

**Date- January 2019**

**Manual -** Child and Family Services Manual, Chapter J, Promoting Safe and Stable Families

**Transmittal # -** 289

The purpose of this transmittal is to provide new guidance, Chapter J of the Child and Family Services Manual. The new chapter was developed through collaboration between VDSS and a workgroup of dedicated LDSS staff excited about developing guidance for the Promoting Safe and Stable Families Program in order to achieve a more cohesive and effective service delivery system for children and families. Unless otherwise stated, the provisions included in this transmittal are effective upon release.

Chapter J of the Child and Family Services Manual focuses on providing programmatic as well as procedural guidance to localities receiving Promoting Safe and Stable Families funding. The content of **Section 1**. includes information on the Legislative History, Service Programs, Application Process, Budget Lines and Funding Streams, Ongoing Requirements, how guidance was developed and additional resources for localities.

This transmittal and manual are available on FUSION at:  
<https://fusion.dss.virginia.gov/home/manuals>

Significant changes to the manual are as follows:

Page(s) Changed ( <i>Subchapter, section, page number(s)</i> )	Significant Changes
<b>Section 1</b> Promoting Safe and Stable Families	Adds a section providing information regarding the Promoting Safe and Stable Families Program.
1.1 Introduction	Adds an introduction to the Child and Family Services Manual. Identifies authorities under the Social Security Act and provides the purpose of the Program.
1.1.1 Legislative History	Adds a subsection that describes the legislative history of the Promoting Safe and Stable Families Program with corresponding web-links.
1.1.2 Overview	Adds a subsection that provides an overview of the Promoting Safe and Stable Families Program that includes the Virginia Children’s Services Practice Model. It also lists the goals of the Program and the four program areas.

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1.2 Service Programs of Promoting Safe and Stable Families	Adds a subsection, which defines each of the Service Programs of Promoting Safe and Stable Families.
1.2.1 Family Preservation	Adds a subsection, which list the Family Preservation Service Program.
1.2.1.1. Objective	Adds a subsection, which defines the objective of Family Preservation.
1.2.1.2 Target Population	Adds a subsection, which defines eligible populations for Family Preservation Services.
1.2.1.3 Services and Activities	Adds a subsection, which describes eligible services under Family Preservation.
1.2.1.4 Family Preservation Services	Adds a subsection providing examples of services under Family Preservation.
1.2.2 Family Support	Adds a subsection, which list the Family Support Service Program.
1.2.2.1 Objective	Adds a subsection, which defines the objective of Family Support.
1.2.2.2 Target Population	Adds a subsection, which defines eligible populations for Family Support Services.
1.2.2.3 Services and Activities	Adds a subsection, which describes eligible services under Family Support.
1.2.2.4 Family Support Services	Adds a subsection providing examples of services under Family Support.
1.2.3 Family Reunification Services	Adds a subsection, which list the Family Reunification Service Program.
1.2.3.1 Objective	Adds a subsection, which defines the objective of Family Reunification.
1.2.3.2 Target Population	Adds a subsection, which describes eligible populations under Family Reunification.
1.2.3.3 Services and Activities	Adds a subsection, which describes eligible services under Family Reunification.
1.2.3.4 Family Reunification Services	Adds a subsection providing examples of services under Family Reunification.
1.2.4 Adoption Promotion and Support Services	Adds a subsection, which list the Adoption Promotion and Support Service Program.
1.2.4.1 Objective	Adds a subsection, which defines the objective of Adoption Promotion and Support.
1.2.4.2 Target Population	Adds a subsection, which describes eligible populations under Adoption Promotion and Support.
1.2.4.3 Services and Activities	Adds a subsection, which describes eligible services under Adoption Promotion and Support.

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1.2.4.4 Adoption Promotion and Support Services	Adds a subsection providing examples of services under Adoption Promotion and Support.
1.3 Definitions	Adds a subsection, which defines terminology referenced in guidance.
1.4 Application Process	Adds a subsection describing the application process for Promoting Safe and Stable Families.
1.4.1. Preparing and Submitting the Application	Adds a subsection describing the process for developing the application for Promoting Safe and Families funding.
1.4.2 Application Date	Adds a subsection, which describes the timeframe for when the application is due.
1.4.3 Application Requirements	Adds a subsection, which describes what needs to be included in the application.
1.4.3.1 Budget	Adds a subsection, which describes what needs to be included in the budget.
1.4.3.2 Approval Process	Adds a subsection describing how applications are approved.
1.4.4 Memorandum of Agreement	Adds a subsection describing when a Memorandum of Agreement is required.
1.4.4.2 LDSS Agreement with Service Provider	Adds a subsection listing the requirements of an agreement between LDSS and a service provider.
1.4.4.2 LDSS Innovation Requests	Adds a subsection of the requirements when a locality wants to initiate a new project using Promoting Safe and Stable Families funding.
1.5 Budget Lines/Funding Streams	Adds a subsection describing budget lines and cost codes used for Promoting Safe and Stable Families.
1.5.1 Allocations	Adds a subsection describing how allocations are determined for localities.
1.5.2 Variables Used to Determine Locality Funding	Adds a subsection describing funding formula variables used to determine allocations to localities.
1.5.3 Cost Code Descriptions	Adds a subsection, which defines cost codes utilized for the Promoting Safe and Stable Families Program.
1.5.3.1 Family Support	Adds a subsection describing which purchased goods and services the LDSS needs to report under 86601.
1.5.3.2 Family Preservation	Adds a subsection describing which purchased goods and services the LDSS needs to report under 86602.

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1.5.3.3 Family Reunification	Adds a subsection describing which purchased goods and services the LDSS needs to report under 86605.
1.5.3.4 Adoption Promotion and Support	Adds a subsection describing which purchased goods and services the LDSS needs to report under 86606.
1.5.4 Funding Requests	Adds a subsection describing the procedure for localities requesting additional funding.
1.5.5. Transfers Between Budget Lines	Adds a subsection describing the process for transferring funding from one budget line to another.
1.6 Ongoing Requirements	Adds a subsection describing requirements for localities who receive Promoting Safe and Stable Families funding.
1.6.1 Eligibility Requirements	Adds a subsection describing the overall federal and state requirements for localities.
1.6.2 Reporting Requirements	Adds a subsection, which describes the importance of completing reports for Promoting Safe and Stable Families.
1.6.3 Quarterly and Yearly Reports	Adds a subsection, which describes the sections of the report that must be completed, the information that needs to be included in the report and the timeframe when reports are due.
1.6.4 Mid-year Review	Adds a subsection describing the review process for receiving additional funding and returning funding from VDSS.
1.6.5 Local Responsibilities	Adds a subsection describing what VDSS requires from localities receiving funding.
1.6.5.1 Case Documentation	Adds a subsection describing to the LDSS information required in the financial and services case records.
1.6.5.2 Outcomes	Adds a subsection, which describes the federal and state outcome requirements.
1.6.6 Sub-recipient Monitoring	Adds a subsection, which describes the process used by VDSS to determine the accurate and appropriate use of Promoting Safe and Stable Families funding by localities.
1.6.6.1 Desk Reviews	Adds a subsection, which describes to the LDSS the information needed by VDSS to complete a desk review. Informs the LDSS of timeframes of the review process.
1.6.6.2 On-site Reviews	Adds a subsection, which describes the review process and the information that needs to be available by the LDSS when a

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	site visit is made by VDSS. Informs the LDSS of the timeframes of the review process.
1.7 Appendix A	Adds a subsection providing resources utilized in developing the guidance.
1.8 Appendix B	Adds a subsection providing a list of services that may be purchased utilizing Promoting Safe and Stable Families funding and definitions of those services.
1.9 Appendix C	Adds a subsection providing a sample format of a Memorandum of Agreement between VDSS and a LDSS.
1.10 Appendix D	Adds a subsection providing resources for addition information on the Promoting Safe and Stable Families Program with web-links.

Questions about this transmittal should be directed to *Keisha Williams, Program Manager*, at (804) 726-7550, [k.williams@dss.virginia.gov](mailto:k.williams@dss.virginia.gov).

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Nannette Bowler  
Deputy Commissioner

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## Promoting Safe and Stable Families

### 1.1 Introduction

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*This manual addresses the Promoting Safe and Stable Families (PSSF) program, which is authorized under Title IV-B, Subpart II of the Social Security Act as amended, and is codified at SEC. 430 through 439 (42 U.S.C. 629 through 629i)*

*The purpose of this program is to enable States to develop and establish, or expand, and to operate coordinated programs of community-based family support services, family preservation services, time-limited family reunification services and adoption promotion and support services to accomplish the following objectives:*

- *To prevent child maltreatment among at-risk families through the provision of supportive family services.*
- *To assure children's safety within the home and preserve intact families in which children have been maltreated, when the family's problems can be addressed effectively.*
- *To address the problems of families whose children have been placed in foster care so that reunification may occur in a safe and stable manner in accordance with the Adoption and Safe Families Act of 1997.*
- *To support adoptive families by providing support services as necessary so that they can make a lifetime commitment to their children.*

#### 1.1.1 Legislative History

*Promoting Safe and Stable Families' history began in 1993 when the Omnibus Budget Reconciliation Act created Subpart 2 of Title IV-B of the Social Security Act and established the Family Preservation and Support Services Program. Responding to concerns over the number of children in foster care, Congress created this capped entitlement program to provide States with funding for prevention services that support families before children entered out-of-home care. In addition to funding Family Preservation and Support Services grants, the program established the Court Improvement Program (CIP).*



*In 1998, the Adoption and Safe Families Act (ASFA) reauthorized and renamed the program the Promoting Safe and Stable Families Program (PSSF) through the Adoption and Safe Families ACT (ASFA). In line with ASFA's emphasis on promoting permanency for children and youth in foster care, the PSSF Program was expanded to include time-limited reunification services for families with children in foster care and adoption promotion and support services.*

*The PSSF Program has been authorized several times by the PSSF amendments of 2001, the Deficit Reduction Act of 2005 and the Child and Family Services Improvement Act of 2006. During that time, discretionary funding streams were added to the initial mandatory funding. Changes included increased PSSF funding to Tribes; set-aside funding for monthly caseworker visits to children in foster care; and Regional Partnership Grants to improve outcomes for children with parents who have substance use disorders. [Capacity Building Center For States](#)*

*On February 9, 2018, the President signed into law the Bipartisan Budget Bill of 2018 as P.L. 115-123 which included the Family First Prevention Services Act, which reauthorized Title IV-B Subpart 2 through FFY 2021. Changes included the revision of "family support services" to include supporting and retaining foster families so that they can provide quality family-based settings for children in foster care (section 431 (a) (2) (B) (iii) of the Act). In addition, it revises the definition of "family reunification services" (formerly "time-limited family reunification services") to allow 15 month of family reunification services for children who return home from foster care and to remove the 15 month limitation for a child in foster care to receive reunification services (section 431 (a) (7)(A) of the Act). [Public Law \(P.L.\) 115-123](#)*

*The PSSF Program must be reauthorized periodically and is usually reauthorized on a 5-year cycle.*

### **1.1.2 Overview**

*The federally funded Promoting Safe and Stable Families (PSSF) Program reflect the Virginia Children's Services Practice Model:*

- We believe that all children and communities deserve to be safe.*
- We believe in family, child and youth-driven practice.*
- We believe that children do best when raised in families.*
- We believe that all children and youth need and deserve a permanent family.*
- We believe in partnering with others to support child and family success in a system that is family focused, child-centered, and community based.*
- We believe that how we do our work is as important as the work we do.*

*The goals of the Promoting Safe and Stable Families Program are:*

- *To prevent unnecessary separation of children from their families.*
- *To improve the quality of care and services to children and their families.*
- *To ensure permanency for children by reuniting them with their parents, by adoption or by another permanent living arrangement.*

*The PSSF program has four program areas: (1) family preservation, (2) family support, (3) family reunification services and (4) adoption promotion and support which are intended to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare.*

## **1.2 Service Programs of Promoting Safe and Stable Families**

### **1.2.1 Family Preservation**

#### **1.2.1.1 Objective**

*Services for children and families designed to help families (including adoptive and extended families) who are at risk or in crisis.*

#### **1.2.1.2 Target Population**

- *Children ages birth through 17 years of age*
- *Children who are at imminent risk of out-of-home placement*
- *Vulnerable families with children that are at risk of abuse or neglect*
- *Children who are emotionally or behaviorally disturbed; delinquent or have medical needs that cannot be managed in the home*
- *Families that have demonstrated the need for intervention and have an open child welfare case*

#### **1.2.1.3 Services and Activities (include but not limited to)**

- *Services that allow children to remain safely in their own home*
- *Services to families to alleviate crises*
- *Services to families who are preparing to reunify or adopt*
- *Services to children who are at risk of foster care placement*

- *Services to provide respite care to parents and other caregivers including foster parents*

#### **1.2.1.4 Family Preservation Services ( include but not limited to)**

- *Counseling*
- *Substance abuse treatment*
- *Mental health services/assessments*
- *Temporary childcare/ camp and summer program*
- *Therapeutic services (mentoring, etc.)*
- *Housing assistance (deposits, rent)*
- *Utility bills*
- *Transportation (bus tickets, gas, service)*
- *Food*
- *Prescribed medication*

### **1.2.2 Family Support**

#### **1.2.2.1 Objective**

*Community based services designed to promote the safety and well-being of children and families within the home and to preserve and strengthen families.*

#### **1.2.2.2 Target Population**

*Each local Community Policy and Management Team (CPMT), or its designee determines the population eligible for family support services based on a plan approved by The Virginia Department of Social Services.*

#### **1.2.2.3 Services and Activities (include but not limited to)**

- *Services that promote the safety and well-being of children and families*
- *Services designed to improve parenting skills that will increase the ability of parents to successfully nurture their children*
- *Services that strengthen parental relationships and promote healthy marriages*

- *Services that increase the strength and stability of families (including adoptive, foster and extended families)*
- *Mentoring services*
- *Services that retain and support foster families to provide quality family-based settings for children in foster care*

#### **1.2.2.4 Family Support Services (include but not limited to)**

- *Counseling including Individual and Parent/Child Counseling*
- *Parenting classes*
- *Parent Evaluations/Assessments*
- *Parent/Child Attachment programs*
- *Parent Support Partner*
- *Parent Coach*
- *Daycare Assistance*
- *Rent/utilities*
- *Fatherhood Programs*
- *Socialization and Recreation*

### **1.2.3 Family Reunification Services**

#### **1.2.3.1 Objective**

*Services provided to a child in foster care or a child who has been returned home and the parents or primary caregiver of such a child in order to facilitate safe and timely reunification and to ensure the strength and stability of the reunification.*

#### **1.2.3.2 Target Population**

*Children that have been removed from their home and placed in a foster home or child care institution or a child who has been returned home to the parent or primary caregiver from whom the child was removed.*

*Parents or primary caregiver of the child placed in foster care or returned home.*

### **1.2.3.3 Services and Activities**

- *Individual, group and family counseling*
- *Inpatient, residential, or outpatient substance abuse treatment services*
- *Mental health Services*
- *Assistance to address domestic violence*
- *Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries*
- *Peer-to-peer mentoring and support groups for parents and primary caregivers*
- *Services and activities designed to facilitate access to and visitation of children by parents and siblings*
- *Transportation to and from any of the services and activities described above*

### **1.2.3.4 Family Reunification Services (include but not limited to)**

- *Substance abuse treatment*
- *Counseling*
- *Behavioral health, mental health services*
- *Temporary Childcare*
- *Parent/sibling visitation*
- *Peer support/mentoring*
- *Transportation*

## **1.2.4 Adoption Promotion and Support Services**

### **1.2.4.1 Objective**

*Pre-and post-adoptive services that are designed to expedite the adoption process and support adoptive families.*

#### **1.2.4.2 Target Population**

- *Families who adopt or express interest in adopting children out of foster care*
- *Families who adopt and the adoption is at risk of disruption*

#### **1.2.4.3 Services and Activities (include but are not limited to)**

- *Pre-and post-adoptive services designed to support adoptive families so that they can make a lifetime commitment to their children*
- *Activities designed to expedite the adoption process*

#### **1.2.4.4 Adoption Promotion and Support Services**

- *Adoptive parent recruitment*
- *Behavioral health, mental health services*
- *Counseling*
- *Childcare*
- *Camp and summer programs*
- *Therapeutic Services*
- *Pre-and post- Adoption Conferences*
- *Training for Adoptive families*
- *Legal fees associated with the pre-adoption process*
- *Respite Care*
- *Peer support/mentoring*

### **1.3 Definitions**

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*The following words and terms are unique to PSSF when used in this manual, shall have the following meaning, unless the context clearly indicates otherwise.*

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Administrative Costs/Direct Services (BL855)</b>	<i>This cost code applies to local department of social services personnel costs associated with service delivery or service supervision for Family Support, Family Preservation, Time-limited Reunification or Adoption. Services not delivered by LDSS Family Services Workers, or goods and services purchased on behalf of a client are charged to BL 866, Purchased Services. Staff costs for BL 855 are captured In Random Moment Sampling (RMS).</i>
<b>Adoption Promotion &amp; Support Services</b>	<i>Services designed to encourage more adoptions of children out the foster care system when adoptions are in the best interests of the child. They include pre-and-post adoption services designed to expedite the adoption process and support adoptive families.</i>
<b>Budget Line (BL)</b>	<i>Compiles and tracks local government expenditures for all Cost Codes within a specific Budget Line. The first three numbers of the Cost Code is the Budget Line.</i>
<b>Budget Request System (BRS)</b>	<i>Allows local offices to request changes to their local budget in an online, real time environment. Program Managers in the Home Office approve or reject these changes.</i>
<b>Child</b>	<i>Individual from birth through the age of 17.</i>
<b>Children's Services Act (CSA)</b>	<i>A collaborative system of services and funding that is child centered, family focused, and community based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth. (<a href="#">22 VAC 40-705-10</a> et seq.).</i>

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Community Policy and Management Team (CPMT)</b>	<i>A team appointed by the local governing body to receive funds pursuant to Chapter 52 (<a href="#">§ 2.2-5200</a> et seq.) of Title 2.2 of the Code of Virginia. The powers and duties of the CPMT are set out in <a href="#">§ 2.2-5200</a> of the Code of Virginia</i>
<b>Community</b>	<i>People living within a defined geographical area with a common interest in the welfare and safety of families and children, including but not limited to, representatives from neighborhoods, families, children, providers of services, government, schools, businesses, religious groups and advocacy groups.</i>
<b>Cost Code</b>	<i>Accumulates and tracks local government expenditures by task. The first three numbers of the Cost Code are the same as the Budget Line.</i>
<b>Department</b>	<i>The Virginia Department of Social Services (VDSS)</i>
<b>Family Assessment &amp; Planning Team (FAPT)</b>	<i>The local team created through the Children's Services Act to assess the strengths and needs of troubled youth and families who are referred to the team. The team identifies and determines the complement of services required to meet these unique needs. ( <a href="#">§ 2.2-5208</a>)</i>
<b>Expenditures</b>	<i>Actual payment of cash or cash-equivalent paid by an LDSS for Goods, financial assistance and/or services provided to Social Services clients, or a charge against available funds in settlement of an obligation as evidence by an invoice, receipt, voucher, or other such document.</i>



**Term****Definition****Family Preservation Services**

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

**Family Reunification Services**

*Services and activities that are provided to a child that is removed from the child's home and placed in a foster family home or a child care institution or a child who has been returned home and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion, and to ensure the strength and stability of the reunification. In the case of a child who has been returned home, the services and activities shall only be provided during the 15-month period that begins on the date that the child is placed back in the home.*

**Family Support Services**

*Services which are primarily community-based preventive activities designed to promote the safety and well-being of children and families; to increase the strength and stability of families (including adoptive, foster and extended families); promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children; enable families to use other resources and opportunities available in the community; create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families; and strengthen parental relationships and promote healthy families and to provide mentoring services. The Family First Prevention Services Act expanded the definition to include community-based services "to support and retain foster families so they can provide quality family-based settings for children in foster care."*

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b><i>Fiscal Year</i></b>	<i>The twelve month period for which budgets are usually set (refer to state fiscal and federal fiscal years).</i>
<b><i>LASER</i></b>	<i>The Locality Automated System for Expenditure Reimbursement (LASER) System used by VDSS Finance to process monthly local Agency expenditures submitted for reimbursement for state and federal funds.</i>
<b><i>LDSS</i></b>	<i>The Local Department of Social Services</i>
<b><i>Memorandum of Agreement/Understanding (MOA) (MOU)</i></b>	<i>A document describing an agreement or understanding between two or more parties. It expresses a “coming together” between the parties, indicating an intended common line of action. A MOA or a MOU is generally an accepted form of commitment or commitments between governmental entities. Legally the terms are interchangeable; however, it is the preference of VDSS to use the term “Memorandum of Agreement.”</i>
<b><i>OASIS</i></b>	<i>The Online Automated Services Information System used to record all Child Welfare Services data for children in foster care.</i>
<b><i>Promoting Safe &amp; Stable Families (PSSF)</i></b>	<i>A federal program under Title IV-B, Subpart 2 of the Social Security Act for states to provide coordinated child and family Services including family support services, family preservation services, family reunification services and adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of children, ensure timely permanency for children and support adoptive families.</i>
<b><i>Reimbursement</i></b>	<i>Process whereby LDSS and/or state are compensated for allowable expenditures claimed against eligible state and federal awards, contingent upon availability of funding.</i>

**Term****Definition****Sub-recipient Monitoring**

*Process to assure the accurate and appropriate use of federal, state and local funding and the correct implementation of program policies and procedures.*

## **1.4 Application Process**

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### **1.4.1 Preparing and Submitting the Application**

*The State allocates funding to localities on a formula-based amount and localities must provide a plan for their use. The LDSS administers the funds at the local level, however, a broad-based planning group, including the CSA, community partners and stakeholders is utilized to identify the needs and priorities for the target populations to be served and to prioritize those needs. The community needs assessment completed by the planning group is the basis for the development of the locality's plan. The annual application reflects the services that the community plans to provide based on the needs of the community.*

### **1.4.2 Application Date**

*In order to receive funding through the PSSF grant, each locality is required to submit an annual application to the VDSS. VDSS will send out a Broadcast in mid-January notifying localities when the application is available. VDSS will establish a date in March when the application is due. This will allow localities the time to meet and obtain the required signatures from the appointed authorities and for VDSS to review and make a determination on the application.*

### **1.4.3 Application Requirements**

*Each locality is responsible for completing the PSSF application and acquiring the appropriate approvals and signatures. Applications must be filled out completely and must adhere to all state and federal requirements. The application must include the target population the locality plans to serve, the types of services the locality will provide and the outcomes that the locality plans to achieve. If there are any updates or modifications that need to be made to the locality's plan, the updates or modifications must be included in the application. In addition, localities must select outcomes from options listed in the application.*

*The application along with instructions are located on the [VDSS public website](#) and on [FUSION](#). The application shall be submitted electronically per instructions of VDSS.*

### 1.4.3.1 Budget

The budget section of the application instructs VDSS of the locality's plan to utilize the funding. Therefore, it is critical that it is completed with accuracy and according to program requirements for the grant. Federal guidance (CFDA 93.556) sets a minimum of 20 percent of PSSF funds be spent on Family Support, 20 percent on Family Preservation, 20 percent on Family Reunification, and 20 percent on Adoption Promotion and Support unless the Federal Administration grants a waiver for Children and Families (ACF).

Therefore, the locality must have a strong rationale if the percentage is below 20 percent for any one of the service types stated above with the exception of Adoption Promotion and Support. Adoption Promotion and Support is exempt because VDSS uses PSSF funds to help fund adoption contracts. Therefore, localities are not required to budget 20 percent of their funds for adoption.

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

The budget shall be based on the locality's allocation for the fiscal year of the application. The budget should support the entire application.

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

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

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

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

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

*All personnel costs associated with direct service delivery and administrative costs incurred by a LDSS are to be reported in LASER under BL855. Budget Line 866 is designated for Purchased Services:*

- 1) 86601-Family Support
- 2) 86602-Family Preservation
- 3) 86605-Time-Limited Family Reunification
- 4) 86606-Adoption Promotion and Support

*Purchased services are services that are not delivered by the LDSS, but are purchased from a contractor and/or vendor.*

*The actual allocations may be different based on the approval of the application and/or changes to Virginia’s allocation for the fiscal year.*

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

*Budgets that do not reflect the program requirement will be returned to the LDSS for revision. VDSS reserves the right to not process applications that are not submitted by the deadline. In addition, applications that are not submitted by the deadline may not have funds automatically uploaded into their budgets at the beginning of the fiscal year.*

#### **1.4.3.2 Approval Process**

*Applications for PSSF are reviewed and approved by VDSS. The Program Administrator reviews applications to ensure that localities adhere to programmatic and budget requirements. If revisions are needed, the Program Administrator will contact the LDSS to provide an explanation and request that the LDSS revise the application. Applications will not be approved if programmatic and budget requirements are not met.*

*Once the application is approved, the Program Administrator will provide the locality with an electronic written approval via email. The Program Administrator will notify the Finance Office of the approval so that funding is uploaded to the agency’s budget at the beginning of the fiscal year.*

#### **1.4.4 Memorandum of Agreement/Understanding**

*The Memorandum of Agreement/Understanding (MOA/MOU) shall be entered into when:*

- *The LDSS plans to contract with a service provider to provide services to the target population with PSSF funds;*
- *The LDSS submits a proposal to VDSS for consideration to start an initiative (i.e. school project or kinship navigator program) and requests PSSF funding for start-up costs.*

##### **1.4.4.1 LDSS Agreement with Service Provider**

*When the LDSS or locality disburses PSSF funding to a service provider (i.e. Healthy Families), outside of the LDSS, a MOA/MOU shall be entered into with the specific subcontractor. The agreement must clearly outline the services that the subcontractor will provide, the amount the LDSS will compensate for the services, requirement for reimbursement of services, reporting requirements including frequency and the period of the agreement.*

*The LDSS is responsible for monitoring the delivery and quality of services provided by subcontractors. In addition, the LDSS must ensure that subcontractors meet all of the requirements of the contract as well as all program requirements.*

##### **1.4.4.2 LDSS Innovation Requests**

*VDSS encourages and supports localities that utilize PSSF funding in providing services to address the needs of the community in innovative ways. If a locality would like to initiate a new project in their community and to request an additional PSSF allocation to fund the project; a proposal must be submitted to VDSS. The proposal must demonstrate that there is sufficient need in the service area for proposed services and that the proposed services will address those needs. In addition, the proposal should include the goals, objectives, services, outcome measures and evaluation and the amount of funding requested.*

*VDSS will review the proposal and if the proposal is accepted, VDSS will contact the LDSS to start the process for entering into a MOA. The Program Administrator along with the LDSS will complete the MOA. The LDSS must also complete the budget sheet.*

*Once the MOA and the budget sheet is completed, the Program Administrator will review it and send it to the procurement office for review and approval. The procurement office may determine that additional information and revisions are*

needed. If this is the case, the Program Administrator will contact the LDSS regarding the additional information or revisions that are needed.

The VDSS and LDSS must sign the MOA in order for the agreement to be executed. Once all signatures are obtained, the LDSS will be provided with a copy of the MOA. VDSS reserves the right to decline to fund a proposal and all requests are subject to the availability of funding.

The VDSS MOA Template can be found in [Appendix C](#)

## **1.5 Budget Lines/Funding Streams**

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### **1.5.1 Allocations**

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

### **1.5.2 Variables Used to Determine Locality Funding**

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

VDSS disburses PSSF funding to localities at the beginning of the fiscal year by June 1 for those who have an approved plan.

### **1.5.3 Cost Code Descriptions**

*The cost code accumulates and tracks expenditures by task. The cost code for PSSF is 866 and is used by local or private agencies or individuals, or any combination of resources to provide community-based goods and services. The funding for this program is flexible and a local planning body determines what community services and goods in their respective communities will be funded or reimbursed for children and families.*

*In 2006, the Child and Families Services Act appropriated additional funding under PSSF for costs to support mandated face-to-face monthly worker contacts with children in foster care. A description of the cost codes is listed below:*

#### **1.5.3.1 Family Support (86601)**

*This cost code is used to report community-based purchased goods and services which promotes the well-being of children and families and designed to increase the strength and stability of families (including birth, adoptive, foster and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and to enhance child development. The Family First Prevention Services Act of 2018 revised the definition to include supporting and retaining foster families so they can provide quality family-based settings for children in foster care (section 431 (a) (2) (B) (iii) of the Act). Family Support funds are available to the community and does not require an open LDSS case. Family Support can be distinguished from Family Preservation when the family is not in "crisis."*

#### **1.5.3.2 Family Preservation (86602)**

*This cost code is used to report purchased goods and services for children and families that are designed to protect children from harm and help families (including birth, foster, adoptive, and extended families) in crisis.*

#### **1.5.3.3 Family Reunification (86605)**

*This cost code is used to report purchased family reunification services. Family Reunification services are services and activities that are provided to a child that is removed from home and placed in a foster home or childcare institution and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion. When a child has been returned home, the services and activities shall only be provided during the 15-month period that begins on the date that the child is placed back in the home.*



#### **1.5.3.4 Adoption Promotion and Support (86606)**

*This cost code is used to report purchased goods and services designed to encourage more adoptions out of the foster care system, when adoption promotes the best interest of the child, including such activities as pre-and post-adoptive services and activities designed to expedite the adoption process and support adoptive families.*

*The goods and services approved by VDSS must be listed in the locality's latest PSSF application (or renewal application) and budget.*

*(For an Array of Services see [Appendix B](#))*

#### **1.5.4 Funding Requests**

*Requests for additional funding are typically reviewed during the Mid-year review process. However, if additional funding is available during the grant fiscal year outside of the Mid-year review, the locality may request additional funding. The worksheet to request additional funding is located on the "Request for Additional Funding" tab of the application. The locality must specify the service type that the funding is being requested for, the amount of the request and the justification for the request. Requests can be made in more than one service type. Incomplete requests will not be processed.*

*Once the request for additional funding is sent to the Program Administrator, it will be reviewed and a determination will be made. Requests for additional funding will not be approved, if the locality is not projected to expend their entire current allocation.*

#### **1.5.5 Transfers Between Budget Lines**

*VDSS allows the LDSS to transfer a limited amount of their allocation between the Purchase of Services budget lines to BL 855-Staff and Operations. Transfers are not allowed between Purchase of Services budget lines.*

*Transfer requests between budget lines must be submitted in the Budget Request System (BRS). Two requests are required; one BRS request will reduce the budget line that the funds are being transferred from and the second BRS request increases the budget line that the funds are being transferred into. All transfers are subject to the availability of funds and the approval of the Program Administrator/Budget Office.*

## **1.6 Ongoing Requirements**

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### **1.6.1 Eligibility Requirements**

*In order to continue to receive PSSF funding from the federal government, Virginia's PSSF program must demonstrate success in serving, preserving, strengthening and*

ensuring permanency to children and families. Congress, the Virginia General Assembly and the Administration for Children and Families (ACF) require accountability. VDSS and local programs must show that we are maximizing the use of funds to preserve families or to help children secure new families when they are unable to return to their birth families. Based on the locality's approved PSSF plan/renewal application, each locality receiving PSSF is required to submit quarterly and year-end reports listing the types of services provided, number of families and children served and actual outcomes achieved resulting from the use of PSSF funds.

### **1.6.2 Reporting Requirements**

Some essential elements should be included in the program reports. VDSS has taken a more outcomes-driven approach to achieve safety, permanency and well-being of children. It is important to address whether the PSSF program services prevented foster care placement and child abuse and neglect. Also, localities should discuss local program models and best practices proven effective in producing successful program outcomes when completing the year-end report.

### **1.6.3 Quarterly and Yearly Reports**

The Quarterly Report must be fully completed by all localities receiving PSSF funding in order to continue to receive the funding. Localities must complete the Cover Sheet, Family Support, Family Preservation, Family Reunification and the Adoption Promotion and Support sections/worksheets as appropriate.

The PSSF Microsoft Excel worksheets are designed to capture the number of children and families served under the four service types: Family Support, Family Preservation, Family Reunification and Adoption Promotion and Support. There may be times, depending on the case, when services may fall under more than one service type (e.g., Family Preservation and Family Reunification). If this is the case, report the family as receiving services under both service types for the applicable quarter. When completing the year-end report only complete the year-end worksheets.

The Program Administrator will establish report deadlines for the quarterly and year-end reports based on the following projected due dates:

- **Report Periods**
  - Report 1 (June-August)
  - Report 2 (September-November)
  - Report 3 (December-February)
  - Report 4 (March-May)
  - Year-End Report (June-February)

*The reports are due the third week of the month following the three-month report period (i.e. Report 1 is due the third week in September, annually).*

*The year-end report is due the third week in July, annually.*

*Link to the report template [VDSS public website](#) or [FUSION](#)*

#### **1.6.4 Mid-year Review**

*Localities are encouraged to maximize the use of PSSF funding to provide services to children and families. The Program Administrator has the responsibility to monitor PSSF expenditures and to make sure localities are maximizing their use of the funding. The Mid-year review is the process used to determine if localities need additional funding or whether localities need to return a portion of their funding to VDSS.*

*At Mid-year of the fiscal year, the Program Administrator will send out a notification form to localities informing them of the Mid-year Review process. Upon receiving the notification, localities must complete the form in full and return it to the Program Administrator by the designated deadline. Each locality is responsible for informing the Program Administrator of plans to utilize funding, return funding or request additional funding.*

*If a locality does not plan to expend all of their allocation by the end of the fiscal year, then the amount that will not be utilized must be returned via the LASER Budget Request System (BRS). Returned funds will be redistributed to other localities in need of additional resources to better meet the needs of children and families. In addition, a revised application/budget must be submitted to reflect any changes to the locality's plan.*

*The Program Administrator will review all requests from localities for additional funding. The decision to grant additional funding to a locality will be based on justification or need, the balance of the locality's allocation at Mid-year and the availability of funding. The locality requesting additional funding must submit a revised PSSF application including the budget sheet and form requesting additional funding. In addition, there is a 15.5% local match requirement for additional funding. Additional funding will not be granted if the locality does not project to expend their entire allocation.*

#### **1.6.5 Local Responsibilities**

##### **1.6.5.1 Case Documentation**

*VDSS must be able to track all expenditures made using PSSF funds and to match those expenditures with appropriate documentation. Therefore, the LDSS*

*must maintain accurate and complete documentation of the use of PSSF funds in the agency's financial records as well as in service records.*

*Financial records should include the payment reports, invoices, purchase of service orders and warrant registers. The financial information shall include the date of the service or payment, the cost of the service, details what was purchased and any other supporting documentation including receipts and case actions.*

*Service records whether electronic or the paper hard files shall include information on who the services are for, why the services are needed and the expected outcome.*

### **1.6.5.2 Outcomes**

*VDSS is required to report outcomes to the federal government yearly. The information provided to the federal government includes the number of children and families served, the actual expenditures of PSSF funds in the most recent preceding fiscal year and services provided to children and families.*

*VDSS focuses on improving the following outcomes: 1) safety of children, 2) permanency for children, 3) well-being of children and their families and 4) the nature, scope and adequacy of existing child and family and related social services.*

*When completing the plan, each locality is required to select outcomes from the following:*

- Reduce the incidences of neglect, abuse, or exploitation of children*
- Increase the number of children who are able to remain safely with their families*
- Increase permanency for children in foster care*
- Reduce recurrence of child abuse and/or neglect*
- Reduce the incidence of child abuse and/or neglect in foster care*
- Reduce time in foster care to reunification without increasing reentry*
- Reduce time in foster care to adoption*
- Increase placement stability*

### **1.6.6 Sub-recipient Monitoring**

*The VDSS Division of Family Services is responsible for monitoring the implementation of the various programs administered by LDSS. The Sub-recipient monitoring process ensures the accurate and appropriate use of PSSF funds and the correct implementation of program policies and procedures.*

*The Program Administrator determines the level of monitoring that should be performed in order to ensure that the LDSS is in compliance with federal and state guidelines and procedures. This determination is based on a Risk Assessment that is completed on the LDSS. Factors may include the LDSS's prior experience, review of prior year single audit review, financial data reviews, history of performance and last monitoring visit and staff turnover. The Program Administrator will complete either a desk review or an onsite review.*

#### **1.6.6.1 Desk Reviews**

*When the LDSS is selected for a desk review, the Program Administrator will send out a notification via email to the LDSS. The notification will include instructions, the Period Under Review (PUR) and a list of documents needed from the LDSS within 30 days of receiving the email. Documents needed includes:*

- *Laser Report*
- *Oasis Case Record Number (if applicable)*
- *Category Code*
- *Warrant Number*
- *Warrant Date*
- *Payment Vendor*
- *Amount of Payment*
- *Description of Payment*
- *Reason as to why payment was necessary*
- *Documentation that the clients met the eligibility criteria at the time of service*
- *Copy of invoice(s)*

- *Approval for payment documentation*
- *Copy of contracts (if applicable)*

*In addition, a standard set of interview questions to be answered and returned to VDSS will be included with the email.*

*An email will be provided to the LDSS by the Program Administrator within 30 days of completing the desk review stating if there are findings. If there are no findings, this concludes the process. If there are findings, a Corrective Action Plan is required within 30 days of receiving the email.*

#### **1.6.6.2 On-site Reviews**

*When the LDSS is selected for an Onsite Review, the Program Administrator will send out a notification via email to the LDSS. This notification will include instructions for the LDSS, the PUR, documents needed for the onsite review and available dates for the review. VDSS requests that the LDSS provide a date for the review within seven days of receiving the email notification. Documents needed include:*

- *Case Records (if applicable)*
- *Case Name (if applicable)*
- *Oasis Case Number (if applicable)*
- *Category Code*
- *Warrant Number*
- *Warrant Date*
- *Payment Vendor*
- *Amount of Payment*
- *Description of Payment*
- *Reason as to why payment was necessary*
- *Documentation verifying that the clients served met the eligibility criteria at the time of service*
- *Copy of invoice(s)*
- *Approval for payment documentation*

- *Copy of contracts*

*In addition, a standard set of interview questions must to be answered and returned via email at least three business days prior to the onsite visit. The onsite review usually takes between two to five hours. A room is needed to accommodate the records under review. After a review of the requested information, VDSS may request additional supporting documentation if warranted.*

*The Program Administrator will provide an email to the LDSS within 30 days of completing the desk review stating if there are findings. If there are no findings, this concludes the process. If there are findings, a Corrective Action Plan is required within 30 days of receiving the email from the Program Administrator.*

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## **1.7 Appendix A: Resources used in developing guidance**

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*The following activities were conducted in the development of this guidance:*

- *Implementation of a statewide PSSF Advisory Committee comprised of VDSS staff and LDSS staff who provided input, feedback and support for the development of the manual.*
- *A review of other states PSSF programs.*

*Other resources used include the following:*

- *U.S. Department of Health and Human Services Administration for Children and Families: Children's Bureau.*
- *Social Security Administration, Compilation of the Social Security Laws.*
- *Capacity Building Center for States, Promoting Safe and Stable Families.*
- *California Department of Social Services Online (October 2014) Promoting Safe and Stable Families Program.*
- *VDSS Finance Guidelines Manual for Local Departments of Social Services.*



## 1.8 Appendix B: Array of Services and Definitions

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

	<i>through purchase from facilities such as State operated mental health clinics, locally operated public mental health clinics and centers under the auspices of Community Mental Health and Mental Retardation Services Boards, private mental health professionals licensed to provide services, private mental health clinics and public and private residential treatment facilities.</i>
<b>051</b>	<b>Counseling: Therapy Groups</b> <i>This includes the purchase of guidance, consultation, and problem solving in a helping professional relationship. It is related to family and personal adjustment problems, values clarification, personal effectiveness, and other areas of counseling exclusive of counseling related to other discrete services. Therapeutic interaction between mental health professionals, family Services workers, case managers and family members; or groups of families, birth parents or youth experiencing similar problems that may be solved with similar treatment plans.</i>
<b>060</b>	<b>Day Care Assistance</b> <i>This includes the purchase of day care from approved providers. Day care may be provided to children whose parent/parent substitute is employed, in training for employment, temporarily ill or absent from the home. It may also provide protection for the child or opportunities for the child with special needs such as physical, mental or emotional problems. A regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period. The service may be provided in the parent's home, the provider's home or a public facility. <b>Note:</b> Providers of direct care must be licensed by the State or approved by local social service agencies as meeting standards established by the State Board of Social Services.</i>
<b>061</b>	<b>Developmental/Child Enrichment Day Care</b> <i>Treatment designed to improve the ability of a child to function as normally as possible in home, school and community setting when impaired by the effects of a mental, physical or emotional disorders. Services must be based on medical necessity.</i>
<b>070</b>	<b>Domestic Violence Prevention</b> <i>Services designed to decrease the probability that one parent will not exert physical or emotional damage to another parent and/or their children. VDSS operates an Office of Family Violence (OFV) that provides funding to some localities that provide for the safety of battered adults</i>

	<i>and their children through the provision of emergency housing and transportation, crisis intervention, peer counseling, support, advocacy and information and referral. Funding also supports public awareness initiatives. <b>Note:</b> PSSF funds should not be used to fund services that are available through community-based programs receiving OFV funding. Examples of services allowable under PSSF may include couples and family counseling.</i>
<b>080</b>	<b><i>Early Intervention (Developmental Assessments and/or Interventions)</i></b> <i>Services needed to treat or improve a condition identified in a child during Early Periodic Screening, Diagnosis and Treatment (EPSDT) mental health services. This includes linking children to a medical “home” (i.e., primary care physician), immunizations, FAMIS enrollment, and Ages and Stages appropriate programs.</i>
<b>090</b>	<b><i>Educational/ School Related Services</i></b> <i>Training and developmental programs designed for children or adults offered in a community-based facility or resource center. Services may include after-school and recreational programs with an educational component, health and nutrition education and mentoring/tutoring services.</i>
<b>110</b>	<b><i>Financial Management Services</i></b> <i>Information offering help with household budgeting, money management and credit issues.</i>
<b>120</b>	<b><i>Health Related Education and Awareness</i></b> <i>A service activity may include information or demonstrations about proper medical care. For example, in a school assembly or community forum, there could be a presentation on good nutrition, healthy lifestyles, proper dental care, or hygiene. <b>Note:</b> PSSF funds cannot be used to cover any medical or dental procedures or treatment costs for children, parents or guardians. Health and hospital related social services are not purchasable.</i>
<b>130</b>	<b><i>Housing or Other Material Assistance</i></b> <i>Temporary direct financial assistance provided to families when unemployment, lack of budget management, or low income creates stress or the inability to meet household expenses. Examples of assistance include food, clothing, rent, gasoline, security deposits, and utility payments. Typically, telephone bills and cable television service are unallowable expenditures.</i>
<b>140</b>	<b><i>Information and Referral</i></b>

	<i>Occurs when a worker provides family members with information on the range of useful community resources and helps the family access necessary services. The family makes its own decisions about which services it will use and participates in meetings with service providers. Appropriate sources of referral are local department of social services, mental health/substance abuse programs, the juvenile justice system, legal services providers, faith-based organizations and other community agencies.</i>
<b>150</b>	<b><i>Intensive In-Home Services</i></b> <i>Services must be offered in the family's residence with the parent(s), guardian(s) and children present. Service intervention is necessary to prevent out-of-home placement and to prepare the family for the child's return when reunification with the birth parents is a permanency goal.</i>
<b>160</b>	<b><i>Juvenile Delinquency/Violence Prevention Services</i></b> <i>To provide effective prevention and treatment services to families where aggression or violence is a problem. Separate counseling groups for men, women, and children may be offered. Groups should be led by experienced, professional counselors. Juvenile delinquency may refer to either violent or non-violent crime committed by persons who are (usually) under the age of eighteen and are still considered to be a minor.</i> <b><i>Note:</i></b> <i>The child is not in a correctional facility.</i>
<b>170</b>	<b><i>Leadership and Social Skills Training</i></b> <i>Activities that promote positive behavior and discourage negative behavior among youth. Services that will help with developing positive self-images, dealing with peer pressure, effective decision making that lead to productive adult members of society. Examples include improving school attendance and academic achievement; work experience and vocational preparation; and prevention of teen pregnancy, substance abuse and juvenile delinquency.</i>
<b>180</b>	<b><i>Mentoring</i></b> <i>A structured, managed program in which children are appropriately matched with screened and trained adult volunteers for one-on-one relationships, involving meetings and activities on a regular basis, intended to meet, in part, the child's need for involvement with a caring and supportive adult who provides a positive role model.</i>
<b>190</b>	<b><i>Nutrition Related Services</i></b> <i>Occurs when a professionally trained person provides information and follow-up to families about foods and proper eating and dietary practices that the body needs to function properly. The service may be offered</i>

	<i>through brochures and seminars approved by (e.g., Virginia Cooperative Extension Services and the Food and Drug Administration).</i>
<b>200</b>	<b>Other (identify)</b> <i>Additional services that will ensure the safety and well-being of children at risk of abuse and neglect that will prevent foster care placement or that will enhance reunification efforts as determined by the CPMT or FAPT. These services must fall outside of the normal scope of services identified in the current service array. <b>Note:</b> This category should be used sparingly and a description of the circumstances leading to its usage should be explained in the reports.</i>
<b>201</b>	<b>Emergency Situations</b> <i>Unplanned/unbudgeted events that may occur during the fiscal year that needs immediate attention. The locality may budget up to 8% of its allocation per service type for this service code.</i>
<b>210</b>	<b>Parent-Family Resource Center</b> <i>A community based drop-in facility that is committed to preventing and treating child abuse and neglect by strengthening families through family-centered therapeutic, educational and support services. Services should be structured and offered by trained community resource persons having experience in working with families in crisis. Services should include more than maintaining a display of brochures and newsletters containing topics that may be of interest to parents.</i>
<b>211</b>	<b>Parenting Education</b> <i>Services offered in-home or out-of-home, providing information and support to families to help parents with issues of child safety, parenting skills, budgeting, nutrition and school and community interaction.</i>
<b>212</b>	<b>Programs for Fathers (Fatherhood)</b> <i>Services designed to increase the proportion of children growing up with involved, responsible, and committed fathers. For example, this may include a curriculum where a facilitator conducts individual classes or workshops for fathers, or structured group or one-on-one socialization and recreational activities that involve fathers with their sons or daughters.</i>
<b>213</b>	<b>Parenting Skills Training</b> <i>Services providing structured instruction and support as parents implement newly learned skills. This involves a wide range of parenting activities and functions such as nurturing, age appropriate expectations, adequate supervision, acceptable discipline, behavior management, communication, and anger control.</i>

220	<p><b>Respite Care</b></p> <p><i>These services are to be provided on an emergency or planned basis and designed to be short-term relief to families caring for children by providing substitute care for the child. The primary objective is to reduce the potential for incidents of abuse and neglect.</i></p> <p><b>Note:</b> <i>Historically, VDSS funds respite care services under a separate funding stream through direct allocation to local departments of social services. Localities are expected to access and exhaust their Respite Care Program funds allocated under this separate funding source for children in foster care before utilizing their PSSF funds.</i></p>
230	<p><b>Self Help Groups (Anger Control, SA, DV)</b></p> <p><i>Weekly or monthly support oriented activities, discussions or meetings designed to teach family members how to cope with issues that affect family stability and safety such as Divorce, Grief &amp; Loss, and Substance Abuse.</i></p>
235	<p><b>Substance Abuse Services</b></p> <p><i>This includes the purchase of counseling, medical/remedial services, pharmacological intervention, social, education, and rehabilitative services for drug-addicted individuals including support to families who have a plan of safe care for infants exposed to substances during pregnancy. Also includes structured time-limited goal-oriented treatment in a clinical setting (inpatient/outpatient) to assist a child and/or parent or guardian in reaching and maintaining drug and alcohol free lifestyles. Services must be based on medical necessity on a case-by-case basis.</i></p> <p><b>Note:</b> <i>The facility providing the treatment must comply with standards established by the Virginia Department of Behavioral Health and Developmental Services.</i></p>
240	<p><b>Socialization and Recreation</b></p> <p><i>Activities designed for youth that provide opportunities to participate in constructive age appropriate group experiences under adult supervision. This includes the purchase of activities which provide opportunities for constructive social experiences and leisure time opportunities. This service is directed at improving individual functioning in personal and social communication, offering opportunities for self-expression, and minimizing isolation and monotony.</i></p>
250	<p><b>Teen Pregnancy Prevention</b></p>

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

## 1.9 Appendix C

### *Sample Format for Subrecipient Agreement with Public Entity*

#### **MEMORANDUM OF AGREEMENT (MOA)**

*Between*

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES (VDSS)**

**DIVISION OF \_\_\_\_\_**

801 East Main Street  
Richmond, VA 23219-2901

and

**[Insert Agency Name]**

**[Insert Address]**

MOA Number: \_\_\_\_\_

- I. PARTIES TO THE AGREEMENT:** *This Memorandum of Agreement (MOA) is entered into by the [Insert Name and Address of Agency with whom you are contracting], hereinafter called the “Subrecipient” and the Virginia Department of Social Services (VDSS), Division of [Insert Name of Division] called the “VDSS or Grantee.”*

**WHEREAS,** *VDSS requires certain services and the Subrecipient has agreed to perform such services;*

**THEREFORE,** *in consideration of their respective undertakings, the VDSS and the Subrecipient hereby agree to the following:*

- II. PURPOSE:** *The purpose of this Agreement is for Subrecipient to provide .....*

**Section Two – Purpose:** The Purpose section should be a concise statement about the intention which an MOA necessary. Example: *The purpose of this Agreement is for Subrecipient to provide health related services to refugees. These services include health related orientation and ongoing health related information to newly arrived refugees, physical and emotional wellness, and healthcare case management services to those refugees in need of longer term assistance.*

- III. PERIOD OF AGREEMENT:**

**Section Three – Period of Agreement:** This section should list specific beginning and ending dates, renewal information, if any, and can list termination clauses.



- A. *This Agreement shall become effective on \_\_\_\_\_ through \_\_\_\_\_.*
- B. *This Agreement may be renewed by VDSS upon written agreement of both parties for (one year **or** \_\_ successive one-year periods), under the terms of the current agreement, and at a reasonable time (approximately 60 days) prior to the expiration.*
- C. *If this agreement is terminated, VDSS shall be liable only for payments of services rendered before the effective date of termination.*

#### IV. **SCOPE OF SERVICES and DELIVERABLES**

**Section Four - Scope of Services and Deliverables:** This section should describe the work that is to be done, and/or the services to be provided (deliverables) and the parties that are responsible for each function, and the goals and objectives of the program/project. This section should also describe any specific federal flow-down requirements the subrecipient must meet to ensure appropriate use of the Federal grant. This section forms the baseline for assessing subrecipient performance and serves as a checklist for monitoring performance.

- A.  
B.  
C.

#### V. **REPORTING REQUIREMENTS**

**Section Five – Reporting Requirements:** This section should explain the type and frequency of reporting required. Include reporting requirements that allow VDSS to meet its own reporting responsibilities to the Federal awarding agency such as identification of any required financial, performance, and/or progress reports.

#### VI.

**Section Six – Federal Award Information:** §200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards requires the pass-through entity (VDSS) to ensure the subaward is clearly identified to the subrecipient as a sub-award by including the elements indicated below in the contract. If some of the required information is not available at the time of contract award, include the best information available at the time of award.

*This subgrant award is being funded (in whole or in part) with federal funds as indicated below. The recipient of the funds is considered a Subrecipient.*

*Federal Awarding Agency:* \_\_\_\_\_

*Federal Award Identification Number (FAIN):* \_\_\_\_\_

*Federal Award Date:* \_\_\_\_\_

*CFDA Number:* \_\_\_\_\_

*Federal Award Project Description:* \_\_\_\_\_

*Total Amount of the Federal Award:* \$ \_\_\_\_\_

*Amount of Federal Funds Obligated by this Action:* \$ \_\_\_\_\_

*Note: This is not a Research and Development (R&D) Grant*

*There are general Federal cost principles that are applicable to all Federal Awards. These general principles are outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.*

## VII. COMPENSATION AND METHOD OF PAYMENT

**Section Seven – Compensation and Method of Payment:** This section should describe the monetary value that the entity providing the services will be paid, how requests for reimbursement should be submitted to VDSS, the frequency of submission (monthly/quarterly), and provide information on how the entity will be paid.

*Note: The following language is provided for illustration purposes only. This section should be written to fit the scope of services and cost structure of the agreement.*

- A. *For providing the services and activities specified above, VDSS will compensate Subrecipient an amount not to exceed \$ \_\_\_\_\_, and as indicated in its Budget incorporated herein as Attachment \_\_.*
- B. *VDSS will pay subrecipient monthly/quarterly on a cost reimbursement basis for actual costs incurred and upon receipt of an itemized expenditure statement pursuant to approved line item budget categories in Attachment \_\_, Budget. Monthly/Quarterly invoices shall be submitted to VDSS within fifteen (15) calendar days following the end of the month in which services and activities were provided. All invoices must include Subrecipient's Electronic Data Interchange (EDI)/Taxpayer Identification Number (TIN), the contract number, and be submitted to:*

*Virginia Department of Social Services  
Division of \_\_\_\_\_  
801 East Main Street  
Richmond, VA 23219-2901*

- C. *Subrecipient should allow 30 days from the time reimbursement requests are received by VDSS until reimbursement is received. If errors are found in the reports or reimbursement request, the 30 days will be from the date errors are corrected.*

## VIII. GENERAL TERMS

**Section Eight – General Terms:** Section Seven, General Terms, should describe legal responsibilities. While legal responsibilities can be varied depending upon the entities entering into the MOA, General Terms generally include pertinent laws and regulations, an audit clause, an availability of funds clause for term contracts, modification instructions, and a cancellation clause. Other clauses to consider include authorities, confidentiality, ownership of materials and documents, prime contractor responsibilities, and other terms and conditions required by the federal awarding agency.

*Note: End-Users should work with their assigned General Services Contract Officer to select the appropriate General Terms for the agreement. Examples of typical General Terms are provided below.*

- A. **AUDIT:** *The subrecipient shall retain all books, records, and other documents relative to this contract for three years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, federal and/or state auditors shall have full access to and the right to examine any of said materials during said period.*

*The subrecipient further agrees to comply with the audit and reporting requirements defined by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart F – Audit Requirements, as applicable. A subrecipient who expends \$750,000 or more in combined federal funding during the subrecipient's fiscal year is required at its expense to have an independent audit performed annually in accordance with the provisions of these parts. The single audit report(s) package must be submitted on-line to the Federal Audit Clearinghouse (FAC) within the earlier of thirty calendar days after receipt of the auditor's report(s) by the subrecipient, or nine months after the end of the audit period.*

- B. **AUTHORITIES:** *Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the scope of services contained herein. Furthermore, the Subrecipient shall not assign, sublet, or subcontract any work related to this agreement or any interest it may have herein without the prior written consent of VDSS.*
- C. **APPLICABLE LAWS AND COURTS:** *This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The subrecipient shall comply with all applicable federal, state and local laws, rules and regulations.*
- D. **AVAILABILITY OF FUNDS:** *It is understood and agreed between the parties herein that the VDSS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.*

- E. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** *The subrecipient assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Subrecipients who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Subrecipients shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Subrecipients and their employees working on this project may be required to sign a confidentiality statement.*
- F. **DRUG-FREE WORKPLACE:** *During the performance of this contract, the subrecipient agrees to (i) provide a drug-free workplace for the subrecipient's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the subrecipient that the subrecipient maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subrecipient, subcontractor or vendor. For awards of federal grant funds, failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.*

*For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a subrecipient, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.*

- G. **LOBBYING PROHIBITIONS:** *Federal grant funds may not be used by any subrecipient (at any tier) to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93)*
- H. **MODIFICATION OF AGREEMENT:** *The grantee or subrecipient may modify this Agreement at any time provided that such modifications make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such modifications shall not invalidate this Agreement, nor relieve the grantee or subrecipient from its obligations under this Agreement. The grantee may, in its discretion, amend this Agreement to conform with federal or state government guidelines, policies and available funding amounts, or for other reasons. If such modifications result in a change in funding, the scope of services, or schedule of activities to be undertaken as part*

*of this Agreement, such modifications will be incorporated only by written modifications signed by both grantee and subrecipient.*

- I. **PRIME SUBRECIPIENT RESPONSIBILITIES:** *If approval is granted by the grantee to subcontract any portion of this contract, the subrecipient shall be responsible for completely supervising and directing the work under the contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime subrecipient. The subrecipient agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.*
- J. **SAME-SEX MARRIAGE PROVISIONS:** *In accordance with the decision in United States vs Windsor (133 S. Ct. 2675 (June 26, 2013)); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. “Same-Sex Spouses” means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. “Same-Sex Marriages” means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. “Marriage” does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.*
- K. **TERMINATION OF AGREEMENT:** *This agreement may be terminated in whole or in part as follows (See §2 CFR 200.339):*
  - 1) *Either party may terminate this Agreement at any time upon 30 days written notice to the other party. The subrecipient’s written notification must set forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. Partial termination of the Scope of Services can only be undertaken with the prior approval of the grantee. In the event of any termination for convenience, at the grantee’s option, all finished or unfinished documents, data, studies, surveys, photographs, reports, or other materials prepared by the subrecipient under this Agreement shall, at the option of the grantee, become the property of the grantee, and the subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination.*
  - 2) *The grantee may terminate this Agreement, in whole or in part at any time, if the subrecipient fails to comply with federal statutes, regulations, or terms and conditions of the Agreement. Upon receipt of a notice of termination the subrecipient shall stop all work and the grantee will cease all payments. The termination decision may be considered by the grantee in evaluating future applications submitted by the subrecipient.*

3) *If the federal awarding agency terminates its agreement with the grantee, the grantee shall terminate the Agreement with the subrecipient.*

L. **RECORDS ACCESS:** *The federal awarding agency, Inspectors General, the Comptroller General of the United States, the grantee, and its authorized representatives shall have the right of access to any documents, papers, or other records of the subrecipient which are pertinent to this Agreement in order to make audits, examinations, excerpts, and transcripts. The right shall also include timely and reasonable access to the subrecipient’s personnel for the purpose of interview and discussion related to such documents. (See § 200.336)*

M. **SUBCONTRACTS:** *No portion of the work shall be subcontracted without prior written consent of the grantee. In the event that the subrecipient desires to subcontract some part of the work specified herein, the subrecipient shall furnish the grantee the names, qualifications and experience of their proposed subcontractor(s). The subrecipient shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.*

N. **SUBRECIPIENT MONITORING:** *The grantee may monitor and evaluate the subrecipient's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the subrecipient’s services or operations, audit reports, and other mechanisms deemed appropriate by the grantee. The subrecipient shall furnish the grantee on request information regarding payments claimed for services under this agreement. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the grantee, its authorized agents, and/or federal personnel.*

*Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the subrecipient, the subrecipient shall reimburse the grantee upon demand.*

***EXECUTION: IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.***

*[Name of Subrecipient]*  
Social Services

Virginia Department of

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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## **1.10 Appendix D Resources**

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The following resources below provides additional information on the Promoting Safe and Stable Families Program:

[Children's Bureau](#): Partners with federal, state, tribal and local agencies to improve the overall health and well-being of children and families. It provides support and guidance to programs that focus on strengthening families and preventing child abuse and neglect, protecting children when abuse or neglect has occurred, and ensuring that every child and youth has a permanent family or family connection.

[Child Welfare Information Gateway](#): Child Welfare Information Gateway promotes the safety, permanency and well-being of children, youth, and families by connecting child welfare, adoption, and related professionals as well as the general public to information, resources, and tools covering topics on child welfare, child abuse and neglect, out-of-home care, adoption, and more.

[Social Security Act Title IV](#): A compilation of the Social Security Laws.