

ATTACHMENT A-2
PROGRAM-SPECIFIC TERMS AND CONDITIONS

RFP 1161 Management of the NYS OCFS Youth Advisory Board

The New York State Office of Children and Family Services (OCFS) Youth Advisory Board (YAB) is made up of young adults ages 18-26 with lived experience in the child welfare system, juvenile justice system, and/or homelessness. Launched in 2017, the purpose of YAB is to promote youth voices regarding regulations, state policies, and other OCFS initiatives. The mission of the OCFS YAB is to make a difference for youth with certain lived experience by giving them a platform to use their voices to help create positive changes and improve outcomes for system-involved youth.

1. THE CONTRACTOR AGREES TO PROVIDE THE FOLLOWING SERVICES:

- Attend planning meetings and work with OCFS staff to review current strategies and develop new ideas to enhance YAB participation and streamline activities.
- Recruit YAB members across New York State to maintain a minimum of 10 members, and able to increase the membership as needed or at OCFS request.
- Ensure prospective members (applicants) can apply online.
- Plan, schedule, and facilitate monthly YAB meetings.
- Plan and maintain individual check-in meetings with YAB members at minimum once a week.
- Conduct statewide outreach via youth-led marketing activities to raise awareness of YAB activities across the state.
- Arrange for members to present at events related to system-involved youth, as needed. This includes assisting the youth with event/presentation preparations.
- Create and administer year-end participation surveys to evaluate YAB member engagement.
- Provide youth leadership skill sessions for YAB members to advance leadership development, team-building skills, and other success strategies for youth/adult partnerships.
- Set up monthly check-in meetings with OCFS staff to discuss progress and any current barriers with the YAB.
- Provide assignments/projects with a due date to the YAB members monthly and/or at OCFS request.
- Monitor, collect, and review assignments/projects with YAB members and provide a final copy to OCFS within two weeks from the due date.
- Advise YAB members on the need for accuracy and timeliness when submitting timesheets.
- Ensure accuracy and completion of attendance records, assignments, and timesheets of YAB members to reflect hours worked.
- Make payments to YAB members for hours worked on no less than a monthly basis.
- Monitor effectiveness of each member via their attendance, participation, and overall contribution to the board.

2. REPORTING REQUIREMENTS

- a. The Contractor shall provide timely and accurate fiscal and project reports and supporting documentation on a quarterly basis in compliance with federal reporting requirements.
- b. The contractor shall provide program reports to OCFS containing data with the content and frequency indicated in the work plan.

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- c. The contractor shall provide to OCFS with an annual final report, which shall include a comprehensive summary of the program, including all the data listed in quarterly reports but cumulative for the full contract period, plus program strengths and recommendations for improvement.

3. DESIGNATED PAYMENT OFFICE

All reports and claims for reimbursement should be emailed to:

New York State Office of Children and Family Services
Heather Babcock
Division of Youth Development and Partnership for Success
Bureau of Education and Transition Services
Heather.Babcock@ocfs.ny.gov