04/03	03/31-04/04/2017
17	We conduct a 6-month re-assessment for families if they are still engaged in the program. Should this be included in our description of the initial assessment and service plan or should it be identified as a separate service? If so, what should the service name be? *Any re-assessment should be listed as a separate service as it is not part of the initial assessment. Complete an "S" form describing its service delivery, etc. and identify on its own line on the Service Delivery Schedule. Call it a "6-month re-assessment" if that is most appropriate. This would also apply to any 'specialized' assessments you may not do for every family for whom you receive a referral and conduct an initial assessment.*
18	What evidence-based home visiting models are required for the relative caregiver service model – FPS/RCS? *There is not an evidence-based home visiting model required for FPS/RCS. There is a requirement for FPS/RCS that an evidence-based parent education program/curriculum be used that will address the special needs of this population. These services can be provided in the home or at the agency location.*
19	This year we have been delivering Triple P Level 2. Can we include Level 2 in our service plan this year as well? *If this has been an effective curriculum, we would encourage you to continue using it. PSSF will support Levels 2-5 of Triple P.*
20	In the SON, when explaining FORM # 4, it says: "Complete a separate "S" form for any additional assessment or screening conducted other than a part of the initial assessment used to develop a service plan at intake". As part of the assessment we use the Protective Factors Questionnaire and 3 other evidence-based or program required tools. We are including all of these tools in "S1" instead of doing separate S forms. Is that the correct protocol? *Yes.* Do we need to do an "S" form for the time we administer the same tools at the end of services? *Yes.*
21	We do an assessment with families when they are exiting the program to evaluate the effectiveness of interventions, the service delivery design, and the family outcomes achieved. Is this considered an end-of-service assessment and do we need to complete an "S" form for it? *What you have described is a <u>program evaluation</u> not a re-assessment of the family. This is not a service and you should not complete an "S" form nor include it on the Service Delivery Schedule.*
22	On each of the forms, in the top right-hand are 3 boxes, one is for a Program ID#. How do we determine what our Program ID# is? *If you are a FFY2017 PSSF provider and submitting a proposal for that program, use the ID# assigned to it on your PSSFWeb reports. If you are submitting a new proposal, an ID# will be assigned if your proposal is awarded a contract. Leave that box blank.*
23	When I go to the Cogent site for the background checks, which one agency should we select? *Select the DHS logo.*
24	We would like to submit a proposal to serve homeless youth. The required services are focused on the youth. Can we also provide services to the family members of those youth? If so, how do we include those on the Service Delivery Schedule? *You may include additional services on your service plan that address the unique needs of the target population. So, yes, you can also include services for the youth's family in addition to the required services for youth. For each of these services, complete an "S" form and add them to your Service Delivery Schedule as you did with all the required services.*
25	Our program received FFY2017 funding as a Family Support program. We had operated as a Family Preservation Placement Prevention service model prior to FFY2017 but had to change when the service requirements changed. If we decide to apply in FFY2018 as a Family Preservation program again, would we be considered a new program and limited to $50,000? *If the proposed FFY2018 program is fundamentally the same as the FFY2017 program (target population, services, objectives, etc.), then you will not be limited to the $50,000 program cost for a new program. In your current contractor report you will have to identify any changes, explain why and the expected benefits. If any FFY2017 contractor needs to confirm the appropriateness of their current service model, contact the TA team for assistance.*
26	Our organization has an E-verify account but I am not sure what form we needed to complete. Will you please provide more detailed directions on the steps to take to satisfy the E-verify requirement? *If you have a federal E-Verify account then you do not have any other documents to prepare on that website. You do have to complete PSSF Form #11. Download the form from the PSSF website and follow the instructions in Section D, page 88 of the SoN. You will scan the final form and keep the original on hand in the event that you receive a contract.*
27	Question 5 in the Organizational Information section asks for a listing of community, state and/or federal funding and for details about how we will ensure there is no service duplication. We receive community funding from local foundations and a portion of this funding is specifically designated as part of our match for this contract. Is this an acceptable source of the match contributions? *Local foundations are an appropriate source for matching funds as long as those funds are not designated by the foundation for another purpose.*
28	Does the representative from the Department need to be a county director or can an employee within DFCS sign the acknowledgement? *It does not have to be the county director. It could be the deputy director or a program administrator. It would not be appropriate for a case manager to sign the form.*
29	We are changing the title of the person who attended the Bidders meeting and signed for a user name and password. Do you need to know what this change is before we submit our proposal? *We only enter information on contacts at your agency into our database <u>after</u> the proposal deadline using the information in your proposal documents. It is important that you do notify us of any changes in the "contact" person identified on your application cover if that changes after you have submitted your proposal (as this is the only individual who will be sent communications regarding your proposal).*
30	Where do I get/find the program number? *PSSF program ID# will be assigned to new programs after proposal is uploaded. Leave these boxes blank on your proposal.*
31	Just to clarify, if this is a new program do we need to complete Form #2A or 2B? *If your application is not for a program that is funded for this year, you do not complete Form #2.*
32	What is the payment turnaround from invoice submittal? *This depends on the processing by your local DFCS office who has to approve invoices and then forward them to regional accounting for payment processing. Invoices must be submitted by the 10th for services provided the previous month. Payments could take 30-60 days initially but are often paid before 30 days.*
33	Does the full amount of the cash match that is required need to be available at the start of the contract period? *Your cash match form must demonstrate the source(s) and expected availability of your total cash match contribution. It does not have to be 100% available on the first day of the contract.*