

**AMENDMENT #1 TO CONTRACT WITH
NEVADA COUNTY SUPERINTENDENT
OF SCHOOLS (NCSOS) (RES 18-296)**

THIS AMENDMENT is dated this 8th day of January, 2019 by and between NEVADA COUNTY SUPERINTENDENT OF SCHOOLS (NCSOS) and COUNTY OF NEVADA. Said Amendment will amend the prior agreement between the parties entitled Personal Services Contract executed on June 26, 2018 by Resolution No. 18-296.

WHEREAS, the parties desire to amend their agreement to 1) increase the total maximum amount from \$408,527 to \$434,155 (an increase of \$25,628); 2) amend Exhibit "A" to reflect a change in services provided; and 3) amend Exhibit "B" to reflect the change in the total maximum amount.

NOW, THEREFORE, the parties hereto agree as follows:

1. This amendment shall be effective as of December 5, 2018.
2. That Section (§2) Maximum Contract Price, shall be changed to the following: \$434,155.
3. That Exhibit "A", Schedule of Services, shall be revised to the amended Exhibit "A" attached hereto and incorporated herein
4. That Exhibit "B", Schedule of Charges and Payments, shall be revised to the amended Exhibit "B" attached hereto and incorporated herein.
5. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

COUNTY OF NEVADA

CONTRACTOR:

By: _____
Chair of the Board of Supervisors

By: _____
Scott Lay, Superintendent of Schools

ATTEST:

By: _____
Julie Patterson Hunter
Clerk of the Board of Supervisors

**EXHIBIT “A”
SCHEDULE OF SERVICES**

Nevada County Superintendent of Schools (NCSOS)

This agreement is entered into by and between the Nevada County Department of Social Services CalWORKs Program and the Nevada County Superintendent of Schools (NCSOS) (Safe Schools/Healthy Students Program) for the purpose of providing family support and self-sufficiency services in Western Nevada County.

PROGRAM OVERVIEW

CalWORKs services are funded by a State Single Allocation. The intent of the funds is to provide assistance to needy families so children can be cared for in their own homes; to reduce dependency by promoting job preparation, work, and positive interpersonal relationships;; and to encourage the formation and maintenance of stable parental caretakers.

Established by AB 74, Family Stabilization (FS) is a component of the CalWORKs program that provides intensive case management and services to eligible clients and is designed to ensure a basic level of stability within a family prior to, or concurrently with, participation in Welfare-to-Work (WTW) activities. CalWORKs recipients are eligible to participate in FS if a county determines that a family is experiencing an identified situation and/or crisis that is destabilizing the family and interferes with adult clients’ ability to participate in WTW activities and services.

To qualify for Family Stabilization, the client, and/or members of the family, must be experiencing an identified situation or crisis that is destabilizing the family and interfering with successful participation in WTW activities and services. A situation or a crisis that is destabilizing the family may include, but is not limited to, homelessness or imminent risk of homelessness, legal problems, learning disabilities, a lack of safety due to domestic violence, or untreated or under treated behavioral needs, including mental health or substance abuse related needs. Eligibility may also be defined as “not making progress” in obtaining a job or holding steady employment due to a crisis situation in the family. Sanctioned clients will be encouraged to participate in FS services.

FS is funded through the Temporary Assistance for Needy Families block grant and may only be used for non-medical services. FS does not alter the extent of services that can be offered through the mental health and substance abuse allocations.

The CalWORKs Housing Support Program is a funding source designed to provide housing and rental assistance to CalWORKs families who are experiencing homelessness. The Housing Support Program (HSP) provides funding to help up to forty (40) homeless CalWORKs families to establish permanent housing through rental assistance. Nevada County implements this

program as an extension of the successful Family Stabilization partnership with the Family Resource Centers (FRC).

FRC Case Managers will assist the CalWORKs clients to secure appropriate housing based on location, family size, safety and other relevant factors. The FRC Case Managers will assist clients to identify units that meet the needs of each family for safe and adequate housing, and to communicate with potential landlords and complete rental applications. They will work with the clients to identify potential housing barriers (move-in costs, legal, debt, criminal record issues) and to remove these barriers through Family Stabilization. They will assist the client in completing the Tenant Based Rental Assistance application and schedule the housing unit inspection for both programs.

Each case manager will work with each client to develop a realistic budget and plan for transitioning off of HSP assistance within the prescribed timeframe. They will assist the client to complete a lease agreement which may include an addendum that describes the length and amount of rental subsidy that will be paid by the Housing Support Program. The CalWORKs Program Manager will review and approve each HSP funding request prior to finalizing agreements with landlords. The Superintendent of Schools Office will then issue the payments, on behalf of the approved recipients, directly to the landlords of the rented units for the duration of the agreement. The rental subsidy amount and duration will be determined on a case by case basis, considering the family's unique situation, with the CalWORKs Program Manager having final approval. We anticipate each subsidy to range from one to six months, but may be extended on a case by case basis, with approval from the CalWORKs Program Manager. The duration of each service will be determined by considering all factors, including but not limited to, the parents' employability, substance abuse or domestic violence issues in the household, and potential health and disability issues.

After the housing support ends, the family may continue to be eligible for Family Stabilization services for up to six additional months if needed. The FS Case Managers can assist the landlord and tenant with minor disputes or may make a referral to mediation services. The CalWORKs Case Manager, FS Case Manager and Employment Specialist assigned to each client will work together to ensure the best possible outcome for each family.

In the past several years, the Department of Social Services has had great success in coordinating with local Family Resource Centers to provide health and human services to Nevada County families. Each Family Resource Center is identified closely with members of their community and is able to provide a full array of services to support families and children. All of our Nevada County FRCs improve outcomes for families in our community by creating a physical space and a coordination system for service delivery and resource connection. FRCs leverage community resources to provide an extensive, coordinated array of services, activities, and learning opportunities for children, parents, caregivers, and families. Family advocates provide on-site services to students and families accessing the center, including resource and referral, information, and informal support, with the goal of increasing self-sufficiency.

In addition to Family Stabilization, CalWORKs provides an array of supportive services to WTW participants to assist in the removal of barriers that may impede their successful participation in WTW activities including: child care, transportation, food, homeless/shelter assistance, and domestic abuse, mental health, and substance abuse services. The FS Program offers intensive case management that encompasses the whole family unit. With more intensive and specialized services, it is expected that families served under the FS Program will be able to move more quickly into the workforce.

Contractor agrees to provide the following services:

- Provide intensive case management and services to referred CalWORKs clients who are experiencing an identified situation or crisis (including homelessness) through all three FRC locations in Western Nevada County 1.7 FTE at Grass Valley, including NSJ, and .1.5 FTE at Penn Valley).
- Ensure that the Case Managers have training, skills and experience in providing case management to families and individuals in crisis, Motivational Interviewing, and trauma informed care.
- Serve up to 1 client at a time in North San Juan, up to 10 in Penn Valley and up to 22 clients at a time in Grass Valley.
- Attempt to contact each referred client within 24 hours of referral. Make 3-5 contact attempts in the first 10 working days, if no contact is successfully made after 3 weeks, including at least one home visit if the client has a known address, Contractor will refer client back to CalWORKs Employment Services staff.
- Schedule a face to face intake appointment with each referred client as soon as possible to assess the stability of the family's living situation, physical and emotional health, and safety.
- Work with the client to develop a customized Family Stabilization Plan that identifies and plans to resolve the family's immediate need/crisis as well as identifies longer term goals. Developing the plan may also include direct communication and/or coordination with other case managers or service providers involved in the client's life to ensure consistency and cohesion in the family's goals and activities to reach those goals.
- Work closely with WTW staff to review any existing WTW plan to determine whether the WTW plan should continue or if it requires modification based on the client's FS assessment.
- Submit the FS Plan to the CalWORKs Employment Services staff for approval prior to taking action on the plan.
- Once the FS Plan is approved, the FS Case Managers will:
 - Provide intensive case management and prompt referrals to appropriate services
 - Assist clients with the completion of forms, collection documents and other paperwork as needed.
 - Arrange supportive services (warm hand off) on behalf of the client as needed
 - Ensure that clients and their families are aware of, have access to, and have the tools to access service providers in the community.
 - Reduce the chance of reoccurring crises.
 - Enhance the family's ability to resolve issues.
 - Provide supportive counseling as needed, in-home or at another location if the client is unable to travel to the Family Resource Center.

- Develop a household budget with each FS client who requests Family Stabilization funds to ensure FS fund requests are reasonable and address the family's most critical needs.
- Submit Funding Requests to the CalWORKs Program Manager on behalf of clients to address each family's immediate needs identified in the Family Stabilization Plan.
- Make payments on behalf of clients to various payees, including monthly rental payments to property owners/managers, as approved by the CalWORKs Program Manager.
- Maintain frequent and supportive contact with each family, ranging from weekly to monthly, depending on the level of need and the progress the family is making in the FS program. Contact will be completed via phone, office visit, and home/site visit as appropriate until the FS crisis is resolved and/or the case is referred back to the CalWORKs Employment Services staff.
- Act as an advocate or liaison between the CalWORKs client and housing resources including property managers, landlords, etc. to assist families to identify and secure appropriate permanent housing.
- Develop landlord incentives to gain enrollment of additional landlords and property managers willing to participate in the HSP permanent housing placements.
- Assist CalWORKs clients to complete applications and gather/submit documentation for FS, HSP and TBRA funding requests as needed.
- Participate in the Nevada County Multi-Disciplinary Housing Case Management Meetings.
- Participate in the Nevada County Continuum of Care Meetings.
- Coordinate housing inspections with County Housing and Community Services staff to ensure rental units funded through HSP, CalWORKs Permanent Housing Assistance and/or TBRA are safe and appropriate for the family.
- Check in monthly with HSP families after their FS plan has ended, until the HSP file is closed and funds are no longer being paid on behalf of the family.
- Document all contacts with clients, all referrals and direct contacts with service providers in the client's case file.
- Monitor the family's FS Plan to evaluate whether the crisis or situation continues to impair the client's ability to participate in WTW activities, or if the family's situation is stable enough to allow engagement in concurrent or full WTW activities.
- Make every effort to engage families who are not making adequate progress.
- Recommend to CalWORKs Employment Services staff necessary changes to the FS Plan to improve the family's success in meeting their FS goals.
- If a client is not complying with their FS plan or making progress towards FS plan goals, make a minimum of three attempts to resolve participation issues. After exhausting attempts to assist non-complying clients, including at least one home visit, inform CalWORKs Employment Services staff of client's non-compliance.
- Notify CalWORKs Employment Services staff when the family's situation is stable enough to allow engagement in concurrent or full WTW activities.
- Meet with CalWORKs Employment Services staff monthly to review attendance records and progress reports for each FS family.
- Allow access to all client case files for case reviews and quality assurance.
- Updated outreach materials of available county and community services available to FS families.

FS services are intended to be short-term; therefore, when a client continues to need FS services after 120 days, extending the FS Plan will require approval from the CalWORKs Program Manager.

Family Stabilization Funding Requests on behalf of clients can be made for the following interventions. All Funding Requests must be approved by the CalWORKs program manager prior to authorizing payment.

- Treatment for family members, if the situation interferes with client's ability to participate in WTW activities and treatment is not covered by Medi-Cal.
- Intensive day treatment, non-medical outpatient drug free treatment, and residential treatment not covered by Medi-Cal or other available funding sources.
- Housing related needs including emergency shelter, costs related to maintaining or acquiring transitional or permanent housing.
- Court fees or debts that are affecting the client's ability to obtain stable housing or participate in WTW activities.
- Legal issues related to criminal record expunction.
- Other upon request

HSP funding requests may be made on behalf of CalWORKs families that meet the Housing Support Program criteria as follows:

- The family is currently homeless per CDSS definition
- The rental unit may be legally occupied (no illegal units)
- The rental unit is determined to be safe and appropriate by HSC/FRC staff.
- The funding request may combine TBRA (security deposit assistance) and HSP (rental assistance) for up to 6 months. A household budget and plan must be submitted along with the funding request to show how the family plans to take over rental payments after the approved timeframe ends.
- A request to extend the rental assistance may be submitted if the family's circumstances change and further assistance is determined to be warranted.

The duration of each rental subsidy will be determined on a case by case basis, dependent upon the family's needs and level of barriers. The average duration is anticipated to be 6 months.

Families receiving rental assistance will be strongly encouraged to save a pre-determined amount of money each month as part of their budgeting and planning goals, may be required to contribute a pre-determined amount toward their rental payment, and they may be required to participate in either family stabilization or employment related activities as identified in a Family Stabilization Plan or Welfare to Work Plans agreed upon and signed by the client.. In order to preserve the reputation of the program and to maintain good will with the landlords, clients who fail to meet requirements will be offered more intensive case management, the Housing Stabilization Program will not stop contracted rental payments during the agreed time period.

The following issues are not funded through Family Stabilization and should be referred to the client's Employment and Training Worker for assistance:

- Transportation related expenses
- Parenting classes
- Clothing for interviews or work
- Childcare needs
- Vocational Education related expenses
- High School Equivalency/GED testing
- Mental health or Substance abuse treatment for the WTW participant

Additional Contractor Responsibilities:

- Assurance of Compliance with Confidentiality - Contractor shall hold CalWORKs related information confidential as directed and applies in State Welfare and Institutions Code Section 10850, California State Department of Social Services, Policies and Procedures Manual, Division 19-000 and Civil Code Section 56.10. Contractor will provide certification that staff received Confidentiality training within 60 days of contract initiation.
- Assurance of Compliance with Non-Discrimination/Civil Rights. Contractor agrees to provide certification to Nevada County Department of Social Services within 60 days of contract initiation as to how and when staff received Civil Rights training.
- Contractor shall submit a total of two press releases to media outlets (local newspaper, radio, newsletter, etc.) one for each Fiscal Year of this contract, describing project success and the partnership with the Nevada County Department of Social Services.
- Submit quarterly reports by the 10th of the month following the reporting quarter including the statistics requested by the CalWORKs Program Manager related to the FS14 Quarterly Report required by the California DSS.
- Assurance of Compliance with Confidentiality – See Attachment 1

County's Responsibilities shall include the following:

- Refer eligible CalWORKs participants to Contractor as appropriate.
- Be available for case consultations to help resolve non-compliance issues.
- Approve FS service funding requests within 24hrs whenever possible.
- Determining the next appropriate step(s) to be taken when a FS client is non-compliant with the FS Plan, which could include a program exemption, initiating the WTW non-compliance process, a face to face interview with the client/family, and/or considering whether FS services remain appropriate for the client or if the client is able to participate in other WTW activities.
- Meet monthly with FS staff to review cases and coordinate services.
- Review quarterly reports from Contractor and submit FS14 Quarterly Report to CDSS.
- Maintain ongoing communication and coordination with Contractor as needed regarding family stabilization services and for problem solving discussions.

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
NEVADA COUNTY SUPERINTENDENT OF SCHOOLS

County agrees to reimburse Contractor for satisfactory delivery of services pursuant to this Agreement and as described in Exhibit A, a maximum amount not to exceed \$434,155 for the contract term of July 1, 2018 through June 30, 2019.

The maximum obligation of this Contract is contingent and dependent upon final approval of the State budget and County's receipt of anticipated allocations under the CalWORKs Program.

CONTRACT EXPENDITURE BREAKDOWN

DESCRIPTION	Fiscal Year 2018/19
1) Personnel Expenses: Salaries and benefits for 3.2FTE Family Stabilization Case Managers; .205FTE Countywide Coordinator; .25FTE Business Services Support Staff	\$219,426
2) Travel	\$1,386
3) Supplies/materials/copying	\$1,500
4) Family Stabilization Services not covered by WTW/Medi-Cal/Behavioral Health/Community Services	\$40,000
5) Housing Support Program rental assistance payments on behalf of families	\$154,058
6) Administrative Expenses for Housing Support Program (8% of Personnel/Travel/Supplies, excludes participant support costs)	\$17,785
Total Contract Expenses	\$434,155

Note: Changes to the line items as detailed above in excess of ten percent (10%) shall be submitted in advance for approval by the Director of Social Services or her designee who at sole discretion shall determine if the change in the operating budget will continue to meet the outcomes of the contract.

BILLING AND PAYMENT

Contractor shall submit to County by the 20th of each month following the month services were rendered. Each invoice shall include:

- Name of participant(s) (first name only) receiving service
- Dates/Month services were rendered
- Services provided
- Billing period covered
- Resolution Number assigned to the approved contract
- Supporting documentation if required

Invoices are to be submitted to:

HHSA

Attn: DSS Fiscal

950 Maidu Avenue

Nevada City, California 95959

County shall review each billing for supporting documentation; verification of eligibility of individuals being served; dates of services and costs of services as detailed previously. Should there a discrepancy on the invoice, said invoice will be returned to Contractor for correction and/or additional supporting documentation. Payments will be made in accordance with County processes once an invoice has been approved by the department.

Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County, it is not necessary for Contractor to re-submit these statements and verification under this Agreement.

BILLING PROCESS EXCEPTION

By the tenth of June each year, Contractor shall provide an invoice for services rendered for the month of May. An invoice of services provided for the month of June shall be provided no later than the twentieth of July.