

B) Program Specific Terms and Conditions

Services are provided, through the **Kinship Caregiver Programs**, to support kinship caregivers, also referred to as nonparent caregivers in order to:

- Support and strengthen families;
- Promote permanency; and
- Promote the well-being of children.

In order to achieve these outcomes, Kinship Caregiver Programs strive towards permanency plans for kinship families by providing critical services to children and nonparent caregivers in kinship families, including those with informal or legal custody of a child(ren) between the ages of 0-18 in a least two (2) or more counties of New York State (NYS). These services are necessary to enable children in kinship care to thrive, when their biological parents are unable to care for them. In the provision of services, Kinship Caregiver Programs must include best practices to address the multiple needs of children residing with grandparents, relatives, or any other non-parent caregiver.

As noted in the Kinship Caregiver Request for Proposal (RFP) #1011, the following services must be provided by Kinship Caregiver Programs:

- Case Management and Referral Services
- Support Groups-separate for both adults and children
- Education
- Family Engagement
- Maintenance and Family Preservation Services

Kinship Caregiver Programs must comply with the following requirements:

1. Must meet prescribed performance targets and if not, utilize a program improvement plan (PIP) developed by Office of Children and Family Services (OCFS);
2. Must utilize and complete on a timely basis all required OCFS forms including but not limited to intake, progress notes, participant satisfaction surveys, discharge summaries, quarterly and final reporting documents;
3. Must meet reporting schedule identified in Attachment D;
4. Must participate in quarterly conference calls coordinated and scheduled by OCFS;
5. Must participate in an annual conference or meeting coordinated and scheduled by OCFS;
6. Must participate in at a minimum, one yearly site visit with OCFS staff at the program location;
7. Must participate in at a minimum, one fiscal program desk review to be conducted by OCFS staff; and
8. Must comply with record retention requirements.

For additional requirements, refer to the Kinship Caregiver RFP#1011.

All contractors with subcontracts will provide oversight that minimally includes review of all fiscal reports and claims on a monthly basis. On-site reviews will be conducted as needed. Contractors will identify the person(s) responsible for this oversight. Subcontract agreements will include this requirement and will also include, as applicable, information regarding referrals of participants and respective responsibilities of the contractor and the subcontract agencies.

Contractors must complete and submit spending adjustment requests to OCFS for any movement of funds in any budget category regardless of the amount. All spending adjustment requests must be approved by OCFS prior to payment for any expenses incurred as a result of such spending adjustment requests, and all requests must be submitted prior to the last quarter of the contract year.