

## DCFS Responses to Written Inquiries on Chafee Foster Care Independence Program

### Inquiry #1:

1. Is there a limit on the amount of funds use to rent office space?  
Administrative costs for delivery of the program which would include the cost of office space can not exceed 10% of the overall contract total. Proposers will be expected to assess property considered for rental for use in delivering services to obtain space at a fair, reasonable rate in a safe location.
2. Does each Region have a maximum amount of funds allocated to deliver services?  
The funds are not allocated based on region. The funds are allocated based on consideration of multiple factors such as: the number of youth anticipated to be served in an area; the cost proposals for delivery of the program of services from the proposers and evaluated reasonableness of the proposal; and, available funds. The final contract award of funds is negotiated in the contracting process.
3. Can you clarify the number of original and printed documents needed? The proposal suggested six copies and a flash drive on page 11 and 5 copies and a flash drive on the Cover Letter.  
The instructions for required copies in the actual "Request for Proposals" should be followed, "six (6) hard copies and one (1) electronic copy via flash drive".
4. On page 8, letter – R – is DCFS or ILS conducting the NYTD surveys for the 14-17 year old?  
DCFS conducts NYTD surveys for the 14-17 year old population of youth.
5. With the 18-26 year old are we required to recruit these individuals, especially the 22 to 26 year old population since we have not had prior contact? Will ILS have assistance from DCFS in verifying if this population was in Foster Care?  
There is no expectation for the selected provider to recruit youth, rather share information about availability of services to support the 18 to 26 year old population, if those individuals seek services from the provider. Any youth seeking services between the ages 18 to 26 may obtain a letter on DCFS letterhead from DCFS State Office, OJJ state office, or Tribal Social Services from a federally recognized tribe verifying the youth's status as a youth who was in foster care in one of those systems up to age 18 or who entered an adoption or guardianship from foster care at age 16 or 17. The youth may then provide that documentation to the provider.
6. To provide concrete services to the 18 to 26. Is this money build in through the ILS budget or these funds can be applied for through DCFS?  
ILS contract proposers are expected to estimate the number of 18 to 26 year old youth they anticipate to serve annually over the three (3) timeframe. In the past State Fiscal Year (SFY) the contract providers in each of the regions served the following number of youth ages 18 to 21: 19 in Orleans Region; 7 in Baton Rouge Region; 42 in Covington Region; 10 in Thibodaux Region; 22 in Lafayette Region; 1 in Lake Charles Region; 21 in Alexandria Region; 20 in Shreveport Region; and, 8 in Monroe Region. It could be estimated double that number will be served annually in each region with the expansion of services to included youth ages 22 to 26.
7. Is the annual conference a separate function from the NYTD Conference?

The annual conference is the NYTD conference, thus the same function, not a separate function.

**Inquiry #2:**

1. Clarify responsibilities for Case Management  
Referrals to community resources for services such as housing, utility assistance, social security application, employment services, food assistance, child care, educational/vocational programs, etc. Assistance in completing applications for assistance programs and advocacy with program providers as needed. Guidance in job interviewing, managing financial resources in meeting fiscal responsibilities, selecting appropriate child care providers, etc. Transportation assistance in getting to job interviews, educational/vocational program campus to register for attendance, and to access other services such as food assistance.
2. Can we determine the guidelines for rental/utilities assistance  
As indicated in the RFP rental utility deposits are required for the initial set up for those youth ages eighteen (18) who have just aged out of foster care or youth between the ages of eighteen (18) to twenty-six (26) who aged out of foster care at age 18 and are now experiencing a housing disruption and need assistance establishing a new housing situation for a minimum of two (2) times. This assistance will not be needed by all youth. It is expected this assistance only be provided if there is an established financial need by the youth, and the youth is the individual establishing the residence. This type of assistance was only required approximately 10 times statewide in the past year.
3. Full-time employee requirements, can this be two (2) part-time employees  
The project requirements do not state key personnel have to be full-time employees.
4. Will a LPC with 20 years' experience qualify for the service array program and curricula manager.  
If the Service Array Program/Curricula Manager is not a Social Worker, then this individual must be provided oversight, guidance and final approval for all learning experiences and lesson plans developed for the youth served by a supervising Social Worker.
5. If youth is more than 45 miles from ILSP offices will mileage be reimbursed?  
State travel regulations limit mileage reimbursement to no more than 90 miles roundtrip. Therefore, the proposer must demonstrate how staff will be identified and developed to serve all areas of the proposed service area while adhering to state transportation/travel regulations.

**Inquiry #3:**

Section 1.1.2, p. 7 GOALS AND OBJECTIVES

1. What are the census goals for each region, broken down by age group?  
Ex: What is the census of CFCIP youth for Lake Charles in the different pre-determined age categories of 14, 15-17, and 18-26?  
The number of youth within each region within a particular age grouping is not static. The following numbers of youth in the indicated age categories were served by DCFS in foster care in each region during calendar year 2015:

Region	Ages 12 - 14	Ages 15 - 17
Alexandria	84	49
Baton Rouge	67	77

Covington	156	100
New Orleans	102	79
Lafayette	113	89
Lake Charles	84	56
Monroe	132	63
Shreveport	135	88
Thibodaux	103	72

No data is maintained for youth ages 18 to 26.

Section 1.4.1, Sub-Section G, p. 9 MANDATORY (OR DESIRABLE) QUALIFICATION FOR PROPOSER

2. The RFP states that a Service array program and curricula manager must have their LCSW within the state of LA. Would the State offer reciprocity? The RFP only states the individual must have an active Louisiana Social Work license, not that it has to be an LCSW. It would have to be determined by the Louisiana Board of Social Work Examiners whether the individual's license was recognized in Louisiana and considered active.
3. Can the program and curricula manager be a contracted employee? It is up to the proposer to determine how to staff their program.

Section 1.5, Sub-Section G., p. 11 COST PROPOSAL

4. According to Division of Administration Policy and Procedure Memorandum No. 49, will direct service staff be reimbursed for routine travel at the designated state rate? Reimbursement for travel is determined by the Division of Administration and occasionally there may be a "travel freeze" which mandates certain travel restrictions. Currently, travel is only allowed for a maximum of 90 miles roundtrip. Travel to fulfill contract requirements will be reimbursed in accordance with the state travel regulations in affect at the time.

Section 2.1, p. 18 OVERVIEW

5. The RFP states that "service provision will be distinct within each (age) category". How does the State want to differentiate service delivery? As indicated in this same section of the RFP the following is expected:

The Contractor will provide services within age ranges according to the following:

- Services to young adults 18-26 years old for financial planning and resource application; housing options identification, application and setup; counseling or other behavioral health resource identification and support in accessing; employment preparation, job training resource identification and application, employment opportunity identification, job application; educational/developmental resource identification and application; and, other supportive services including case management;
- Transitional Services to youth 15-17 years of age transitioning from state custody to independent living status, with a minimum of thirty-two (32) hours of service delivery per youth annually, to develop the capacity of the youth to successfully live independently and working with the child's case manager and caretaker to help the child build healthy, adult connections and mentoring relationships to support the youth's transition to adulthood and independence;
- Preparation for Transition Services to youth 14 years of age with a minimum of ten (10) hours of experiential learning activities per youth annually focused on developing an understanding of the expectations of developing personal

life goals and action steps to reach those identified life goals, preparing to becoming responsible for their own care, communication skills, development of healthy relationships, and improving educational performance.

6. How many annual hours of service delivery are expected for the 18-26 age range?  
There is no pre-determined expectation of hours or specific services as it will be based upon the specific needs of any youth in this age range seeking assistance to meet specific needs and to the degree the youth requests assistance.
7. The RFP states that “the contractor shall also continue contact with the youth in foster care after service delivery and those that have aged out of foster care.” What is the scope of services for after-care? Contact youth, caretaker and case worker on at least a quarterly basis to advise of ongoing availability of provider to support youth skill development for the transition to independence and maintain accurate contact information on the youth for followup after age 18 to offer case management services if needed and to locate youth when NYTD surveys are required. What are the limitations? No additional contacts are required after a youth reaches age 22 if the youth has not requested ongoing case management.
8. Knowing that the state values the evaluation of service outcomes, how will service providers be evaluated on outcomes for all age groups?  
As indicated in the RFP, DCFS contract monitors will meet with the contractor and staff a minimum of quarterly to assess the fulfillment of the scope of work/services outlined in this RFP. Findings and recommendations for improvement of the program will be provided by the DCFS contract monitor at the time of the meeting. Annually an overall performance evaluation will be completed by the DCFS contract monitor and reviewed with the contractor.
9. What measures would the provider be responsible for collecting and/or evaluating?  
As indicated in the RFP, “Contractor shall submit quarterly reports reflecting youth served by individual data elements as follows: DCFS custody, OJJ custody, or Native American, age, race/sex, date opened, date closed and services being provided.” Additionally, providers will be required to collect youth scores from assessments of skill level prior to service delivery and at reasonable intervals throughout service provision to measure youth progress in skill development and evaluate need for change in service delivery to insure ongoing improvement in youth skill levels.

#### Section 2.3, p. 21 TASKS AND SERVICES

10. The RFP states that the provider will assist with “provision of rental utility deposits ... [for] establishing a new housing situation a minimum of two (2) times.” Will the service provider be expected to provide monetary assistance directly to the young person or assist in connecting the young person to community resources? The potential for the youth to require both types of support exist. However, the particular statement quoted did refer specifically to direct monetary assistance.
11. What is the expected caseload per direct service staff for each age group?  
There is no expected caseload per direct service staff, nor expectation for staff dedicated to one particular age group.

#### Section 3.1, p. 32 PAYMENT TERMS

12. Historically, what have rates been per region, per age group (ages 14, 15-17, and 18-26)? There have not historically been rates based on region or age group.
13. What length of time will be compensated fully for face-to-face visits? There is no established length of time for compensation. The proposer must make a reasonable proposal in the cost proposal.

14. What is the payment structure (i.e. hourly, 15 minute units, per diem, monthly)? There is no established payment structure. The proposer must make a reasonable proposal in the cost proposal.

**Inquiry #4:**

In the RFP for the Chafee Foster Care Independence Program, Section 1.4.1 item G indicates the following as a mandatory or desirable qualification for proposers:

Service array program and curricula manager with a Masters Degree in Social Work, in good standing with the Louisiana Board of Social Work Examiners with an active Louisiana Social Work license.

Is this mandatory or desired? It was posted as a mandatory part of the RFP to insure the program of services planned and provided to the youth adheres to core social work values of: client centered services based on the individual needs of each client; empowerment of the client to develop their own goals for change; self-determination by the client of how to most effectively achieve change; meeting the client where they are at, "person-in-environment" , to help them more successfully function within their own social and physical environment; and, utilizing a client, strengths-based perspective in delivery of learning experiences. The unique social work training in the areas of assessment of client needs and service/resource identification and matching are also viewed to be essential to successfully serving youth in collaboration with other involved stakeholders serving the youth. If it is mandatory, please elaborate what the "service array program curricula manager" is as these terms are new to the RFP. The Service Array Program/Curricula Manager is expected to develop the program of learning experiences and lesson plans for all activities delivered to the youth. This manager is also expected to oversee and coordinate with all direct service delivery staff to ensure all learning activities are adapted to meet the individually assessed needs of each youth served. If the Service Array Program/Curricula Manager is not a Social Worker, then this individual must be provided oversight, guidance and final approval for all learning experiences and lesson plans developed for the youth served by a supervising Social Worker.