youth the same day. The Probation Officer who has the initial contact will be assigned to the case and will stay with the youth and family through diversion services.

How and by whom eligibility for PINS diversion will be determined

As mandated by the PINS Reform legislation, youth who are exhibiting PINS like behaviors (at-risk) will be considered to be eligible for PINS services. During both the initial contact and the face-to-face conference, Probation Officers who respond to the initial PINS inquiry will identify the concerns of the youth and family, list the services and systems the youth and family have been involved with and the outcomes of that involvement, and explain the PINS system and the outcomes they can expect from the system. If a youth and family believe that another system is more appropriate to meet their needs, the Probation Officer will facilitate the linkage with that system and follow-up to ensure that the youth and family have made that connection. (See Attachment 5 – PINS System Workflow – available in hard copy only)

How and by whom suitability for diversion services will be determined

Suitability for diversion will be based upon two key pieces of information. First, the family and the youth must agree to participate in diversion services. Secondly, the availability of services to meet the

needs identified during the assessment phase. For youth who have a history of PINS system contact, a review of their history, interventions, and results of those interventions will be reviewed with the youth and family to ascertain if another attempt at diversion would be helpful to the youth and family.

How an assessment will be made to determine whether the youth would benefit from residential respite services or other alternatives to detention

Determination of the need for respite will be based upon the presenting situation and a safety assessment of the home. If the home is determined to be unsafe due to violence, instability, unsafe behavior of the youth or the parent/relative, alternative housing options will be explored. The first option will be to identify a relative or other adult family member who can take the youth in. The second option would be to identify an adult friend of the family who can assist the youth. The third option would be use of an emergency or respite bed. If a youth goes into a respite or emergency bed, the Probation Officer will meet with the youth, family and the respite/emergency housing staff to discuss the situation and develop a plan. If it is determined that there are mental health issues and a mental health oriented bed is needed, then the Probation Officer will link with YES (Youth Emergency Services), the Mobile Crisis Team or HCC Diagnostic Program.

Probation will designate a Sr. Probation Officer to serve as Family Court Liaison. This Sr. Probation Officer will be responsible for a detention review process similar to what is done with juvenile delinquents. This Sr. Probation Officer will be located at court and available to review youth who are detained and speak with family, the youth, law guardian and other interested parties. The Sr. Probation Officer will work with the youth and family to identify an alternative to detention plan that will ensure that the youth appears in court as required and does not put him/herself at risk. When the Sr. Probation Officer is unavailable, an on-call Probation Officer will be present at court. Non-Secure Detention will coordinate with the Family Court Liaison to notify of any pre-adjudicated warrants in advance of the court appearance.

What assessment protocols will be used to determine risks, needs and strengths

Monroe County will continue to use the YASI as the core screening and assessment instrument. All youth and families that come in for a face-to-face conference will have a YASI Pre-Screen completed. The next steps will depend on the score from the YASI Pre-Screen. If the Pre-Screen shows a medium to high score, then the YASI Full Screen (assessment) will be completed. In addition, Probation has available to it, specialized assessments in the areas of mental health, substance abuse and sexual inappropriate/offending behavior. These assessments can be done on-site at Probation. These specialized assessments can further assist Probation, the youth and the family in identifying needs and developing a plan to address needs in the community, where possible.

How and by whom referral to services and a case plan will be developed, including any case plan protocols that will be used

The Probation Officer upon completion of either the YASI Pre-Screen (for low risk) and the YASI Full Screen (for medium and high risk) will develop a diversion agreement that will be signed by the parent/guardian, the youth and the Probation Officer which outlines needs, services/programs referred to, behavioral expectations, and frequency of communication and reporting between Probation Officer, youth and family. The diversion agreement is continually re-assessed with the youth and family, as new information becomes available and updated. At the time the diversion agreement is developed,

families are given information about the referral program and expectations. This is communicated initially by Probation and reinforced by the referral program.

If the Probation Officer decides to refer a youth and family for services from either a Preventive Program or a formal diversion program, the Probation Officer will complete a referral form, attach a copy of supporting documentation and assessment information, and fax to the program within two days. Initial contact with ready-to-open cases is made within three days by referral agencies. The Preventive or Diversion program will make contact with the child and family within one week. The referral agency will communicate using a standardized letter that outlines expectation of wait time including interim contact person and phone number. A copy of the letter will be forwarded to Probation. The initial intake interview with the referral agency will include the youth and at least one legal guardian and will involve further assessment, trust building and necessary paperwork. Strengths will be identified and basic, mutual goals and expectations agreed upon. Subsequent meetings will encourage participation from all members of the family, including any other significant persons not currently living in the household. The agency's treatment plan incorporates the Probation plan and is written with family input within twenty days and shared with the family, Probation and DHS (if a Preventive funded program). By the third week there will be a conversation regarding the case plan and goals between the Probation Officer and the service provider worker, initiated by the worker.

If the Probation Officer decides to refer a youth and family for services to a community-based program, the Probation Officer will assist the family to make the initial appointment. Probation will clarify with the program what information they need, and how they and Probation will communicate about services provided. Probation will send (fax where possible) a referral form and attach a copy of supporting documentation and assessment information as required. The intake interview with the referral agency will include the youth and at least one legal guardian. The agency's treatment/case service plan incorporates the Probation plan and is written with family input within twenty days and shared with the family and Probation. By the third week after the initial interview, there will be a conversation between Probation and the community agency regarding the case plan and goals. Probation and the community program will clarify expectations for on-going communication regarding the case.

c) Determination of Case Closings

Criteria and procedures for determining a case closing

There will be three types of case closing of diversion cases:

1. Closed –Intervention Successful (Not petitioned)
2. Closed – Family/Youth Requests No further Intervention or No Longer Believe That They Will Benefit From Diversion or Probation Services (Not petitioned)
3. Petitioned- Diversion Unsuccessful And No Further Services Will Benefit Family or Youth

Closed –Intervention Successful

If the family, youth and Probation Officer agree that the needs have been addressed/resolved, the Probation Officer will identify a case for closing. The Probation Officer will have a closing interview with the family and youth to ensure that there are not identified unmet needs. The Probation Officer will obtain the supervisor's approval before closing the case, and shall prepare and send the closing letter (see below).

Closed – Family/Youth Requests No further Intervention or No Longer Believe That They Will Benefit From Diversion or Probation Services

If the family and youth state that they do not want any further services or contacts with Probation, the Probation Officer will prepare a closing letter outlining what was attempted and the outcomes. The Probation Officer will have a closing interview with the family and youth to ensure that there are not identified unmet needs. The Probation Officer will obtain the supervisor's approval before closing the case, and shall prepare and send the closing letter (see below).

Petitioned- Diversion Unsuccessful And No Further Diversion Services Will Benefit Family or Youth

If the family, youth and Probation Officer agree that the needs have not fully been met AND they will not benefit from further services or contacts with Probation AND the petitioner requests that the case go to court, the Probation Officer will prepare a summary cover sheet to attach to the petition that outlines the interventions attempted and the outcomes. The Probation Officer will obtain the supervisor's approval before closing the case, and shall prepare and send the closing letter (see below).

When a case has been referred for services outside of Probation and that program has determined that the case is ready for closing, there will be a discussion between the program and Probation Officer on the type of closing and expectations of an after-care plan. A copy of the discharge/closing summary is sent to the Probation Officer. Before a case is actually closed by the Probation Officer, the Probation Officer will meet with the youth and family to review the diversion agreement, any information sent from programs/services about what services were provided and the outcomes, and identify any outstanding issues/concerns. If all parties agree that the case should be closed, the Probation Officer will make a determination as to the type of closing. If the family or youth believe that they could benefit from further services, the Probation Officer will work with the youth and family to clarify the needs and identify possible provider/services. The Probation Officer will link youth and family with new services and the case will remain open.

Notification to the potential petitioner when services are terminated based on determination that interventions were successful, detailing the diligent efforts undertaken

Monroe County Probation has developed a letter that will be sent when a case is closed and the services have been completed. The letter will list the interventions tried and the status of those interventions. The letter will be sent to the petitioner as well as to the child. In the case of a truancy complaint, the letter will be sent to the school, the family and youth.

Notification to the potential petitioner when services are terminated based on determination that interventions were unsuccessful & there is no substantial likelihood of the youth and family benefiting from further attempts or services and the case has not been successfully diverted (include preparing report of diligent efforts to the court)

Monroe County Probation has developed a letter that will be sent when a case is closed (but not petitioned to court) because the interventions were not successful and there is no substantial likelihood of the youth and family benefiting from further diversion attempts or services. The letter will list the interventions attempted and state why they failed. The letter will be sent to the petitioner, the youth (respondent) and his/her family (if not the petitioner). In the case of a truancy complaint, the letter will be sent to the school, the family and youth.

For those cases that are being petitioned to court, Probation has revised the petition request cover sheet to document diligent efforts consistent with the PINS law and ASFA requirements. A copy of this sheet will be maintained in the case file.

3) INFORMING STAKEHOLDERS OF NEW PINS PROCEDURES

Since the PINS Reform legislation law will have the greatest impact on schools, law enforcement and courts, priority will be given to sharing information about the changes in the PINS law with them. In the fall of 2005, a more comprehensive community campaign to inform parents, youth, providers and the community at large will be undertaken as Monroe County moves closer to implementing the new PINS system. Monroe County is outlining a four phase communication plan to ensure that users of the system are (1) knowledgeable about the system, (2) have realistic expectations, (3) modify their internal practices and procedures to be consistent with the new PINS law, and (4) understand their role in assisting youth and families to be successful in the new PINS system.

Phase 1: July 2005

Probation and DHS will work together to revise the PINS brochure and material given to parents and other prospective petitioners; update any flow charts and procedures to reflect the changes in the PINS law; contact the Public Safety Training Center to revise the PINS video used to train police officers to reflect changes as a result of the new PINS law; and present information on the new PINS law and changes in procedures to Probation Officers and Family Court Judges.

Phase 2: August 2005 – December 2005

	<u>Information Dissemination Activities</u>	Who is Responsible
Law Enforcement	<ul style="list-style-type: none"> - present tape at roll calls within all law enforcement jurisdictions in Monroe County - meet with Law Enforcement Council to talk about changes in local practice as it relates to changes in the PINS law - present information to RPD's FACIT (Families and Children Intervention Team) 	Probation
Schools	<ul style="list-style-type: none"> - meet with county law department to develop a school referral - meet with representatives from all school districts in Monroe County to present on the new PINS law, share with the schools the referral form and discuss new procedures/expectations regarding filing a PINS and being notified of diversion outcomes for youth 	DHS Probation Family Court Law Department
Courts	See above under Law Enforcement	
DHS	- present information on the new PINS law (including brochures) to Child & Family Service caseworkers	DHS Probation
Diversion Providers	- discuss new system and protocols with existing providers	DHS & Probation
Youth Serving	- share information on new PINS law, local process	Youth Bureau/

Administrative Component Local Department of Social Services

Agencies	and what services/resources are available for youth "at-risk " for PINS behavior	Youth Service Quality Council Probation
Crisis Contacts	<ul style="list-style-type: none"> - present information/orientation to PINS to Lifeline staff volunteers - present information/orientation to PINS to Mobile Crisis & YES - present information/orientation to PINS to 211 telecommunications - present information/orientation to PINS to HCC's SPOA - present information/orientation to PINS to Center for Youth Service's crisis hotline staff & volunteers - present information/orientation to PINS to R/HY program staff 	Probation
Families	<ul style="list-style-type: none"> - families contacting the PINS line will be given an explanation of the new system and a copy of the brochure - put articles in local PTA newsletters 	Probation Schools/Municipal Youth Bureaus
Community at large	<ul style="list-style-type: none"> - recruit a story in local newspapers about changes in the law and what families can expect - present workshop at ICP Public Hearing (Aug 05) 	Communications Office Probation

Phase 3: January 2006 – June 2006

	<u>Information Dissemination Activities</u>	Who is Responsible
Law Enforcement	<ul style="list-style-type: none"> - develop new video tape about the FACT and the changes in the access point & show tape at role calls prior to the start-up of FACT - meet with Law Enforcement Council 	Probation FACT
Schools	- meet with representatives from all school districts in Monroe County to present information on FACT, and assess how the truancy/school referral form is working and identify any further changes need to be made to it	DHS Probation Family Court FACT
Courts	- meet with Judges and clerks to discuss alternatives to detention options and protocols for when to use detention	Probation DHS Law Department
DHS	- present information on the new PINS designs (FACT) to Child & Family Service caseworkers	DHS
Diversion Providers	<ul style="list-style-type: none"> - share PINS Re-Design - modify contracts to be consistent with PINS Re-Design 	Probation DHS

Administrative Component Local Department of Social Services

Youth Serving Agencies	-share information on new PINS system design at Annual YSQC Breakfast	DHS Probation CCSI
Crisis Contacts	- present information on new PINS system design to Lifeline staff & volunteers, Mobile Crisis & YES, Center for Youth Service's crisis hotline staff & volunteers, R/HY program staff, 211 and RPD FACIT	Probation
Families	- information on new system distributed to local pediatricians and health clinics - develop a poster (as funds are available)	County Communication Not yet identified
Youth	- develop a poster (as funds are available) - work with youth to produce a TV show on PINS on youth show on Public Access channel 12 (TV)	Not yet identified One Voice/One Vision Youth Council
Community at large	- recruit stories/features in local newspapers about new PINS system - articles/information in church bulletins, community/neighborhood newsletters, and local access TV	County Communication

Phase 3: June 2006 – September 2006

Efforts will be made during this phase to assess the effectiveness of the communication efforts to date, identify groups missed or needing additional information, and adjust any written materials to ensure that they reflect the actual PINS system that was implemented. Monroe County is committed to benchmarking performance in a variety of areas. Monroe County will prepare a "report card" to the community, County Administration and the County Legislature on the implementation of the new PINS system.

SIGNATURE PAGE

MEMORANDUM OF UNDERSTANDING (MOU)
FOR COOPERATIVE DIVERSION PROCEDURES BETWEEN
MONROE COUNTY OFFICE OF PROBATION-COMMUNITY CORRECTIONS
AND
MONROE COUNTY DEPARTMENT OF HUMAN SERVICES

This Memorandum of Understanding for Cooperative Diversion Procedures between the Probation Department and the local Social Services District describing the diversion procedures to be implemented pursuant to Chapter 57 of the Laws of 2005 is agreed to by the Monroe County Department of Human Services and the Monroe County Office of Probation-Community Corrections and is submitted as part of the Annual Plan Update.

Director
Monroe County Office of Probation-
Community Corrections

Commissioner
Monroe County Department of Human Services

(Date)

(Date)

My signature below constitutes approval of this agreement.

Maggie Brooks, County Executive

(Date)

APPENDIX D (Administrative-DSS)

CHECKLIST

NON -RESIDENTIAL PROGRAMS FOR VICTIMS OF DOMESTIC VIOLENCE

Note: The Appendix D (and D-1 as required) is due on July 15, 2005. If Appendices are submitted after July 15, 2005, consideration for the 2006 Federal Family Violence Grant may be jeopardized.

County: Monroe

Date: June 29, 2005

Contact Person: Corinda Crossdale

Email Address: Corinda.Crossdale@dfa.state.ny.us

Phone Number: 585-274-6725

Note: The OCFS Internet lists all currently approved Domestic Violence Programs. Counties may refer to Appendix D of the 2004 Administrative Component of the CFS or CSP County Plan and all revisions for the list of currently approved county Non-Residential Domestic Violence Programs.

1. Will the same agencies approved in the Administrative Component of the 2004 county plan be responsible for providing non-residential domestic violence services? Please check all that apply.

Yes

For each current agency, will the eligibility criteria, core services, program location, confidentiality provisions and staff positions remain the same?

Yes No

For each agency that has changes, please provide details below and/or on attached sheet.

Alternatives for Battered Women has experienced the following changes:

1. The new email address for the contact person, Cathy Mazzotta, is Cathym@abwrochester.org
2. The Safe Families Shelter Program has been added as a support program, which provides overall support, informational groups, case management, and supportive counseling.

- 3. The Court Advocacy Program now has two Domestic Violence Court Advocates as opposed to three.**
- 4. Staffing changes have occurred: Mariannette Bryant, MS, Administrative Coordinator, has replaced Claire Parker, MSW, in Residential Services Administration; Carrie Michels, BSW has been added as Family Services Coordinator in Residential Services Administration; Ruth Kramer, BA, has been added as a Volunteer Coordinator for the Speakers Bureau; Darci Lane, MSW, Program Counselor, has replaced JoAnn Langer in Transitional Support Services; and Andrea Mills, BSW, DVIIC Court Advocate, and Margy Shavick, MS, IDV Court Advocate, are the two new court advocates.**
- 5. In 2004 84 volunteers contributed their time to ABW activities for a total of 1360 hours.**

Lifespan has not experienced any changes.

No The county is deleting the following program(s)/agency(s).

No The county is adding one or more programs. Counties must submit a complete separate Appendix D-1 for EACH new program.

APPENDIX E (Administrative-DSS)

CHILD CARE CHECKLIST: AMENDMENTS TO 2004-2006 CHILD CARE SUBSIDY PROGRAM

County: Monroe

Please check YES for each Appendix that you will be amending or NO for each Appendix that will remain unchanged (except Appendix E-4). For EACH Appendix your district is amending, complete ONLY the areas to be changed. For example, your district is increasing family share, check yes for Appendix E-3 and complete only family share section of that Appendix.

The option to check YES or NO has been intentionally omitted on Appendix E-4 as all the optional categories are listed on Appendix E-5 through Appendix E-12.

YES NO

- | | | | |
|-------------------------------------|-------------------------------------|---------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Appendix E-1 | Administration |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Appendix E-2 | Other Eligible Families if Funds are Available |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Appendix E-3 | Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Case Reviews |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Appendix E-4 | District Options |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Appendix E-5 | Priority Populations- Additional Local Priorities |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Appendix E-6 | Funding Set Asides |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Appendix E-7 | Title XX Child Care |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Appendix E-8 | Additional Local Standards for Child Care Providers |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Appendix E-9 | Payment to Child Care Providers for Absences |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Appendix E-10 | Payment to Child Care Providers for Program Closures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Appendix E-11 | Transportation, Differential Payment Rates, and Sleep |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Appendix E-12 | Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers, Break in Activities |

**APPENDIX E-1
CHILDCARE SECTION
DATED 2004-2006 UPDATE**

County: MONROE

I. Administration (Required Section)

1. Identify the unit that has primary responsibility for the administration of childcare for:

Public Assistance Families: *Financial Assistance Division*

Transitioning Families: *Financial Assistance Division*

Income Eligible Families: *Financial Assistance Division*

Title XX: *Child and Family Services Division*

2. Indicate the use of New York State Childcare Block Grant (NYSCCBG) Funds.

The following figures are for 2005:

Total NYSCCBG Amount:	\$ 38,710,659
A. Subsidy	\$ 36,154,579
B. Other program costs (excluding subsidy)	\$ 2,511,080
C. Administrative costs (using Fed definition)	\$ 45,000

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Screening of legally-exempt providers		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Childcare Information Systems		
<input checked="" type="checkbox"/> Other	Payment Software & TA - Technology Solutions	\$170,000
	Informal Provider QIP- RCN	\$ 75,000
	National Accreditation Process – Children’s Institute	\$ 5,000
	Early Care Impact Study *	\$ 10,000

*** Early Care Impact Study is being conducted by the Children’s Institute and supports their research in early childhood education and care in Rochester.**

APPENDIX E-8
ADDITIONAL LOCAL STANDARDS FOR CHILDCARE PROVIDERS

State law allows districts to propose local standards in addition to the State standards for providers who will receive childcare subsidies.

1. Described below are the additional standards that will be required of providers as well as which providers must comply with each additional standard.

Provider Type: Legally-Exempt

Standard A: Informal provider criminal records check. When a criminal history check or self-attestation of a legally-exempt family provider or any resident of the childcare premises over the age of 18 reveals the conviction of any crime or child abuse indication, Monroe County may refuse to allow such childcare provider to participate in the Monroe County Childcare Assistance Program consistent with 01-OCFS-LCM 11.

Standard B: Informal family providers inspection: Informal family providers will be visited to ensure that they are available to provide the care authorized and to check for major safety concerns. Inspections are initially done unannounced. If the provider is not at the address at the time of the visit, a card is left and they are requested to contact the investigator.

Standard C: Informal family providers quality improvement home visit: Informal family providers will be randomly visited by a quality childcare professional that will provide information to the provider concerning becoming a registered family provider, information on Child and Adult Food Program and information regarding basic child development and safety training.

Standard D: Informal providers will be encouraged to participate in a Network Meetings that will be facilitated by the home visitors. Meeting content will be directed in part by the group but will likely encompass topics such accurately completing Attendance sheets, Notice of Decisions (NOD), payment procedures, dispute settlement and inform them of available resources for self-employed childcare.

2. Described below are the methods and resources that will be utilized to determine that these additional standards are being met.

Standard A: Informal provider criminal records check. Examiner staff and Social Services Investigator staff will review DOCS, County Clerk information and local child abuse registry.

Standard B: Informal family providers inspection: Monroe County Examiner staff and Social Services Investigator staff will conduct visits with enrolled legally exempt family providers to ensure that they are providing the care authorized and to check for major safety concerns. These inspections will occur after the provider is enrolled and will not impede the client's ability to access childcare in a timely manner. Cases where contact can not be made after two attempted visits, the examiner staff or Investigator will make a written recommendation to the Examiner assigned the case to end child care authorization to that provider.

Standard C: Informal family providers quality improvement home visit: Monroe County will contract with Rochester Children's Nursery to have staff from the Family Child Care Satellite Network and the HCC's Family Resource Centers of Rochester to conduct visits with enrolled legally exempt family providers to provide information concerning becoming a registered family provider and information regarding basic child development and safety training. Content of the visit will be based on the parents as Teachers Curriculum for family childcare providers and the Family Development Credential.

Standard D: Contracted Home visitors will conduct the monthly network meetings to small groups of providers at convenient locations and times throughout the community. Informal providers who have had a home visit, will be encouraged to participate in a Network Meetings to support them in their child care business and to encourage them to become registered providers. Content of the meeting will vary and will depend on interest/questions/concerns of the group but will likely cover such topics accurately completing attendance sheets, payment procedures, dispute settlement and inform them of available resources for self-employed childcare. Providers will be encouraged to attend the Network Meetings after the provider is enrolled and will not impede the client's ability to access childcare in a timely manner.

3. Described below is the justification for each additional standard.

Standard A: In 2004, Monroe County denied 37 providers due to them having a criminal record and not reporting it or the severity of the criminal offenses justified their not being approved to provide care. Twenty-eight (28) of those were deemed unsuitable and the remaining 9 were either cleared by investigation or the allegation was unfounded. In many other instances, prospective providers decline to complete the application when they found out that there would be a record check. We do not maintain numbers on these.

Standard B: In 2004, Monroe County conducted 794 unannounced visits which resulted in 251 pay lines being ended for a variety of reasons. Monroe County has been finding providers who are not providing care at all, fake addresses for site of day care [i.e., check cashing business; PO box], fraudulently filling out information on applications and/or attendance sheets, and parents being paid to provide care to their own child. In the safety arena, we are finding homes where providers are smoking though they attested on the application that they did not smoke at the site, providers transporting children in cars when they do not have a valid drivers license and house appears unsafe/unsanitary. Monroe County feels that it is cost effective and professionally responsible to continue to do these visits.

Standard C: Monroe County feels that by investing resources to encourage and support legally exempt providers to become registered will help to ensure better care for children as well as offer the provider a higher level of income which may assist them in stabilizing their own family.

Standard D: Approximately 10% of the monthly attendance sheets (roughly 1,100) are filled out incorrectly by providers, which cause payments to be held. Many providers are living "close to the vest" and the income from childcare is essential to their maintaining their home and paying their bills. In many instances, providers have expressed frustration and confusion with completing the form, knowing where to send it, sending it at the wrong time of the month, etc... Informal seminars that will be used to teach them how to complete the forms as well as some preemptive problem solving should reduce the number of unmatched and unpaid attendance sheets.

Note: The safety and security of children in Monroe County is an important priority. Monroe County strongly supports the requirements for parental choice in selecting a childcare provider, however, Monroe County also strongly supports the belief that large numbers of related or unrelated children being concurrently supervised by any informal childcare provider increases the chance for serious health and safety problems. For this reason Monroe County seeks the assistance of OCFS to establish in regulation a maximum number of children, related or unrelated, served by an informal provider at any one time be no greater than 6.

**APPENDIX E-11
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, SLEEP**

Transportation

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip).

Monroe County does not pay for transportation.

Differential Payment Rates

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to **15 percent** above county rate.

Care during non-traditional hours may be paid up to **0 percent** above county rate.

Limitations to the above differentials are as follows:

The district will determine which nationally recognized organizations providing accreditation to licensed and registered childcare providers are acceptable. Currently acceptable accreditation includes the National Association for Education of Young Children (NAEYC), National Association for Family Childcare (NAFCC) and National School Age Childcare Association (NSACCA). Accredited Programs must enter into a contract (if center) or agreement (if group or family) and have on file with the County of Monroe a copy of their current/valid accreditation certificate. Agreements and contracts are entered into annually.

Sleep

The following describes the standards that will be used in evaluating whether or not to pay for childcare services while a parent or caretaker that works a second or third shift sleeps and any limitations pertaining to payment:

Monroe County does not generally pay for sleep. If special circumstances exist, then childcare to allow a parent to sleep may be paid after Administrative approval and supporting documentation. Special circumstances include parents working night shift requiring sleep during the non-work hours when the other parent is not available to provide care AND the child(ren) are below school-age or the care is during school breaks; and parents incapacitated due to medical treatments that prohibit their ability to care for the children.

Indicate the number of hours allowed by your district (maximum is eight): **6 hours**