NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

# INSTRUCTIONS FOR RHYA PROGRAMS

**NEW PROGRAMS:**
IMPLEMENTING AGENCY: Name of INCORPORATED agency responsible for the program. Limit 32 characters.
ADDRESS: Address to which correspondence should be sent.
PROGRAM SITES: Addresses for all sites of a residential program must be listed. If the number exceeds 3, the address of each additional site must be attached.
PROGRAM SUMMARY: must indicate the program model. Program models are as follows:

| **RHYA Part I (Runaway)** | | **RHYA Part II** |
|---|---|---|
| RHYA Services Coordinator | Hotline | Group Residence |
| Interim Family Program | Residential | Supported Residence |
| Non-residential Program | | Non-residential Program |

Residential programs must indicate the maximum capacity of the proposed program, i.e., the total number of youth a site can house per night at 100% occupancy, regardless of funding source.
PROGRAM PROFILE: See the **Program Description Coding Instructions**, for completing this section.
**RENEWAL PROGRAMS:** Fill in Total Program Budget and OCFS Funds Requested %. Review pre-printed information and make any corrections in colored ink.
**ALL PROGRAMS:** submit an original and three copies to The Office of Children and Family Services.

## PROGRAM APPLICATION NARRATIVE

1.  **STATEMENT OF NEED** (2 pages maximum)

    a.  **PROBLEM/NEED –** Description and/or Analysis: Describe the specific need(s) and/or problem(s) in your community which the proposed program is intended to address. Use supporting evidence, e.g., statistical information and analysis, expert testimony, or anecdotal data which illustrates this need. Include the overall goal of the program as it addresses both holistic and specific needs.

    b.  **TARGET POPULATION:** Describe the characteristics of youth to be served by program. Include number to be served and ages, sex, ethnicity, etc.

    c.  **GEOGRAPHIC AREA/EXISTING SERVICES:** Specify physical boundaries and geographic area, i.e., include the school district, planning board, county, etc., in which the program will operate. Describe existing services, relevant demographic and socio-economic data, and how this program will coordinate its efforts with these existing services.

2.  **PROGRAM OUTCOME/PROCESS OBJECTIVES** (2 page maximum)

    a.  **OUTCOMES:** State what you hope to accomplish or change through this program. Results must be stated in measurable terms. An Interim Family Program **must** include an objective stating the number of families to be recruited or maintained during the period of operation indicated on the application. The number of families may be stated as a range, i.e. 8-10.

    b.  **MONITORING METHODS:** Describe the process to be used to monitor on a regular basis. Include who will be responsible, frequency, and documentation of monitoring activities.

    c.  **EVALUATION METHODS:** Describe the process to be used to evaluate the attainment of the objectives listed above. Include what will be measured, who will conduct the evaluation, when it will be conducted, and how the results will be used.

3.  **SERVICE METHODS** (4 page maximum, excluding charts) – Describe all the service categories to be used, and how they relate to the specific objectives cited above. List specific activities, including number of youth to be served, days and hours of operation per activity, length of time youth will participate, and the facilities to be used. Include outreach, recruitment, intake, referral, termination, and follow-up procedures, as applicable. Residential programs must include a staffing chart which demonstrates the level of on-site supervision to be provided. Continuous on-site coverage is required for Part I Residential programs and Part II Group Residences. A minimum of 3 hours on-site supervision is required for Supported Residences.
    If the program will charge rent to youth in a residential program, a complete description of the procedure must be provided. This description must include: rent rate, procedure for handling collection, method of incorporating the rent collected into the program's independent living component, sources from which youth will obtain rent money, types of daily expenditures which will be paid for by the rent and/or the procedure for establishing individual youth savings accounts from such fees.

4.  **ORGANIZATION DESCRIPTION AND QUALIFICATIONS** (3 page maximum, excluding charts)

    a.  EXPERIENCE AND RESOURCES: Explain the organization's qualifications to deliver services described. Describe the past experience of the organization with respect to this program, area to be served, and target population. Include current service linkages which will support this program. List **all** funding to be used to support this program. Include the source and amount of funds that have been secured. For all other State and Federal funding secured for the program, provide a description of the budget items which specifically support the operation of the program described. If staff positions are to be covered by Federal and /or non-RHYA State funds, include the titles and the percent of salaries covered.

    b.  PERSONNEL: 1. Paid Staff: List duties and required qualifications of staff to be involved with this program. Include an organization chart showing reporting and supervisory lines. 2. Volunteers: Indicate how many will be used by this program; responsibilities and qualifications; how they will be recruited, selected, trained, and supervised. If volunteers are not used, so indicate.

    c.  BOARD OF DIRECTORS: (Not required for municipal programs) List the members of Board. Include name, home or professional address, relevant professional or community affiliations, and name of employer. Describe the function of the Board with respect to this program.

    **ORGANIZATIONS RECEIVING FUNDS FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES AGREE TO THE FOLLOWING:**

1.  **NYS Office of Children and Family Services will be identified as a funding source in all publications and press release. 2. All laws, rules, and regulations of the State and its political subdivisions will be complied with. 3. No youth may be denied services because of race, creed, color, sex or national origin. 4. Equal employment opportunity must be provided to all qualified applicants. 5. No fee may be charged for programs supported by State Aid.**