

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
SUPERVISION AND TREATMENT SERVICES FOR JUVENILE PROGRAM (STSJP)
SFY 2014-2015 ANNUAL PLAN

STSJP Plans are due to the Office of Children and Family Services (OCFS) by 07/11/2014

Plans should be submitted to: ocfs.sm.stsjp@ocfs.ny.gov

Please ensure that the title “**Supervision and Treatment Services for Juveniles Plan**” and your county name in the subject field to facilitate the timely review of your STSJP Plan.

Please direct any STSJP Plan questions to either;

Johne.Johnson@OCFS.ny.gov PH. 518-486-4665

Cara.Korn@OCFS.ny.gov PH. 518-408-3999

COUNTY INFORMATION

NAME OF APPLICANT COUNTY, COUNTIES OR JURISDICTION:
Schenectady County

LEAD AGENCY FOR STSJP SUBMISSION:
Schenectady County Probation Department

NAME OF CONTACT PERSON:
Ethan M. Korotzer

CONTACT PERSON'S PHONE NUMBER:
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CONTACT PERSON'S E-MAIL ADDRESS:
ethan.korotzer@schenectadycounty.com

STSJP SFY 2014 - 2015

SFY 2014-2015 Starting County Detention Allocation amount	\$ 854,304.00
SFY 2014-2015 County STSJP Allocation amount	\$ 88,511.00
SFY 2014 -2015 County Detention Allocation being shifted	\$ 0.00
Total SFY 2014-2015 STSJP Reimbursement Allocation amount	\$ 88,511.00
Maximum STSJP Reimbursement amount for a 2014-2015 Plan	\$ 142,761
SFY 2014-2015 STSJP State Share amount	\$ 88,511.00
SFY 2014-2015 STSJP County Share amount	\$ 54,250.00
SFY 2014-2015 Revised County Detention Allocation amount	\$ 0.00
TOTAL COUNTY OBLIGATION:	\$ 54,250.00

SECTION ONE – Analysis of Communities

Provide an analysis that identifies the neighborhoods or communities from which the greatest number of juvenile delinquents and persons in need of supervision (PINS) are remanded to detention or residentially placed. Note any communities or neighborhoods that are different than in last year's plan. Please ensure that your identification of target areas or populations is clearly highlighted in your plan.

With regards to demographics, little has changed within Schenectady County since the reporting of the 2013-2014 STSJP Annual Plan. Schenectady County continues to respond to the challenges of reducing placements by creating effective community-based alternatives to detention and residential settings. Due to these efforts placements have reduced but the challenges within our community have remained the same. The multiple issues that our families struggle with remain highly complex and as a result this department continues to plan and adapt to these challenges in new and creative ways.

Within Schenectady County, the City of Schenectady in particular has high rates of unemployment, poverty and substandard housing. In the City of Schenectady, 14.8% of families fall below the poverty level. In high need/at-risk neighborhoods, this percentage grows to as high as 39% (U.S. Census). High crime rates, domestic violence rates, Child Protective Services (CPS) rates, poverty rates (especially for children under the age of 18), teenage pregnancy rates, and many other statistics make childhood exposure to trauma a frequent occurrence. Mental health professionals have defined the members of two particular neighborhoods, Mont Pleasant and Hamilton Hill (12303 and 12307 zip codes) as having particularly high levels of trauma.

In the City of Schenectady there are numerous risk factors for youth, particularly in these two neighborhoods. The highest number of JD arrests, foster care placements, and indicated hotlines occur in these two zip codes. When reviewing Youth Assessment and Screening Inventory (YASI) data we also find youth in these zip codes score 'High Risk' in the spheres of Community-Peers and Violence. These risk factors lead to a high number of youth from these zip codes placed in non-secure and secure detention as well as residential placements.

Currently, the majority of juvenile delinquents and PINS who are remanded to detention or who are placed in residential care are from the City of Schenectady and predominantly reside in the two neighborhoods listed above. The two schools in these neighborhoods have the highest rates of youth in detention, classified CSE youth, meet eligibility criteria for free lunch, and have the highest rates of suspensions, truancy and adolescent pregnancy. These two schools are Schenectady High School which has also received the designation as a persistently dangerous school by the New York State Department of Education and Mont Pleasant Middle School which has the designation as a low performing school (it should be noted that starting in the Fall of 2012 another low performing school, Oneida M.S., was closed and all the students were transferred to Mont Pleasant M.S. which presented new challenges). From these two schools we receive the highest percentage JD and PINS complaints.

As we have reviewed the data on Schenectady's youth who have gone to detention and residential placements, we have recognized that this population has a high incidence of mental health disorders. According to our records, in 2011 65% of the youth who went to residential care were diagnosed with a mental health disorder. From there the rates have only increased; 2012: 72% and 2013: 81% and midway through 2014 we are at 83% of youths being residentially placed having a mental health diagnosis. Further, in 2014 we have begun to assess these youth's engagement and participation with mental health treatment. Currently, of the 83% of youth who have been placed in 2014 with mental health disorders, 70% were inconsistent with their treatment when they were residing in their homes. The term 'inconsistent' is used to reflect youth that have not taken their medications as prescribed or attended counseling appointments as recommended by their mental health clinician. The majority of diagnoses continue to fall in the category of emotional disturbances such as Mood Disorders (MD), Post Traumatic Stress Disorders (PTSD), Attention Deficit Hyper Activity Disorder (ADHD) and Bipolar Disorder (BD).

Prior to the 2013-2014 STSJP annual plan, STSJP funds had been allocated for targeting at-risk-youth in the 12303 and 12307 neighborhoods by providing specific services to keep them in the community and out of detention centers. In the most recent STSJP annual plan Schenectady County developed the Juvenile Mental Health Access Program (JMAP). This program was designed to target youth and their families who were not succeeding in Diversion Services due to untreated mental health disorders. Given the percentages listed above, it was the goal of this program to establish an effective rapport with these families and engage them in mental health treatment where in the past their own attempts have been unsuccessful.

Thus, this program year we plan to continue to focus on youth in the juvenile justice system with mental illnesses. We have identified areas in this community where there are gaps in services for youth and families and this plan begins to address these issues already reducing detention and residential placements.

SECTION TWO – Description of Services and Programs to be Funded

List the **name of each service and program** who you expect will receive STSJP funds, along with the **projected amount of STSJP funds** to be used for each: As a Guide to providing the information needed to properly review your plan, please provide programmatic information in the format listed below;

- Provide the Name of the Provider of the Service/Program.
- The Amount of any Juvenile Detention Services funds projected to be spent for STSJP Services.
- The communities and types of youth targeted.
- The projected number of youth that will be served.
- Answer a series of Demographic questions

“Please enter each program individually. If you have more programs than the form allows for, please use the addendum OCFS-2121-1 which will allow you to enter more programs.”

1. Berkshire Farm & Services for Youth

a. \$68,511.00

2. Schenectady County Probation Department

a. \$53,500

3. The City Mission of Schenectady

a. \$20,000

OCFS-2121 (6/23/2014)

STSJP Program One	Berkshire Farm & Services for Youth Group Home Respite	Type of Program (ATD/ATP)	ATD/ATP
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			\$ 49,751.00
1. What geographic areas has your analysis suggested you target? Schenectady County but Primarily Schenectady City			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 36			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Two".			
1. When did the program start using 2013-2014 STSJP funds? 12/13			
2. How many slots were created in the program with STSJP funds? 69 nights			
3. What was the average length of stay for youth in the program or service? Ten days.			
4. How many youth received services in the program during 2013-2014? 3			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) 3			
2. Did not appear in court when directed to do so 0			
3. Were re-arrested before appearing in court 0			
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) 0			
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: \$28,635.00			

STSJP Program Two	Berkshire Farm & Services for Youth Behavioral Specialist & Prevention Case Manager	Type of Program (ATD/ATP)	ATP
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			\$ 18,760.00
1. What geographic areas has your analysis suggested you target? Schenectady County but Primarily Schenectady City			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 12			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Three".			
1. When did the program start using 2013-2014 STSJP funds? 4/2014, after the 2013-2014 STSJP SFY			
2. How many slots were created in the program with STSJP funds? 0			
3. What was the average length of stay for youth in the program or service? 0			
4. How many youth received services in the program during 2013-2014? 0			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) 0			
2. Did not appear in court when directed to do so 0			

3. Were re-arrested before appearing in court 0

4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) 0

5. What amount of last SFY allocation for this STSJP Service Program was left unspent: \$1,365.00

STSJP Program Three	The City Mission Family Advocate	Type of Program (ATD/ATP)	ATP
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			\$ 20,000
1. What geographic areas has your analysis suggested you target? Schenectady County but Primarily Schenectady City			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 16			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Four".			
1. When did the program start using 2013-2014 STSJP funds? 2/2014			
2. How many slots were created in the program with STSJP funds? 6			
3. What was the average length of stay for youth in the program or service? 6 Months			
4. How many youth received services in the program during 2013-2014? 3			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) 3			
2. Did not appear in court when directed to do so N/A			
3. Were re-arrested before appearing in court N/A			
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) 0			
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: \$18,212.60			

STSJP Program Four	Schenectady County Probation Department	Type of Program (ATD/ATP)	ATP
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			\$ 54,250.00
1. What geographic areas has your analysis suggested you target? Schenectady County			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 12			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Five".			
1. When did the program start using 2013-2014 STSJP funds? 4/2014, after the 2013-2014 STSJP SFY			
2. How many slots were created in the program with STSJP funds? 6			
3. What was the average length of stay for youth in the program or service? 6 months			
4. How many youth received services in the program during 2013-2014? 3			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) 0			
2. Did not appear in court when directed to do so 0			
3. Were re-arrested before appearing in court 0			
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) 0			
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: \$0.00			

STSJP Program Five	Type of Program (ATD/ATP)
The amount of STSJP funds that your jurisdiction will devote to the services from this program?	\$
1. What geographic areas has your analysis suggested you target?	
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program?	
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Six".	
1. When did the program start using 2013-2014 STSJP funds?	
2. How many slots were created in the program with STSJP funds?	
3. What was the average length of stay for youth in the program or service?	
4. How many youth received services in the program during 2013-2014?	
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:	
1. Successfully completed the program (not re-arrested and appeared in court as directed)	
2. Did not appear in court when directed to do so	
3. Were re-arrested before appearing in court	
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court)	
5. What amount of last SFY allocation for this STSJP Service Program was left unspent:	

STSJP Program Six	Type of Program (ATD/ATP)
The amount of STSJP funds that your jurisdiction will devote to the services from this program?	\$
1. What geographic areas has your analysis suggested you target?	
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program?	
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to Section Three.	
1. When did the program start using 2013-2014 STSJP funds?	
2. How many slots were created in the program with STSJP funds?	
3. What was the average length of stay for youth in the program or service?	
4. How many youth received services in the program during 2013-2014?	
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:	
1. Successfully completed the program (not re-arrested and appeared in court as directed)	
2. Did not appear in court when directed to do so	
3. Were re-arrested before appearing in court	
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court)	
5. What amount of last SFY allocation for this STSJP Service Program was left unspent:	

SECTION THREE – Disproportionality

Provide available information (use objective data or, if none exists, you may provide anecdotal or other information) indicating whether the use of detention or residential placement in your service area shows a significant racial or ethnic disproportionality. What, if any, differences are there from what was noted in last year's plan? Additionally if NO data exists, what measures will your jurisdiction implement to monitor disproportionality?

The population of Schenectady County is predominately white-non-Hispanic (80.2%) but the Black/African American (9.6%), Latino (4.8%) and Asian (4.0%) populations are growing and are concentrated primarily in the City of Schenectady. The Guyanese are the fastest growing immigrant group comprising 12% of the total County population. Although we are using the entire boundary of Schenectady County as our geographic area, as stated above, the majority of our cases have come from the City of Schenectady, specifically the 12303 and 12307 zip codes. In the city, as compared to the county, the population of African Americans is twice as high (20.2%). As in previous years, rates of youth in detention and placement were higher among African Americans and other minority populations. As addressed earlier, the neighborhoods identified have high rates of poverty, crime, and many other risk factors.

When we examine the most common disorders diagnosed in these youth we see PTSD, ADHD, and MD's. When examining other urban populations with similar high rates of poverty (i.e. 50% of the children under the age of 18 in the city living in poverty), unemployment, domestic violence, substance abuse, indicated CPS Reports, teenage pregnancy, and a school district with a graduation rate of 48.6%, as well as being designated as persistently dangerous by NYSED, these are the more common diagnoses found among both youth and adults.

As a result, many children and families in Schenectady are involved in multiple systems: the criminal justice, juvenile justice, child welfare, mental health and substance abuse systems.

- If such disproportionality exists, describe how the service/programs proposed for funding will address the disproportionality:
- One of the strengths in this plan was the addition of a Family Advocate. Our Family Advocate was chosen from the Schenectady City Mission. This is a woman who grew up in poverty, abandoned by her father and raised by a drug addicted mother. She became a mother at the age of 15, and has struggled through addictions and all the challenges that come with that lifestyle: homelessness, prostitution, violence, etc. Only when she was arrested and had to go through Adult Drug Court and live at the local City Mission did she begin to turn her life around. Now seven years sober, gainfully employed at the Schenectady City Mission, and a trainer in the Bridges out of Poverty Program, the Center for Juvenile Justice through the STSJP funding was able to have her join the JMAP team. Her primary purpose has been to engage with families and assist them in their participation with the PINS and JD diversion programs through the Center for Juvenile Justice. Through the work of our Family Advocate, we will improve engagement with families and address the challenges that our urban and poverty stricken families face when accessing the different systems of our community such as mental health, school, DSS, medical, and Family Court. This role will have multiple functions such as taking families to mental health appointments, supporting medication compliance, advocacy in the mental health, juvenile justice, and educational systems, and linkage to other community resources; all activities which help maintain family stability. The focus on linkage to community resources will ensure that behavioral change is sustainable beyond participation in JMAP

SECTION FOUR – Efficacy of the Programs and Services

Provide a description of the proposed services and programs that explain the four listed elements

Please answer the questions below for each of the programs highlighted in Section Two

How they will reduce the number of youth who are detained or residentially placed:

As stated above, the majority of the youth being placed through the Center for Juvenile Justice have untreated mental health disorders. These illnesses go untreated for a variety of reasons having to do with the youth, care giver, mental health providers, or a combination of all three. Of those youth placed in 2014, 83% have had mental health diagnoses. Of those 83%, 70% have had inconsistent mental health treatment both

with counseling and medications. Upon reading the PDI's of our placed youth, the providers interviewed identified that a contributing factor of the youth's poor progress (potentially resulting in their residential placement) was their untreated/inconsistent mental health services. Thus, to reduce the number of youth detained or residentially placed in Schenectady through the Center for Juvenile Justice the JMAP program will:

- a. Improve assessments by including a mental health assessment (MAYSI-2 (Massachusetts Youth Screening Instrument version 2)) during the initial intake which is designed to (1) quickly identify youth with mental illness and (2) effectively match these families to community resources;
 - b. More effective treatment planning as a result of the improved assessments;
 - c. Group home level of respite care to intervene and stabilize;
 - d. Improve engagement with other service systems particularly through the use of the Family Advocate.
1. How they are family –focused: The team's focus will always remain on the family. In fact, the 2014-2015 STSJP Plan has a complete family-focused treatment approach by maintaining the Family Advocate and Behavioral Specialist positions. Their goals are to strengthen the families so that the family can help their at-risk children. Further, for the past decade Schenectady County has been investing in a continuum of evidence-based “model programs,” such as Functional Family Therapy, that will be made accessible to these families should the team feel it appropriate.
 2. Whether the services/programs are capable of being replicated across multiple sites: The integrated team approach, array of services and protocol being developed are a model which can be replicated in other sites and their communities.
 3. If the same plan was used last SFY, were the performance outcomes met and describe the outcomes. No
 4. What were the barriers if not met? Prior to the 2013-2014 STSJP being implemented a restructuring of the school system in Schenectady City took place resulting in a reassessment of how to proceed with the STSJP funds. This did result in several changes and as a result the project did not start during the 2013-2014 State Fiscal Year and we were unable to achieve our targeted goals. However, in April of 2014 our JMAP team began operations and we have not experienced any barriers as we did this past year.

SECTION FIVE – Overall Strategy and Justification for the Proposed Programs Services

The purpose of STSJP funds is to establish supports and services for youth who, absent these services, are likely to be detained or placed. Funds should therefore be clearly targeted to meet the needs of the types of youth who in the past have been admitted to detention or residentially placed. With this specific purpose in mind, describe the strategy devised by your county's collaborative to address the STSJP Funding objective through the programs chosen in Section Two. Please discuss in the section below. Justification:

Through Schenectady's County's successful intervention with a suicide cluster among our at-risk adolescent population which lasted from 2009-2012, the County continues to pay particular emphasis to the impact of mental health on our youth and families. Multiple departments that run children's services collectively look at the impact of mental health on our youth. Juvenile Justice has tracked the high correlation of youth in detention centers and residential placements that had documented mental health diagnoses as stated above. Juvenile Justice has a very strong working relationship with the Office of Community Services and the Single Point of Access (SPOA) to manage the children who have crossed into both the criminal justice and mental health systems. We identify multiple predictors of a youth's decline in behaviors which result in court interventions. For example, the majority of youth referred to court have discontinued or have had sporadic mental health appointments (therapy or medication). Many of these youth haven't been matched to the appropriate services resulting in a failure to follow through for any number of reasons which include barriers such as access to insurance and/or transportation. Many of the parents themselves suffer from mental illness and have difficulty in making and keeping appointments for their children. Ultimately these youth begin to decline and their impulsivity and subsequent PINS/JD behaviors escalate.

The majority of the youth who are placed in detention or in residential facilities are there as a result of their inability to self-regulate their own behaviors or a result of the instability of the home environment. Very often the untreated mental

health issues are a strong contributing factor in their behaviors.

Strategy:

The Juvenile Mental Health Access Program is designed to increase the engagement of youth with untreated mental health disorders and guide them into effective treatment, thus curtailing the need for detention and/or residential placement. As part of our plan every PINS/JD youth at Intake will be assessed using the YASI and MAYSI-2 for the purposes of screening and assessing for mental health conditions. Depending on how they score, these youth will be referred to the JMAP program. In the JMAP program the youth/families will:

- 1) Be supervised by a Juvenile Probation Officer who has a Masters' degree in social work or other related advanced degree in counseling;
- 2) Work with a Family Prevention Specialist who will perform home-based family counseling, psycho-education, and increase healthy family functioning. In addition she is available to assist the family in obtaining community supports through advocacy such as transportation, food, medical or financial assistance.
- 3) Work with a Family Advocate who will be a peer support to the family. Her role is to engage the families who have historically been reluctant to working with government agencies such as Probation and DSS. It is our plan that she will be able to reduce the family's hesitancy and allow us to work with them in meeting their needs. She will be working very closely with the Family Prevention Specialist as a wrap-around service.
- 4) Work with a Behavioral Services Coordinator. A Behavioral Services Coordinator has expert knowledge of the multiple systems of mental health services from the state level to the local community level. They will be able to assist the family with identifying different options with regards to what will be available to them, including FFT, community based mental health care, as well as identify when cases need to be advanced to the SPOA committee for Waiver, Intensive Case Management (ICM) or Supportive Case Management (SCM) services.
- 5) Have access to both foster home and group home levels of respite care via Berkshire Farm and Services for Youth. These respite options are designed to provide temporary relief for youth and their families in order to deescalate family tension and interrupt the escalation of the youth's behavior.

SECTION SIX – Performance Outcomes

For 2014-2015, provide the projected performance outcomes for your proposed services and programs, being sure to include:

- An estimate of the anticipated reductions in detention utilization and residential placements:
 - Reduced use of detention of youth in JMAP by 20%
 - Reduced use of residential placements of youth in JMAP by 20%
- Other projected positive outcomes for youth who participate in the services and programs:
 - Reduced PINS adjudications of youth in JMAP;
 - Improved School attendance and behavior of youth in JMAP;

SECTION SEVEN – Assessment of Success Achieving Previous Performance Outcomes

Although performance outcome data for 2013-2014 may be incomplete because many jurisdictions were unable to implement programs until late in the year and data-producing structures are not yet in place, we are asking you to provide available data on your STSJP programs for each of the following parameters for 2013-2014 year. The inclusion of that information will help establish local and state baseline information on SSJP programs and may be useful in informing discussions about potential improvements to be made in your STSJP Plan.

What were your projected performance outcomes in your 2012-2013 STSJP Plan for your proposed services and programs:

- 1) Reduced use of detention by 10%;
- 2) Reduced use of residential placements by 10%;
- 3) Reduced PINS Adjudications by 20%.
- 4) Improved school attendance and behavior.

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- Were there other positive outcomes for youth participating in STSJP services and programs? None. We were unable to utilize of 2012-2013 STSJP funds by the end of the state fiscal year.

Please provide the following information for your county or the jurisdiction served by your STSJP programs for 2013-2014, indicating if the geographic area is anything other than countywide: Schenectady County only

TTL number of youth under 16 arrested: 227

TTL number of youth admitted to detention programs: 173

Secure detention:	84
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Non-Secure detention	89
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TTL Number of youth placed out of their home as part of a disposition in a JD and/or PINs case:

Number of JDs placed with OCFS or LDSS:	19
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Number of PINs placed:	3
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TTL Number of youth who received service and programs as a result of STSJP funding:	3
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COMMENTS
Please assess whether the services and programs in your 2013-2014 STSJP Plan achieved the projected reductions in detention utilization and residential placements and other performance outcomes. If they did not, what were the barriers?
Are there any changes in allocations or practices planned for 2014-2015 based on experiences in 2013-2014? Please list those changes. No more Archer Increased group home respite

SECTION EIGHT – Cooperative Applications Submitted Jointly by Two or More Counties (Complete this section only if this is a joint application)
Two or more eligible local jurisdictions (counties) may join together to establish, operate, and maintain supervision and treatment services for juveniles programs and may make and perform agreements in connection therewith . Counties submitting such applications must provide the following information:
<ul style="list-style-type: none"> • Describe the provisions for the proportionate cost to be borne by each county: N/A
<ul style="list-style-type: none"> • Describe the manner of employment of personnel across and between counties in the cooperative: N/A
<ul style="list-style-type: none"> • Identify whether a single fiscal officer shall be the custodian of the funds made available for STSJP: N/A

SECTION NINE– Additional Comments

APPROVAL OF THE CHIEF EXECUTIVE OFFICER
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As Chief Executive Officer of the applicant municipality named on Page 1, I certify that I approve of this Supervision and Treatment Services for Juveniles Program Plan.

Name (Please Print)	Date
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X	
Signature	

INSTRUCTIONS:

Instructions for properly processing an STSJP plan.

- a. Once you have opened a copy of the OCFS-2121 form, please immediately use the "Save As" function in Microsoft Word to save a copy of the document on your computer.
- b. Please save your STSJP plan using the following format; (Somewhere County 2014-2015 STSJP Plan)
- c. Work from the "saved" county plan document using it to record all of your county's information.
- d. Once you have satisfactorily completed entering the required data, save the document, print the plan.
- e. Then have the person named in the plan as the CEO sign the hard copy of the document.
- f. Upload the signed copy of the plan and send it to OCFS via the STSJP email address at ocfs.sm.stsjp@ocfs.ny.gov