



Family and Youth in Crisis SFY 18-19 Guidance Document **February 1, 2018 through June 30, 2019**

I. Executive Summary

The SFY 2018-2019 State Biennium Budget designated use of earmarked Temporary Assistance for Needy Families (TANF) funds for provision of supports to families at risk of relinquishing custody of their children solely for the purpose of obtaining needed services. Pursuant to Section 307.96:

FAMILY AND YOUTH IN CRISIS of the foregoing appropriation item 600689, TANF Block Grant, \$5,000,000 in each fiscal year shall be utilized to provide services to youth with complex care needs whose parent or legal guardian is at risk of relinquishing custody of the youth in order to access needed services. Funds shall be administered pursuant to division (A)(3) of section 121.37 of the Revised Code.

The legislation further charges the office of Ohio Family and Children First (OFCF) with oversight and management of this initiative. OFCF and Ohio's Cabinet agencies are committed to improving programs, services, and supports for children with multiple system needs.

Population of Focus:

Families who are at risk of relinquishing custody of a child to a Title IV-E agency solely for the purpose of accessing needed services to meet the child's complex care needs are the population of focus for this initiative. This population of focus could also include youth designated as Serious Emotional Disturbance (SED) and who are at risk of being removed from the home to access needed services. Families whose children demonstrate current or previous involvement in any of the following areas would be considered meeting the at risk of custody relinquishment threshold:

- History of hospitalizations, including stabilization visits;
- Previous out-of-home placements, including but not limited to residential treatment;
- Placement in Kinship Care; (including voluntary/temporary Kinship Care where custody is not terminated and Kinship Navigator supports**);
- Child Welfare Alternative/Differential Response;
- Absence Intervention Teams or Multidisciplinary Truancy Teams as required by HB 410;
- Developmental Disability and/ or Intellectual Disabilities services for youth at risk of not being able to be maintained in their own home;
- Previous or current involvement with juvenile court.

**These services provide information, referral and supportive services for relative caregivers, legal guardians or court-ordered legal custodians responsible for the day-to-day care of a minor child (not their biological child) residing with the caregiver. These may also include Kinship Navigator services such as identification of kinship caregivers, assessing needs, facilitating access to services, and information and referral to appropriate providers (e.g., legal services, child care services, respite care services, training, support groups and financial assistance). Some programs may include the development of community services to meet the needs of the kinship caregivers. Services may include classes or other educational opportunities for caregivers/custodians who want to acquire the knowledge and skills to be effective in their parenting role.

For these funds to be utilized, the:

- Child must have identified needs across multiple systems;
- Families must meet the at risk of custody relinquishment threshold and income eligibility standard; and
- Youth/Family must be enrolled in the county Family and Children First Service Coordination (FCFC) Process.

If families meet the at risk of custody relinquishment threshold for the TANF crisis funding and a FCFC individualized family service coordination plan (IFSCP) contains a crisis eligible service or support, TANF crisis funding may be sought to reimburse the allowable service/support identified in the family plan (IFSCP), with final approval of reimbursement determined at the state level. In order to prevent duplication of plans or conflicting expectations of the family, the agency/program family plan should be integrated into or linked to and coordinated with the FCFC IFSCP. Definitions of eligible services and supports that can be reimbursed by TANF crisis funds can be found in Appendix A.

In addition, certain TANF-specific requirements MUST be met to access these funds. These include all of the following:

- All services and supports must be directly linked to TANF purpose 1 – “assisting needy families so that children can be cared for in their own homes.”;
- Services are for families and youth 17 years of age and under, and 18 if still in high school;
- Families must meet income eligibility criteria of being at or below 200% of the Federal Poverty Level (see the 2018 eligibility graphic below) (Form/tool to assist in determining income eligibility can be found in Appendix D);
- No reimbursement of clinical, medical or behavioral health services is permitted (including residential treatment per diem costs);
- Funding will be provided on a reimbursement basis.

Household Family Size (include mom, and dad/ legal guardian and children)	Monthly household income is below this amount	<input checked="" type="checkbox"/>	Household Family Size (include mom, and dad/ legal guardian and children)	Monthly household income is below this amount	<input checked="" type="checkbox"/>	Household Family Size (include mom, and dad/ legal guardian and children)	Monthly household income is below this amount	<input checked="" type="checkbox"/>
1	\$2024		4	\$4,184		7	\$6344	
2	\$2744		5	\$4,904		8	\$7064	
3	\$3,464		6	\$5,624		9	\$7,784	

II. Funding Guidelines and Requirements

Please note: It is impermissible to seek reimbursements for services and supports that were initially paid for using FCFC Family-Centered Services and Supports (FCSS) funding. It is impermissible to use federal funds to obtain reimbursement of other federal funding.

In order to access TANF crisis funding, FCFCs must assure the service coordination components in this section are in place for SFY 2018-2019. Refer to Appendix B of this guidance to view the FCFC

Assurance Statement for TANF Crisis Funding document that must be signed and submitted with the application packet.

The following FCFC Service Coordination components must remain in place through SFY 2019:

1. The FCFC service coordination process is available to children and youth with multi-systemic needs (i.e., child is not necessarily involved in two or more systems, but child's needs involve more than one system).
2. A clear referral to FCFC Service Coordination process to the local council is established that can be accessed by families, and agencies.
3. FCFCs are to encourage and facilitate families' full participation in all service coordination plan meetings.
4. Team meetings are individualized to include appropriate agency/ school staff, and family-identified support persons. The teams are reflective of the family needs, in order to assist with the most appropriate individualized family service coordination plan.
5. Meetings will take place before non-emergency out-of-home placements and within 10 days of emergency placements.
6. Issues pertaining to confidentiality, least restrictive environment and cultural sensitivity are addressed in all phases of the service coordination process.
7. A standardized process is used to assess the needs and strengths of the family.
8. An individual, approved by the family, is designated to track the progress of the plan, schedule reviews, and facilitate the service coordination plan meetings.
9. Individualized Family Service Coordination Plans are developed jointly with each family.
10. An individualized safety plan/programming with clear delineated strategies is developed jointly with the youth/family as needed.
11. An individualized crisis response plan is established that details options for preventing known short-term crisis situations based on unique family needs.
12. A dispute resolution process is available that can be accessed by parents and agencies.
13. Families may invite a family advocate, mentor, or support person of their choosing to participate in service coordination plan meetings.

To start the consideration process to access the TANF crisis funding, an application packet must be completed and submitted to the office of Ohio Family and Children First. The official submission of the application by the county indicates that the family has met the income eligibility requirements as outlined in this guidance document. The application is to include the following information:

- Identification of the service/support for which the county is seeking reimbursement for a family that has met the at risk of custody relinquishment standard and income eligibility criteria;
- Identification of how the eligible service or support for which the county is seeking reimbursement meets TANF purpose 1 - "Assisting needy families so that children can be cared for in their own homes";
- Identification of local resources that have been used to assist this at risk family;
- Identification of the nature and origin of the funding that the county is seeking reimbursement for (*TANF crisis funding cannot be used to reimburse other federal funds that were initially used to purchase the service or support in question*);
- Inclusion of the signed statement of assurances;
- Proof that the service and support has been provided prior to the completion of the application;

- Proof that the service and support has been paid for prior to the completion of the application.

Fiscal Guidelines and Requirements

i. **Sources and amount of funds**

The Temporary Assistance for Needy Families (TANF) block grant provides federal grants to the 50 states, the District of Columbia, American Indian tribes, and the territories for a wide range of benefits, services, and activities. It is best known for helping states pay for cash welfare for needy families with children, but it funds a wide array of additional activities. TANF was created in the 1996 welfare reform law (P.L. 104-193).

ii. **Availability of funds**

The availability of TANF crisis funds is contingent on Ohio's biennial budget as described Amended Substitute House Bill 49Section 307.96, and the annual receipt of the Federal TANF Block Grant which is dependent on federal budget authorization. Please be advised the reimbursement of local TANF crisis expenses could be delayed should the federal budget not be executed timely, or should the State's biennial budget be revised. Authorization and disbursement of federal funds is based on the federal fiscal year of October 1st through September 30th.

The availability of these funds is slated for SFY 2018 and SFY 2019. Services provided beyond June 30, 2019 will not be eligible for reimbursement.

iii. **Notice of available funds process**

Due to the reimbursement-only nature of TANF funding, there will not be specific allocations to county FCFCs. All funding will be provided based on case-by-case approval of an application for funding.

iv. **Local administration and management**

TANF crisis funds will be reimbursed to the county FCFC via the designated administrative agent. The local FCFC and its Administrative Agent must accept the requirements and other conditions outlined in this guidance document.

v. **Disbursement process**

The disbursement of funds will be based on an approved application on a case-by-case basis.

vi. **Expenditure of funds**

All TANF crisis expenditures must reflect the actual, allowable expenditures incurred and paid for, and must be spent by county FCFCs between March 1, 2018 and June 30, 2019 for services delivered between those dates.

vii. **Expenditures allowed and not allowed**

There are specific restrictions on the use of TANF funds, and the regulations require these funds to be used for community-based services which assists needy families so that children can be cared for in their own homes. These dollars cannot be used for clinical services, services that require a medical, clinical or behavioral health professional, or as match for other federally-funded programs, including Medicaid and Title IV-B (e.g., Family-

Centered Services and Supports). Federal funds for the TANF program may not be used to supplant spending in the areas of child support enforcement, foster care, or adoption assistance under Titles IV-D and IV-E of the Social Security Act.

A state or county may not use TANF funds for general expenses required to carry out other responsibilities of the county (e.g., building roads providing public education, etc.). These funds also cannot be used to supplant existing funds allocated to support the multiple needs of children and families including FCSS funding.

TANF crisis funds are to be used for direct service only, and cannot be used to pay for any administrative costs, which include all indirect expenses, such as payroll, fringe, and operating costs of persons not involved in the direct delivery of services, rent, utilities, equipment, construction, renovation, public awareness, professional development, and all other overhead expenses. Services purchased from non-governmental entities, must be compensated on a uniform fee-for-service basis only.

TANF crisis funds can support services and supports for the family while the child remains in custody of the family. TANF crisis funds cannot be used for services while the child is in out of home placement. The TANF crisis funds cannot be used to pay for the child's medical or psychiatric hospitalization expenses, as TANF funds in general are not allowable for medical/clinical services.

TANF funds may not be used for Cash Assistance purposes to provide cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses).

Listed below are the allowable services and supports that are eligible for reimbursement under the TANF crisis funding guidelines. Please refer to definitions of these categories beginning on Page 7, within Appendix A of this Guidance.

- Reimbursement of the unit rate of Non-clinical in-home parent/child coaching provider;
- Reimbursement of the unit rate of the Non-clinical parent support groups provider;
- Reimbursement for the unit rate of Parent/Peer/Youth Mentoring provider;
- Reimbursement of the unit rate of the In-Home and Out-of-Home Respite Care provider
- Transportation (e.g., Cab/taxi fares)
- Reimbursement for the cost of Structured activities to improve and strengthen the provision of social/emotional supports so that the youth can be maintained in the home while receiving services;
- Food, clothing, shelter, utilities, and/or household expenses assistance for no longer than 4 months;
- Family and work related childcare for no more than two (2) consecutive months and 3 months total (with 30 days between each occurrence).
- Reimbursement of the unit rate for the provision of Service coordination/Wraparound (to utilize the TANF crisis funding for FCFC service coordination, a unit rate must be established. See Appendix E on how to calculate a unit rate, or download Appendix E at:

[http://www.fcf.ohio.gov/Portals/0/Home/Initiatives/System%20of%20Care%20\(FCSS\)/FCSS%20Service%20Coordination%20Unit%20Rate%20Example%2011.12.09.pdf](http://www.fcf.ohio.gov/Portals/0/Home/Initiatives/System%20of%20Care%20(FCSS)/FCSS%20Service%20Coordination%20Unit%20Rate%20Example%2011.12.09.pdf)

Please note that:

- Reimbursement of clinical, medical or behavioral health services is not a permitted use of these funds (including residential treatment per diem costs);

ix. Fiscal questions

All fiscal questions should be directed to Chad Hibbs in the OFCF State Office. Contact information is available in Section V. of this guidance.

III. Reporting and Evaluation

Use of these funds is intended to promote results-based interventions while limiting administrative burden to the FCFCs and local community partners. SFY 2018 and SFY 2019 program and fiscal reporting is required as part of the application process.

IV. People to Contact

- Chad Hibbs, Director
Ohio Family and Children First
30 E. Broad Street, 11th Floor
614-902-4117
chad.hibbs@mha.ohio.gov

Appendix A

Definitions of Service/Support Categories:

- **Non-Clinical In Home Parent/Child Coaching:** Parent/Child Coaching is a non-clinical intensive program where a parent coach works with the family in the home to improve parenting and communication skills, address specific behavior, and reduce family stress through a strengths-based, individual family-centered approach. The coach and family develop a plan together to maintain the child in the home. The Parenting Coach provides support and guidance while providing developmental stages information, observing current family functioning, modeling effective parenting and communication skills, and encouraging parents as they build skills and strategies to decrease the likelihood of the child being removed from the home. Issues addressed may include developing positive parent/child relationships, family communication, establishing family boundaries and rules, problem solving, age appropriate /effective discipline techniques, and managing feelings, stress and family time.
- **Parent/Peer/Youth Mentoring:** Mentoring is a developmental partnership through which one person shares knowledge, skills, information, perspective and friendship to foster the personal growth of someone else. It is a relationship between an experienced person and a less experienced person for the purpose of helping the one with less experience by providing wisdom, guidance and support.
- **Transportation:** Transportation assistance could be provided on a limited basis (less than four months) to accommodate the family in getting from one place to another that is essential for caring for the child, attending appointments required for plan . It can be in the form of funds for cab/bus/other public transportation fare.
- **Structured Activities to Improve and Strengthen the provision of Social/Emotional Supports:** Structured activities to improve the provision of social/emotional supports are activities that provide skill-building opportunities designed to increase social/emotional support for children and/or their families that will aid in the de-escalation of stress and problem behaviors that may lead to a child being removed from the home. Activities typically involve togetherness of the family unit. Acceptable examples of this would be participation in creative arts activities (participation and materials fees) and community activities (not for the purpose of respite for caregivers). These activities must align with TANF purpose 1 – “assisting needy families so that children can be cared for in their own homes.”
- **In-Home and Out-of-Home Respite:** Respite care services are those designed to provide temporary relief of child-caring functions that may include, but are not limited to crisis nurseries, day treatment, and in-home services. This type of respite care is not Foster Care respite, but intended for the custodial family to receive a break. “Temporary” is defined as one week or less (i.e., 7 consecutive days). Respite care can be provided in the home of the child or family, or at another location. Respite can be provided by a relative or non-relative. Respite care does not involve a change of custody. Respite does not include an out-of-home placement where one or more publicly-funded systems assist in the planning for or placement of children or adolescents outside of their homes, or other placement into one of

the following: psychiatric hospital, detention center, residential treatment facility, local or state correctional facility, foster care, group home or clinically-based interventions.

- **Service Coordination/Wraparound** – Service Coordination is the entire county process as defined in the county Service Coordination Mechanism developed by the county council. It includes all the activities included in providing this process to a family. Only face-to-face time with the family can be billed for reimbursement through TANF funds, however a unit rate can be developed to include other time spent by the service coordinator in preparing for, monitoring and coordinating activities and services in providing service coordination to the families. For more information on how to calculate a unit rate, see Pages 13-14 of this guidance.
- **Youth/Young Adult Peer Support** - A Peer Support Specialist is an individual with a lived experience of mental illness and recovery who provides peer support to individuals. Peer support services are programs, discussions, events, groups, etc. within the mental health system that are led by people in recovery and based on the philosophy of peer support. Peer support services take place within the structure of an agency and are provided as a service by a trained peer specialist. As young adults transition out of child mental health services and into the adult system which can be very daunting, youth/young adult peer support services can assist with these transition challenges. Peer Support Specialist can serve individuals as early as 13 years old and through the age of 17.

Appendix B

FCFC ASSURANCE STATEMENT FOR TANF CRISIS FUNDING

The Temporary Assistance for Needy Families (TANF) Family and Youth in Crisis funding is made available to county Family and Children First Councils via their administrative agent for purposes outlined in the Family and Youth in Crisis guidance document. In order to access the TANF Crisis Funding, the county Family and Children First Council (FCFC) must submit an application for reimbursement and assures that the following service coordination and eligibility components are in place and will be available in SFY 2018-2019. These components are to be a part of the local FCFC Service Coordination Mechanism approved by Ohio Family and Children First. The county FCFC further assures that any changes or revisions to the OFCF approved county Service Coordination Mechanism will be submitted to OFCF within 10 working days of the FCFC's approval of the revised document.

Please check the appropriate box to indicate status of each required Service Coordination component:

REQUIRED SERVICE COORDINATION COMPONENTS FOR TANF CRISIS FUNDING	COMPONENT CURRENTLY IN PLACE
The FCFC service coordination process is available to children and youth with multi-systemic needs (i.e., child is not necessarily involved in two or more systems, but child's needs involve more than one system).	<input type="checkbox"/>
A clear referral to the FCFC Service Coordination process to the local council is established that can be accessed by families, and agencies	<input type="checkbox"/>
FCFCs are to encourage and facilitate families' full participation in all service coordination plan meetings.	<input type="checkbox"/>
Team meetings are individualized to include appropriate agency/ school staff, and family-identified support persons. The teams are reflective of the family needs, in order to assist with the most appropriate individualized family service coordination plan.	<input type="checkbox"/>
Meetings will take place before non-emergency out-of-home placements and within 10 days of emergency placements.	<input type="checkbox"/>
Issues pertaining to confidentiality, least restrictive environment and cultural sensitivity are addressed in all phases of the service coordination process.	<input type="checkbox"/>
A standardized process is used to assess the needs and strengths of the family.	<input type="checkbox"/>
An individual, approved by the family, is designated to track the progress of the plan, schedule reviews, and facilitate the service coordination plan meetings.	<input type="checkbox"/>
Individualized Family Service Coordination Plans are developed jointly with each family.	<input type="checkbox"/>
An individualized safety plan/programming with clear delineated strategies is developed jointly with each youth/family.	<input type="checkbox"/>
An individualized crisis response plan is established that details options for preventing known short-term crisis situations based on unique family needs.	<input type="checkbox"/>
A dispute resolution process is available that can be accessed by parents and agencies.	<input type="checkbox"/>
Families may invite a family advocate, mentor, or support person of their choosing to participate in service coordination plan meetings.	<input type="checkbox"/>
Families receiving services must meet TANF eligibility family and income requirements	<input type="checkbox"/>

On behalf of the _____ County Family and Children First Council, I (we) assure that the above components are currently in place as part of our local FCFC Service Coordination Mechanism (SCM) and will notify OFCF of any changes to the mechanism within 10 working days. The county FCFC understands that removing any of the above components from our FCFC SCM may jeopardize access to TANF Crisis Funding.

Required Signature:

FCFC Coordinator

Date

Appendix C Request for Reimbursement Form



TANF Crisis Funding Request for Reimbursement

SFY: **County:**
Date:
Reimbursement Amount Requested:

Services Provided for Reimbursement (Enter the dollar amount spent this period next to the service(s) provided):

- Non-Clinical In-Home Parent/Child Coaching
- Non-Clinical Parent Support Group
- Parent/Peer/Youth Mentoring
- In-home and Out-of-home Respite
- Transportation
- Child care
- FCFC Service Coordination/Wraparound
- Food, clothing, shelter, utilities and other household expenses
- Structured Activities to improve social/emotional skill-building

Date that CDJFS CRIS-E Fraud Check Was Performed:

Person Completing this Form		
Please Print Name:	Title:	Date:
Phone Number:	E-Mail Address:	
Applicant Certification (Certification box requires signature of Administrative Agent or FCFC Coordinator/Director)		
I certify that the amounts recorded above represent expenditures in accordance with all articles of the Sub-Award and to the best of my knowledge, all requirements have been fulfilled.		
Signature:	Title:	Date:
Mailing Address:	City, State, Zip:	
Phone Number:	E-Mail Address:	

Appendix D

ODJFS TANF non-assistance Eligibility Form for TANF Funded Services

This Application is to be completed by the applicant/participant who is a parent of a minor child age 17 or younger, or 18 and in high school.

Name:	Social Security#:	Phone Number:	
Street Address:	City:	State:	Zip Code:

Step 1: Citizenship/Qualified Non-citizenship Status

Citizenship or qualified non-citizenship status is required for “means tested benefits.” This means eligibility for the benefit, program or supportive service is based on income. If the applicant does not meet one of the following status criteria, (s)he is considered **not** eligible for TANF “means tested benefits.”

1. Is the applicant/individual/family member a United States Citizen? YES NO
2. Does the applicant meet one of the Citizenship exceptions under Ohio Administrative Code 5101:1-2-30 YES NO

If yes, please indicate which exception and date of entry: [Click here to enter text.](#)

Step 2: Family Household and Income

The family requesting service includes a parent or relative of a dependent child under 18 (or under 19 who is still a full-time student in high school or at the equivalent level of vocation or technical training), who has never been married, and the child lives in the home.

Using the chart below, determine if the household income is at or below 200% of the 2018 Federal Poverty Level limits. Select the applicable household family size and monthly income that matches the income status for the applicant family.

Household Family Size (include mom, and dad/ legal guardian and children)	Monthly household income is below this amount	<input checked="" type="checkbox"/>	Household Family Size (include mom, and dad/ legal guardian and children)	Monthly household income is below this amount	<input checked="" type="checkbox"/>	Household Family Size (include mom, and dad/ legal guardian and children)	Monthly household income is below this amount	<input checked="" type="checkbox"/>
1	\$2,024		4	\$4,184		7	\$6,344	
2	\$2,744		5	\$4,904		8	\$7,064	
3	\$3,464		6	\$5,624		9	\$7,784	

Number of household members: [Click here to enter text.](#)

Is the family's total income at or below 200% of the Federal Poverty Level based on household size? Yes No

Complete the chart with all minor children of the applicant

Name	Age	Name	Age

Step 3: Self Attestation

The Provider is to review the following statements with the program applicant/participant

- I understand that I am required by law to provide my social security number to receive TANF funded benefits/services. This is mandatory under the Social Security Act (42 U.S.C. 1137.)
- I understand that my Social Security Number will be used to associate all records to my identification including program participation and the receipt of services and benefits.
- I certify to the best of my knowledge, the information included in this application is true, including income and citizenship/qualified non-citizenship information.
- I certify that as the parent or legal guardian of the minor child for whom service is being request, we have not fraudulently received benefits under the OWF and/or PRC programs, OR that we have repaid the cost of any fraudulent assistance as defined in section 5101.83 Revised Code and rule 5101:1-23-75 of the Ohio Administrative Code.

Name: _____ Social Security#: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Signature

Date

Have you been given the opportunity to register to vote:

Yes

If the answer is no, the agency representative must provide a voter registration form to the applicant.

No

HOW DO I FILE A DISCRIMINATION COMPLAINT?

Your complaint can be filed with:

The Ohio Department of Job and Family Services
Bureau of Civil Rights

30 East Broad Street, 37th Floor

Columbus, Ohio 43215-3414 Fax to: (614) 752 – 6381

The Bureau of Civil Rights (BCR) staff is available to offer assistance with writing and filing your complaint(s). You can call BCR at (614) 644-2703 or Toll Free 1-866-227-6353, TTY (614) 995-9961 or Toll Free 1- 866-221-6700.

Appendix E

Service Coordination Unit Rate Calculation Narrative and Example

This narrative is structured to give direction and examples of how to calculate the unit rate to charge for service coordination on a per hour basis for face to face time spent with families who are accepted into Family and Children First Council (FCFC) Service Coordination and who have a family team and a family plan. A chart with an example of how to calculate the unit rate is below.

The numbers provided in the example are not intended to guide the county in estimating hours, but were inserted solely for the purpose of providing an example. Please refer to the FCSS Guidance, in addition to this document, for further explanation of FCFC service coordination requirements.

If a county employs a service coordinator to provide all of the functions of service coordination for that county, please follow this example and refer to the below Unit Rate Calculation Chart.

1. Begin by estimating the average number of hours the service coordinator spends providing the activities listed in the first column for a single family in service coordination throughout the entire period of time the family is in service coordination.
2. Record each estimated amount of time in the second column for each activity listed in Rows 1-6.
3. Total the number of hours listed in second column and record in second column, row 7.
4. Record the hourly salary and cost of fringe benefits for the service coordinator in the third column, row 7.
5. In the fourth column, row 7, multiply the number of hours listed in second column, row 7 by the hourly salary of the service coordinator listed in third column, row 7 and record the result.
6. In the fifth column, row 7, divide the amount listed in the fourth column by the total number of face to face hours spent with a family listed in second column, row 1. This will give you the hourly unit rate that can be charged for each face to face hour that the service coordinator spends with a family.

If the county contracts with multiple providers who each employ one service coordinator to provide FCFC service coordination to families, each provider should calculate the unit rate for service coordination based on these directions and examples. (See table on next page.)

Service Coordination Unit Rate Calculation Example

Activity	Average # Hours	Service Coordinator Hourly Salary + fringe	Multiply total hours times hourly salary	Divide amount in previous column by Ave. # Face to Face Hours = UNIT RATE
Ave. # of hours spent with family face to face	30			
Average number of hours spent with family on phone.	8			
Ave. # hours spent preparing paperwork for ind. family case, family plan or family meeting, including reporting & entering data into a reporting system.	25			
Ave. # of hours spent traveling to individual family meetings	5			
Ave. # of hours spent organizing meetings for an individual family.	10			
Ave.# hours spent communicating with team members(phone, email)	10			
Ave. # hours spent setting up services for family with service providers	10			
Total hours	98	\$20/hour	98 x \$20 = \$1960	\$1960 divided by 30 hours of face to face = \$65.33 (Unit Rate)