

9. Describe procedures and policies for reporting child abuse and maltreatment and explain if there have been any changes since the previous license.

10. List the names and titles of the persons responsible for making these reports.

11. Describe procedures and policies for handling complaints and grievances against the program or staff.

12. For each program to be recertified, explain how meals are provided and title of persons responsible. Also indicate the method of provision for special dietary needs and for emergency foods and explain if this has changed since previous license.

13. Describe the methods used for maintaining confidentiality of:
 - a. Case records

 - b. Residents

 - c. Facility location

14. Describe methods of maintaining security and confidentiality of phone services (i.e. Caller ID, *69, etc.).

15. Describe any breaches to confidentiality, security or other extraordinary incidents in the past year.

SERVICES

For each of the services listed, please explain policies and procedures including title of persons responsible for direct service provision, hours that services are available, location of service, and methodology. Only medical services and the "Hotline" may be provided via a contract or other linkage. If one of these services is provided by other than an employee of the agency, please identify the service provider. All other services must be provided by your agency. Also, please note if there have been any changes since previous application.

- Hotline

- Information and Referral

- Advocacy (include whether accompaniment is provided and if so, by volunteers or staff)
 - Court/Legal Advocacy

 - Social Service Advocacy

 - Public Assistance Advocacy

 - Housing Advocacy

 - Employment Advocacy

 - Medical Care Assistance (in obtaining)

Counseling (Individual/Adult)

ATTACHMENTS for Recertification Form

The following must be submitted to the Regional Office along with the recertification package:

Attachment A: Personnel Profile

Attachment B: Volunteer Profile

Attachment C: Board of Directors Profile

- Certificate of Incorporation and any amendments thereto
- Filing receipt from the Secretary of State
- Proof of Federal Tax Exempt Status
- Program Rules
- Written agreement with residents [refer to 18 NYCRR 452.9(a)]
- Job descriptions for each staff position including projected salaries, education, experience and other required qualifications.

- Resumes for the Residential Program Director and all employed staff
- Organizational chart (including description of pattern of supervision)
- Copy of personnel policies and practices
- Staff orientation policies
- A sample of all forms used by the program including admission and medical forms
- Emergency disaster plan

Domestic Violence Shelters and Domestic Violence Programs ONLY

- Evidence of inspection and approval from applicable local authorities regarding compliance with health, sanitation, fire safety and building codes.
- A diagrammatic floor plan of the facility labeled with planned use of each area, plumbing fixtures and means of egress, together with the facility's security plan and procedures.

The following Domestic Violence fiscal reporting forms must also be submitted:

- A copy of the most recent financial report prepared by a CPA
- OR**
- Most recent State and Federal tax returns

NOTE: If the RO verifies with the DV agency that existing documentation on file with the RO is current, there is no need for the DV agency to resubmit documentation for recertification.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

BOARD OF DIRECTORS PROFILE

Attachment C

| | Name and Address | Current Occupation | Position on Board | Community Affiliations |
|-----|-------------------------|---------------------------|--------------------------|-------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |

The number of directors constituting the entire board must be not less than three [Not-For-Profit Corp. L. 702 sub (a)]. OCFS advises a manageable number of Board Directors to assure maximum working effectiveness.

Of this number OCFS recommends Board composition to include individuals with experience in, or access to, legal matters, financial management, real estate knowledge, “consumer” representation and administrative capability.

No member of the Board of Directors is, at the time of this application or will be thereafter, the chief administrative officer, executive director or any employee of the corporation.

_____ Date

_____ Chairperson, Board of Directors