

Appendix A
Fiscal Year 2015-2016

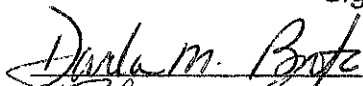
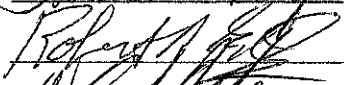
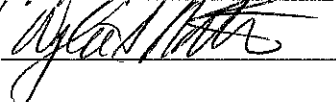
COUNTY HUMAN SERVICES PLAN

ASSURANCE OF COMPLIANCE

COUNTY OF: SULLIVAN

- A. The County assures that services will be managed and delivered in accordance with the County Human Services Plan submitted herewith,
- B. The County assures, in compliance with Act 80, that the Pre-Expenditure Plan submitted herewith has been developed based upon the County officials' determination of County need, formulated after an opportunity for public comment in the County.
- C. The County and/or its providers assures that it will maintain the necessary eligibility records and other records necessary to support the expenditure reports submitted to the Department of Human Services.
- D. The County hereby expressly, and as a condition precedent to the receipt of state and federal funds, assures that in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Pennsylvania Human Relations Act of 1955, as amended; and 16 PA Code, Chapter 49 (Contract Compliance regulations):
1. The County does not and will not discriminate against any person because of race, color, religious creed, ancestry, origin, age, sex, gender identity, sexual orientation, or handicap in providing services or employment, or in its relationship with other providers; or in providing access to services and employment for handicapped individuals.
 2. The County will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

COUNTY COMMISSIONERS/COUNTY EXECUTIVE

Signatures	Please Print	
	Darla M. Bortz	Date: 7-6-15
	Robert R. Getz	Date: 7-6-15
	Nylie S. Norton	Date: 7-6-15

Appendix B

County Human Services Plan Template

The County Human Services Plan is to be submitted using the Template outlined below. It is to be submitted in conjunction with Appendices A and C (C-1 or C-2, as applicable) to the Department of Human Services (DHS) as directed in the Bulletin.

PART I: COUNTY PLANNING PROCESS

Sullivan County developed a comprehensive Human Services/Health Partnership group that meets publicly in the courthouse every other month to discuss deliveries of services, new programs, program definitions, meet new providers, talk about program challenges and resolutions, and discuss interagency cooperation. In addition, the County continues to have the local HSDF Advisory Board, which help makes the HSDF funding recommendations to the Sullivan County Commissioners.

1. Individuals receiving services are broad-based in the county, as HSDF-funded providers deliver services in some ways to all age groups. Families of service recipients were invited to attend the HSDF RFP public meeting and talk about service delivery, successes, challenges, etc. Partners in service delivery include the local Emergency Food and Shelter Program (EFSP) board, which meets quarterly to discuss service delivery to vulnerable residents, new programs, outreach and more.
2. Consumers and family members of consumers were specifically invited to participate in a Public Hearing for HSDF RFPs through the local weekly newspaper, The Sullivan Review.
3. As always, Sullivan County intends to use the funding to provide services to its residents in the least restrictive setting appropriate to their needs. The providers funded coordinate efficiently with the public. The Human Services office also provides referrals to phone calls and walk-ins asking for services. Throughout the Fiscal Year, HSDF funding may be reallocated among the providers to those that are assisting county consumers. In addition the Human Services office helped develop, and fund, a comprehensive local resource directory. The directory was printed in 2013 and is updated and maintained online on the county's website, www.sullivancounty-pa.us. The resource directory was widely distributed among agencies and providers to consumers and local residents at large.
4. Substantial funding changes for this Fiscal Year, based on last year's outcomes, includes utilizing HSDF funding for two new Specialized Services providers – The Bradford County YMCA and The Children's House. Minimal Adult Homemaker services in 2014-2015 resulted in no RFP from the current provider or any other provider in that capacity.

PART II: PUBLIC HEARING NOTICE

One (1) public hearing is required for counties not participating in the Human Services Block Grant.

Please provide the following:

1. Proof of publication;
2. Actual date(s) of public hearing(s);
3. A summary and/or sign-in sheet of each public hearing.

The Sullivan County Human Services office held its FY 2015-2016 Human Services Development Fund (HSDF) public hearing on May 21, 2015, for the agencies that submitted Requests For Proposal (RFPs) for the upcoming fiscal year. The meeting was held in the courtroom of the Sullivan County Courthouse, Laporte.

The RFP Notice and Public Hearing notice about the meeting was advertised in The Sullivan Review for two weeks (Proof of Publication attached).

Attending the meeting were Lauren Edkin, Sullivan County Victim Services; James Rogers, Sullivan County Action Inc.; James White, Sullivan County Advisory Board; Barbara Davis, Sullivan County Advisory Board; Tom Foley, Family Service Association of NEPA; Darla Bortz, Sullivan County Commissioner; Marlea Hoyt, B/S/S/T Area Agency on Aging Inc.; Charity Field, Bradford County Branch YMCA; and Mark Roinick, Sullivan County Human Services.

Roinick conducted the meeting and thanked those attending and who submitted RFPs. Each agency attending was asked to give a brief overview of their RFP and field any questions from the audience attending. The Area Agency on Aging explained current funding for the HSDF helps approximately 12 clients with "key components to keep residents in their homes" throughout the year (Home Delivered Meals, Personal Care, and Home Support proposed); Help Line of the Family Service Association of NEPA explained their funding will help support the Help Line Information and Referral telephone service; Victim Services told the meeting that their proposed funding will be used to transport victims as needed (to court dates, medical appointments and other as needed); Sullivan County Action is requesting funding to support the sliding-scale fee schedule of the under and uninsured county consumers of the Sullivan County Dental Clinic; and the YMCA will be providing ten weeks of Summer Camp Day Care in Sullivan County for the second straight year.

Following the meeting and presentation, the Advisory Board met with Human Services to discuss their recommendations for funding the agencies in 2015-2016.

The Sullivan Review

Dushore, PA 18614

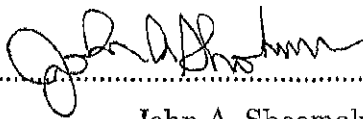
Co-Publishers
John A. Shoemaker
Christine S. Shoemaker

Phone (570) 928-8403

COMMONWEALTH OF PENNSYLVANIA :
: SS.
COUNTY OF SULLIVAN :

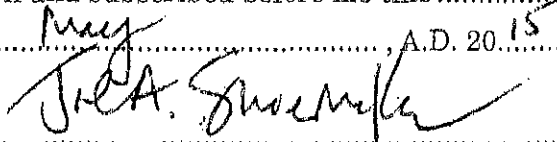
Before me, the undersigned notary public, this day, personally appeared **John A. Shoemaker**, to me known, who being duly sworn according to law, deposes and says the following: that he is the Publisher of **THE SULLIVAN REVIEW**, a weekly newspaper of general circulation established in 1878, published in the Borough of Dushore, County of Sullivan, and Commonwealth of Pennsylvania, with its business office in the same place, and that the notice hereto attached is exactly as was printed in said newspaper once a week for Two consecutive weeks prior to this date, viz.: APRIL 8TH AND 15TH 2015

The affiant is not interested in the subject matter of the notice or advertising, and that all of the allegations of the statement as to the time, place and character of publication are true.



John A. Shoemaker

Sworn and subscribed before me this 6
Day of May, A.D. 2015

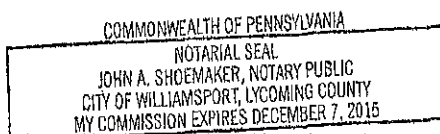


Notary Public

PUBLIC NOTICE

PUBLIC HEARING
Sullivan County Human Services will hold a public hearing for those agencies that have submitted Requests for Proposal for the provision of services through the Sullivan County Human Services Development Fund (HSDF) for FY 2015-2016. The hearing will be held Thursday, May 21, 2015 in the courtroom of the Sullivan County Courthouse at 1 p.m. The public is invited.

6/15/2015



Handwritten initials and signature
AMB
m

The Sullivan Review

Dushore, PA 18614

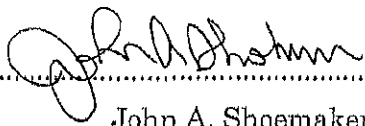
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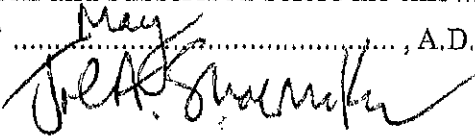
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The affiant is not interested in the subject matter of the notice or advertising, and that all of the allegations of the statement as to the time, place and character of publication are true.

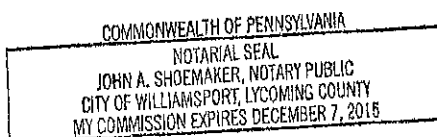


John A. Shoemaker

Sworn and subscribed before me this 6
Day of May, A.D. 2015




Notary Public



PUBLIC NOTICE

REQUEST FOR PROPOSAL

The Sullivan County Commissioners will be accepting Request for Proposals (RFP) for the provision of services through the Human Services Development Fund for FY 2015-2016. Human Service provider Agencies interested in submitting a Request for Proposal should contact the Human Services Director at the Courthouse, Laporte, PA, 570-946-7677. Completed RFP's must be received at the Courthouse by 4 p.m. Friday, May 15, 2015.

DMB 

PART III: WAIVER REQUEST
(applicable only to Block Grant Counties)

Not Applicable

PART IV: HUMAN SERVICES NARRATIVE

Mental Health, Intellectual Disability and Drug and Alcohol services for Sullivan County are in a local collaborative arrangement and Joinder with Bradford County Human Services. Bradford County will include these LCA services in their report. Bradford County will submit the report to include the Sullivan County Joinder expenditure plans.

HOMELESS ASSISTANCE SERVICES

1. Program Overview

The Program plans to expend \$10,571 to support 40 individuals in fiscal year 2015-2016.

2. Services to be Provided

Trehab is a Community Action Agency. Continuum of services for individuals and families facing eviction, utility shutoff and for the homeless or near homeless are utilized with referral to other Trehab services such as: utility mediation, Homeowner Emergency Assistance Program for individuals/families facing foreclosure, weatherization, workforce development services for the unemployed and underemployed, food bank and transportation services. Homelessness is tracked and reported to the PA Regional Homeless Consortium in which Trehab is a member.

3. Community Data and Indicators

Trehab client's data is entered in the Output Results System (ORS); which includes general demographic data, family size, income, program type, goals and progress. Data is tracked accordingly. This data is reported to Department of Community and Economic Development (DCED) in accordance with Community Services Block Grant plan as part of compliance monitoring of the agency. Results are reported quarterly.

<i>Trehab Community Services July 1, 2014-March 31, 2015</i>	SULLIVAN	
(1) UTILITY MEDIATION	Households	Individuals
Dollar Energy (program opens October)	1	3
PenElec PCAP	58	197
UGI Customer Outreach	288	979
UGI Customer Assistance Program	12	49
Claverack HOPE Program eff 1/15	11	38
*TOTAL Assisted for Utility Mediation	370	1,266
(2) HOUSING SERVICES	Households	Individuals

Homeless Assistance Program (HAP)	32	43				
*TOTAL Assisted for HAP/PHARE	32	43				
		Household				
(3)MORTGAGE FORECLOSE ASST.						
New Applications applying for Assistance –PHFA- HEMAP		1				
*TOTAL Assisted for HEMAP		1				
(4) CASE MANAGEMENT/OUTREACH	Appt.	Individuals				
*Clients	403	1,309				
FOOD BANK: July 1, 2014 - March 31, 2015		FAMILIES	ADULTS	CHILDREN	ELDERLY	
Sullivan County: Dushore		158	226	65	42	

Proposed for 2015-2016

	Estimated Individuals served in FY 14-15	Projected Individuals to be served in FY 15-16
Bridge Housing		
Case Management		
Rental Assistance	43	40
Emergency Shelter		
Other Housing Supports		

Bridge Housing – This service is not provided given the fact that the total HAP allocation is consistently at baseline levels; with the majority of that used for rental assistance, case management and other services listed under the Homeless Assistance narrative.

Case Management - Case Management is used for ALL clients at TREHAB, including all Homeless Assistance services described in the narrative. For example, if a household needs rental assistance, that household becomes a case.

Rental Assistance - Rental Assistance also includes support with security deposits, utility assistance to avoid shut-offs, emergency home fuel deliveries and a one-time rent assistance to avoid eviction and homelessness. The Human Services Office communicates with the local TREHAB office to evaluate how these services are carried out, determine at-risk household needs, and to identify any trends with the population being served.

Emergency Shelter There are currently no emergency shelters in Sullivan County. Usually, in a case of homelessness, assistance is provided to help that individual/family with finding housing, securing a lease, and possible short-term stays in a nearby motel/hotel room.

Other Housing Supports Other Housing Support services, as listed above, include Homeowner Emergency Assistance Program for homeowners facing foreclosure, weatherization, workforce development and the food bank.

Although there is no official HMIS plan in Sullivan County, there is a network of agencies, services and community organizations that work together to prevent homelessness and to house homeless families. The Human Services Office works directly with the Sullivan County Housing Authority; is coordinator of the local Emergency Food and Shelter Program and also administers a supplemental rental assistance/rapid rehousing program through the Pennsylvania Housing Finance Agency (PHFA) and state Act 13 of 2012 Impact Fee funds.

In addition, the Sullivan County Human Services Office regularly communicates with the Sullivan County Ministerium, a group of local church leaders that reaches out to the community to help families in need. The Human Services Office also communicates with Children and Youth Services, food pantries and other outreach as needed. Since Sullivan County is a 100 percent Rural Class 8 county, funds are very limited and resources minimal for standard homeless protection services typically seen in metropolitan areas.

Rural homelessness and homeless-vulnerable families are not the typical 'sleeping under the bridge' individuals most lawmakers are aware of.

CHILDREN and YOUTH SERVICES

SULLIVAN COUNTY IS NOT PARTICIPATING IN THE BLOCK GRANT.

“Please refer to the special grants plan in the Needs Based Plan and Budget for Fiscal Year 2015-2016.”

HUMAN SERVICES AND SUPPORTS/ HUMAN SERVICES DEVELOPMENT FUND

The Sullivan County Commissioners administer the Human Services Development Fund through the Office of Human Services. It is used to provide services to needy county residents who normally are not eligible to receive services from other county programs; and to obtain necessary services otherwise unattainable from other county programs. The flexibility of the HSDF throughout the Fiscal Year allows the county to maximize the funding in order to reach all possible consumers eligible for the services.

Note: Please ensure that the estimated individuals in the chart and planned expenditures in the narrative match what is included on the budget in Appendix C.

	Estimated Individuals Served in FY 14-15	Projected Individuals to be Served in FY 15-16
Adult Services	54	65
Aging Services	12	12
Children and Youth Services	0	0
Generic Services	25	60
Specialized Services	44	123

Adult Services: Please provide the following:

Program Name/ Description:

TREHAB Center, a non-profit 501(c) 3 community action organization, will utilize the allocated funds to support a housing and utilities coordinator position in the local county office to assist adults with rent/mortgage payment assistance, utility assistance and food bank assistance. Please note that the HSDF allocation does NOT provide direct rental and utility assistance to any individual. The TREHAB Center's proposal and request were based on an estimated number of 60 Sullivan County clients to be served in 2014-2015.

Sullivan County Victim Services – Victim Transportation; Victim Services will utilize their allocation to provide transportation services of victims to where they would need to go – whether it's to a shelter, Victim Services office, a hospital, a hotel room, etc. at no cost to the consumer.

Changes in Service Delivery from Previous Year: None

Specific Service(s): TREHAB - Housing case management; Victim Services - Victim transportation

Planned Expenditures:

TREHAB Center -	\$2,250.00
Victim Services -	\$500.00

Aging Services: Please provide the following:

Program Name/ Description: Aging Services will be provided by the B/S/S/T Area Agency on Aging, Inc. for Home Delivered Meals, Personal Care and Home Support. The clients are managed by county agent case workers. The Office of Human Services and the county agent for the B/S/S/T AAA communicate on a regular basis to determine if the needs of our aging population are being met and have coordinated other services for this age demographic.

Changes in Service Delivery from Previous Year: None

Specific Service(s): Home Delivered Meals, Personal Care, Home Support

Planned Expenditures: \$14,000.00

Children and Youth Services: Please provide the following:

Program Name/ Description:

Generic Services: Please provide the following:

Program Name/ Description: Generic Services will be provided by Help Line of the Family Service Association of Northeastern Pennsylvania. Help Line is a 24-hour Information and Referral call service in which anyone in the county can use to find information and contact

resources for virtually any local or regional service agency.

Changes in Service Delivery from Previous Year: None

Specific Service(s): Centralized Information and Referral

Planned Expenditures: \$400.00

Specialized Services: Please provide the following:

Program Name/ Description:

Sullivan County Dental Clinic – Youth, Adult and Senior Dental Services; Under the umbrella of the non-profit 501(c)3 Sullivan County Action, Inc., the Sullivan County Dental Clinic will use the HSDF allocation to support low income county residents access needed dental services based on a sliding scale fee basis. The Dental Clinic is also supported by Medical Assistance and Children's Health Insurance Program; and the HSDF allocation will further support those missions in order to provide care for the county's vulnerable populations. Criteria used in determining eligibility are the individuals must reside in Sullivan County; and, if they are eligible for the sliding scale. The HSDF allocation can be used in addition to other funding sources (MA or CHIP) because those are income-based services. The goal behind this HSDF initiative is to encourage healthy dental practices for low income and vulnerable county residents. Often, dental health/maintenance may be ignored if the individual perceives it as an extra expense even if the dental care is partially covered; when, in reality, dental health/maintenance is a proven, integral part of overall health and well-being.

The Children's House – Forensic Interviews; The Children's House is a non-profit agency with the goal of ensuring that children are not further victimized by the intervention system intended to protect them. For the Forensic Interviews, children are interviewed in a child-friendly, safe atmosphere by an interviewer specifically trained to meet the needs of the children in these circumstances. The interview is recorded and a copy is provided to applicable agencies in the investigation and intervention including the District Attorney's office, Law Enforcement and CYS. This dramatically reduces the number of times that a child is required to repeat their story of abuse.

Bradford County Branch YMCA – Summer Camp "Scholarships." The Bradford County Branch YMCA began offering a Summer Camp experience for Sullivan County children in Sullivan County due to the lack of social activities and childcare options for Sullivan County youth. Campers will experience a variety of fun and exciting activities (archery, swimming, fishing, nature study, arts and crafts, skits, field trips, etc.) as well as a readers' program. Breakfast, lunch and a snack are provided each day.

Changes in Service Delivery from Previous Year: The Human Services Office is pleased to announce that this is the first year that a portion of HSDF funds will be used for Children and Youth Services (Children's House and Bradford County Branch YMCA).

Specific Service(s): The Children's House – Protective Services; Bradford County Branch YMCA – Day Care; Dental Clinic – sliding scale fee assistance

<u>Planned Expenditures</u> :	Sullivan County Dental Clinic -	\$12,000.00
	Children's House -	\$3,000.00
	Bradford County Branch YMCA -	\$5,000.00

Interagency Coordination:

Interagency Coordination will be in the form of contributing HSDF funds to the Sullivan County Operating General Fund Budget to support the Sullivan County Human Services Director salary, as the Director coordinates and manages services among the participating providers and agencies. Note that the allocation does NOT directly pay the director; instead it goes into the county general fund that is used to reimburse the line item that supports the Human Services Director. This allows the Human Services Director to operate on a full time basis in a 100 percent Rural Class 8 County, as well as travel to attend HSDF-funded agency meetings, schedule appointments with providers, meet with consumers and more. The Human Services office also administers several other service programs that may also benefit consumers of HSDF services, including Office of Veterans Affairs, Section 8 Housing and Act 13-funded rental assistance.

Other HSDF Expenditures – Non-Block Grant Counties Only

None

APPENDIX C-2 - NON BLOCK GRANT COUNTIES
HUMAN SERVICES PROPOSED BUDGET AND INDIVIDUALS SERVED

Directions: Using this format, please provide the county plan for expenditures funded by The Department of Human Services (DHS) and proposed numbers of individuals to be served in each of the eligible program areas.

1). **Estimated Individuals** – Please provide an estimate in each cost center of the number of individuals to be served. An estimate must be entered for each cost center with associated expenditures.

2) **DHS Allocation** - Please enter the county's **total** state and federal DHS allocation for each program area (MH, ID, HAP, D&A and HSDF).

3). Planned Expenditures – Please enter the county's planned expenditures for DHS state and federal funds in the applicable cost centers. For each program area, the expenditures should equal the allocation. If you are moving HSDF dollars to another cost center, please provide a footnote in the HSDF area explaining where you are moving it, estimated number of individuals and expenditures.

4). **County Match** - Please enter the county's planned match amount in the applicable cost centers for MH and ID only.

5). **Other Planned Expenditures** – Please enter in the applicable cost centers, the county's planned expenditures not included in the DHS allocation (such as grants, reinvestment, etc.). *(Completion of this column is optional.)*

NOTE: Fields that are grayed out are to be left blank.

*Please use FY 14-15 Primary Allocations for completion of the budget.

***If your county received a supplemental CHIPP allocation in FY 14-15, include the annualized amount in your FY 15-16 budget.**

*The Department will request your county to submit a revised budget if, based on the budget enacted by the General Assembly, the allocations for FY 2015/16 are significantly different than FY 2014/15. In addition, the county should submit a revised budget if and when funding is moved between cost centers/service categories is in excess of the current re-budget procedures for each program covered in the Plan.

[illegible]

MENTAL HEALTH SERVICES

ACT and CTT					
Administrative Management					
Administrator's Office					
Adult Developmental Training					
Children's Evidence Based Practices					
Children's Psychosocial Rehabilitation Services					
Community Employment					

**APPENDIX C-2 - NON BLOCK GRANT COUNTIES
HUMAN SERVICES PROPOSED BUDGET AND INDIVIDUALS SERVED**

<i>County:</i>	1. ESTIMATED INDIVIDUALS SERVED	2. DHS ALLOCATION (STATE AND FEDERAL)	3. PLANNED EXPENDITURES (STATE AND FEDERAL)	4. COUNTY MATCH	5. OTHER PLANNED EXPENDITURES
Community Residential Services					
Community Services					
Consumer-Driven Services					
Emergency Services					
Facility Based Vocational Rehabilitation					
Family Based Mental Health Services					
Family Support Services					
Housing Support Services					
Mental Health Crisis Intervention					
Other					
Outpatient					
Partial Hospitalization					
Peer Support Services					
Psychiatric Inpatient Hospitalization					
Psychiatric Rehabilitation					
Social Rehabilitation Services					
Targeted Case Management					
Transitional and Community Integration					
TOTAL MH SERVICES	0	0	0	0	0
INTELLECTUAL DISABILITIES SERVICES					
Administrator's Office					
Case Management					
Community-Based Services					
Community Residential Services					
Other					
TOTAL ID SERVICES	0	0	0	0	0
HOMELESS ASSISTANCE SERVICES					
Bridge Housing					
Case Management					
Rental Assistance	40		9,886		
Emergency Shelter					
Other Housing Supports					
Administration			685		
TOTAL HAP SERVICES	40	10,571	10,571		0

**APPENDIX C-2 - NON BLOCK GRANT COUNTIES
HUMAN SERVICES PROPOSED BUDGET AND INDIVIDUALS SERVED**

<i>County:</i>	1. ESTIMATED INDIVIDUALS SERVED	2. DHS ALLOCATION (STATE AND FEDERAL)	3. PLANNED EXPENDITURES (STATE AND FEDERAL)	4. COUNTY MATCH	5. OTHER PLANNED EXPENDITURES
DRUG AND ALCOHOL SERVICES					
Act 152 Inpatient Non-Hospital					
Act 152 Administration					
BHSI Administration					
BHSI Case/Care Management					
BHSI Inpatient Hospital					
BHSI Inpatient Non-Hospital					
BHSI Medication Assisted Therapy					
BHSI Other Intervention					
BHSI Outpatient/IOP					
BHSI Partial Hospitalization					
BHSI Recovery Support Services					
TOTAL DRUG AND ALCOHOL SERVICES	0	0	0		0
HUMAN SERVICES DEVELOPMENT FUND					
Adult Services	65		2,750		
Aging Services	12		14,000		
Children and Youth Services	0		0		
Generic Services	60		400		
Specialized Services	123		20,000		
Interagency Coordination			12,000		
Administration			850		
TOTAL HUMAN SERVICES DEVELOPMENT FUND	260	50,000	50,000		0
<i>Note any movement of HSDF funds & include: where moved, estimate number of individuals and expenditures.</i>					
GRAND TOTAL	300	60,571	60,571	0	0