A close up of a sign

Description automatically generated

**Required Performance and Staffing Deliverables**

**for**

**Commissioner Exceptional Fund for Young Adults**

**Effective Date: 07/01/2025**

**TABLE OF CONTENTS**

**Section I - Summary Program Description** Page 2

**Section II - Required Performance and Staffing Deliverables**

1. Subject Matter Page 2
2. Target Population Page 4
3. Activities Page 5
4. Resources Page 8
5. Outcomes Page 10
6. Signature Statement of Acceptance Page 11

**Section I - Summary Program Description:**

DCF is committed to helping youth who have aged out of the child welfare system and can no longer access services that are available to them when their case is open.

When youth “age out” of foster care statistics show they are more likely to become homeless and abuse substances and much less likely to earn a college degree than the general population. Young women are also more likely to be sex trafficked and/or become pregnant before the age of 21.

DCF's Commissioner Beyer has worked with the DCF Youth Council since 2020. As the youth have grown older and aged out of the system, she has heard their stories and urgent needs that cannot always be addressed by DCF because their case is closed. As a result, the Commissioner’s Exceptional Funding for Young Adults program has been created. It will be used to assist youth with urgent needs who have had experience with the Department of Children and Families and are no longer eligible for funding through other providers or DCF-funded programs.

The Commissioner position is the person who will review, approve, and authorize the expenses. The Commissioner position or DCF designee via email will provide embrella the beneficiary’s contact information, the approved payment amount and/or a description of authorized assistance. Upon receipt of the communication, embrella is authorized to work with the beneficiary and/or identified vendor to initiate the payment. Embrella will maintain a log of all transactions that include beneficiary name, date, payment recipient, and amount. Embrella will provide the log once a month or upon request.

**Section II - Required Performance and Staffing Deliverables**

**NOTE: After reviewing the required deliverables listed below, contractors** **must sign the statement at the bottom of this Section II to signify acceptance of all of them. Please submit an executed copy as a PDF document with the title heading: *Required Performance and Staffing Deliverables*.**

1. **Subject Matter -** **The below describes the needs the contractor must address in this program, the goals it must meet, and its prevention focus.**

1) **The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

The need for the Commissioner’s Exceptional Funding for Young Adults program is underscored by data showing that youth who age out of the foster care system face significant challenges, such as a higher likelihood of becoming homeless, abusing substances, and achieving lower educational attainment compared to the general population. Additionally, young women in this group are at increased risk of sex trafficking and early pregnancy. These statistics highlight critical health and human services issues that necessitate additional support. Parent and community perceptions likely recognize these vulnerabilities and the urgent need for targeted assistance to improve outcomes for these youth, which the program aims to address by providing financial support for immediate needs.

2) **The goals to be met by this program are:**

The Commissioner’s Exceptional Funding for Young Adults program aims to achieve several goals:

Address Urgent Needs: Provide financial support to meet immediate needs such as housing, transportation, and insurance for youth who have aged out of the foster care system.

Enhance Financial Security: Increase financial stability for these individuals during critical times to prevent homelessness and other adverse outcomes.

Facilitate Access to Resources: Ensure that youth can access essential services and supports that are no longer available once their cases are closed.

Improve Outcomes for Vulnerable Youth: Mitigate risks associated with aging out of foster care, such as substance abuse and lower educational attainment, by offering concrete supports.

Coordinate Efficient Service Delivery: Streamline the process of funding distribution through embrella and the Director of Scholarship Programs, ensuring timely and effective assistance.

3) **The prevention focus of this program is:**

The prevention focus is that the programs provides financial and logistical support to address immediate needs for youth who have aged out of the foster care system, thereby reducing the risk of adverse outcomes such as homelessness, substance abuse, and involvement in criminal activities. By enhancing financial security and access to necessary resources, the program aims to stabilize these individuals' lives, preventing situations that might lead them back into the child welfare system. Additionally, by addressing vulnerabilities such as the risk of sex trafficking and early pregnancy among young women, the program works to safeguard against circumstances that could necessitate re-entry into protective services.

1. **Target Population - The below describes the characteristics and demographics the contractors must ensure the program serves.**
2. **Age:**

Youth council members are 14 – 24.

1. **Grade:**

N/A

1. **Gender:**

All

1. **Marital Status**:

N/A

1. **Parenting Status:**

N/A

1. **Will the program also serve the children of the primary service recipient?**

Provides support to children as needed (See description).

1. **DCF CP&P Status:**

Services People with Lived experience e.g. CP&P In Home Case; CP&P Out of Home Case; CP&P Adopt/KLG; Aged Out Youth (>18); Open with CMO

1. **Descriptors of the primary service recipient:**

The target populations for this program are young people who have lived experience with the Department of Children and Families e.g. Youth Council members, ages 14-24 who have or have had experience in New Jersey's Department of Children and Families.

1. **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:**

N/A

1. **Other populations/descriptors targeted and served by this program:**

N/A

1. **Does the program have income eligibility requirements?**

**No**

1. **Activities - The below describes the activities this program initiative requires of contractors, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.**

1) **The level of service increments for this program initiative:**

Tailored funding to meet the unique and urgent needs of each youth, such as housing, transportation, and insurance, which are no longer covered after aging out of the foster care system.

2) **The frequency of these increments to be tracked:**

Monthly reports from the provider (embrella)

3) **Estimated Unduplicated Service Recipients:**

Unknown

4) **Estimated Unduplicated Families:**

Unknown

5) **Is there a required referral process?**

Yes

6) **The referral process for enabling the target population to obtain the services of this program initiative:**

Review and Approval: The DCF Commissioner or a designated representative reviews and approves the funding requests based on the needs of the youth who have aged out of the child welfare system.

Once approved, the Commissioner or DCF designee communicates the beneficiary’s contact information, the approved payment amount, and a description of authorized assistance to embrella.

Embrella maintains a log of all transactions, including beneficiary names, dates, payment recipients, and amounts, providing monthly or on-request reports to ensure transparency and accountability.

7) **The rejection and termination parameters required for this program initiative:**

N/A

8) **The direct services and activities required for this program initiative:**

**Financial Assistance:** Providing direct payments to beneficiaries or vendors for urgent needs such as housing, transportation, insurance, and other essential services.

**Documentation and Verification:** Collecting necessary documentation from beneficiaries, such as leases, receipts, or insurance statements, to verify the legitimacy and appropriateness of the funding request.

**Record Keeping:** Maintaining detailed logs of all transactions to track beneficiary information, payment details, and service provision, which supports program accountability and transparency

**Troubleshooting**

Should there be a concern that a payment was not delivered to the intended recipient, the Office of Family Voice will notify the Scholarship Programs Administrator, and they will work together to determine the cause. In the event the individual claims they did not receive a monetary card (e.g. amazon gift card, uber money) through email the Scholarship Programs Administrator will work with the individual directly to recover the gift card within their email or their uber account. Payment will be re-sent if on the fault of the system or staff, with administration costs being charged. If at the fault of the individual (incorrect address received, payment is confirmed sent via email or mail, but member says they lost it or did not receive it), Office of Family Voice will be consulted for a decision.

9) **The service modalities required for this program initiative are: (indicate any evidence-based practices, DCF program classifications, and non-evidence-based practices that are required.)**

N/A

1. **Evidence Based Practice (EBP) modalities:**

N/A

1. **DCF Program Service Names:**

Commissioner Exceptional Fund for Young Adults

1. **Other/Non-evidence-based practice service modalities:**

N/A

10) **The type of treatment sessions [OR prevention services] required for this program initiative are:**

N/A

11) **The frequency of the treatment sessions [OR prevention services] required for this program initiative are:**

N/A

1. **Contractors are required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the contractors serve in some other manner:**

Yes, this serves the parent and youth council directly and will be communicating with them by necessity.

1. **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

N/A

1. **The court testimony activities, which may address an individual’s compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:**

N/A

1. **The student educational program planning required to serve youth in this program:**

N/A

1. **Resources - The below describes the resources required of contractors to ensure the service delivery area, management, and assessment of this program.**
2. **The program initiative’s service site is required to be located in:**

Primarily servicing anywhere in New Jersey, but could also serve council members who live out of state.

The catchment area is statewide.

2) **The geographic area the program initiative is required to serve is:**

Statewide

3) **The program initiative’s required service delivery setting is:**

N/A

4) **The hours, days of week, and months of year this program initiative is required to operate:**

The service should be available 8 Hours per day; 5 Days per week; 12 Months per year and as needed see question 6

5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?**

No

6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?**

Yes

The Director of Scholarship Programs will have a work cell phone for Office of Family Voice staff to contact in case an emergency arises in the coordination of logistics. When the Director of Scholarship Programs is unavailable (vacation/sick/etc) embrella will identify the covering individual who can act as a point of contact.

7) **The language services (if other than English) this program initiative is required to provide:**

None

8) **The transportation this program initiative is required to provide:**

None

9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

N/A

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**

N/A

11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:**

N/A

12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:**

Embrella: This organization plays a crucial role in managing the logistics of the program, including payment processing, documentation collection, leveraging its experience in supporting youth transitioning out of foster care.

13) **The data collection systems this program initiative requires:**

Embrella will maintain a log of all transactions that include beneficiary name, date, payment recipient, and amount. Embrella will provide the log once a month or upon request.

14) **The assessment and evaluation tools this program initiative requires:**

N/A

1. **Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of contractors for this program.**
2. **The evaluations required for this program initiative:**

N/A

2) **The outcomes required of this program initiative (which may include short term, midterm, and long-term outcomes):**

1. **Short Term Outcomes**:

The short-term outcomes of the Commissioner’s Exceptional Funding For Young Adults program initiative are focused on addressing immediate needs and promoting stability for youth who have aged out of the foster care system. These outcomes include: Increased Financial Security, Access to Essential Services, Immediate Support in Crisis Situations, Improved Coordination and Communication, and Reduction in Risk Factors.

1. **Mid Term Outcomes:**

The mid-term outcomes include: **Enhanced Self-Sufficiency, Improved Educational and Career Opportunities, Strengthened Social Networks, Reduced Incidence of Homelessness and Risky Behaviors**, and **Increased Stability in Personal Life.**

1. **Long Term Outcomes:**

N/A

3) **Required use of databases:**

Basic, Microsoft suite: Excel, Outlook etc. will be used to process documents as described below:

For the councils, LEEP and other constituent voice opportunities, the Director of Scholarship Programs will inform the Office of Family Voice about information necessary to process payments and reimbursements, such as contact information, banking information, W-9 and direct deposit forms. The Office of Family Voice will be responsible for initially collecting all needed forms and documents from the individuals to be paid and forwarding password protected information to embrella. The Director of Scholarship Programs will review all forms and restrict access to only those who have a legitimate need to view the documents.

4) **Reporting requirements:**

As described above embrella will maintain a log of all transactions that include beneficiary name, date, payment recipient, and amount. Embrella will provide the log to OFV once a month or upon request.

**F: Signature Statement of Acceptance:**

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF’s termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

Enter the name of the [region, county, municipality] the contractor will serve:

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address: