

**RFP # 1159 Kinship Caregiver Support Programs**  
**Attachment A1-B: Program-Specific Terms and Conditions**

The goal of Kinship Caregiver Support Programs (KCSP) is to provide support and permanency to families who are providing kinship care to a child(ren) that are not in foster care placement(s).

KCSPs must comply with the following requirements:

- Must meet prescribed performance targets and if deficiencies are identified, comply with the content and timeframes for correction of those deficiencies as prescribed by the Office of Children and Family Services (OCFS) through a program improvement plan (PIP) or similar instrument.
- 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. NOTE: Any forms for program work to be used by the KCSP other than OCFS issued program forms must receive OCFS approval prior to first use of the form.
- Must supply OCFS with all requested data and other information necessary from service delivery to support measurable outcomes.
- Must participate in any OCFS scheduled conference calls including, but not limited to, quarterly conference calls coordinated and scheduled by OCFS.
- Must participate in conferences or meetings coordinated and scheduled by OCFS including an annual conference.
- Must participate in any OCFS required trainings including but not limited to those trainings identified by OCFS that are trauma informed, inclusive, and support evidence-based services.
- Must facilitate and actively participate in a minimum of one (1) yearly site visit with OCFS staff at the program location (or virtually as approved by OCFS).
- Must facilitate and actively participate in a minimum of one (1) fiscal program desk review to be conducted by OCFS staff.
- Must comply with record retention requirements as identified in the Master Contract for Grants.

This contract incorporates by reference the solicitation provisions set forth in the request for proposal RFP #1159, inclusive of the questions and answers, applicants' proposal, and any/all amendments hereby referred to as "RFP." The vendor agrees to adhere to the provisions contained within the RFP with the same force and effect as if they were given in full text. The full text of a solicitation provision may be accessed electronically at this address: [Funding Opportunities | Contracts, Grants and RFPs | OCFS \(ny.gov\)](#).