

Please rate the level of need from
1 (lowest) through 10 (highest)
Rating Initial

705640

Region _____
Proposal # _____

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS – YOUTH SERVICES (YS)
OFFICE OF JUVENILE JUSTICE (OJJ)

PREVENTION FUNDING APPLICATION- FY 2011-2012

PROGRAM INFORMATION

Program: Volunteers for Youth Justice

Program Title: Truancy Probation

Amount of Funding: \$63,000.00

Federal Tax ID#: 72-1057695

Type of Organization: Non-Profit

Mailing Address: 1835 Spring Street
Shreveport, LA 71101

Physical Address: 1835 Spring Street
Shreveport, LA 71101

1. Who is the official authorized to sign contracts for your organization?

Name Shonda Houston-Dotie

Title Interim Executive Director

E-mail Shonda.houston@vyjla.org

Phone 318-425-4413

2. Who can answer questions about your program? (Only list if different than #1.)

Name Janis Thompson

Title Director of Court Programs

E-mail janis.thompson@vyjla.org

Phone 318-425-1883

3. Who can answer questions about the budget?

Name Shonda Houston-Dotie

Title Interim Executive Director

E-mail Shonda.houston@vyjla.org

Phone 318-425-4413

705640

PROGRAM BUDGET AND NARRATIVE

PROGRAM BUDGET

DESCRIPTION	TOTAL BUDGET (A)	ADMINISTRATIVE (B)	PROGRAM (D)	YS FUNDING REQUEST (E)	MATCH (F)
SALARIES & FRINGES:					
Personnel Salaries	\$ 67,656 -	6,756	60,900	55,530	12,035
Fringe Benefits	\$ 9,970 -	944	9,026	7,470	2,500
Total Salaries & Fringes	\$ 77,626 -	\$ 7,700 -	\$ 69,926 -	\$ 63,000 -	\$ 14,535 -
PERSONNEL TRAVEL:					
Client Transportation	\$ -				
Field Travel	\$ -				
Administrative	\$ -				
Conferences/Training	\$ 3,095 -		3,095		
Total Personnel Travel	\$ 3,095 -	\$ -	\$ 3,095 -	\$ -	\$ -
OPERATING SERVICES:					
Printing	\$ 500 -		500		500
Insurance	\$ 2,000 -		2,000		
Maintenance - Auto	\$ -				
Maintenance - Other	\$ -				
Rental - Building	\$ -				
Rental - Other	\$ -				
Dues & Subscriptions	\$ -				
Postage	\$ 430 -		430		430
Telephone	\$ 50 -		50		50
Utilities	\$ -				
Other Operating Services	\$ 5,000 -	5,000			
Total Operating Services	\$ 7,980 -	\$ 5,000 -	\$ 2,980 -	\$ -	\$ -
OPERATING SUPPLIES:					
Office Supplies	\$ 350 -		350		
Medical Supplies	\$ -				
Food	\$ -				
Automotive Supplies	\$ -				
Maintenance Supplies	\$ -				
Household Supplies	\$ -				
Youth/Offender Personal	\$ -				
Other Supplies	\$ -				
Total Operating Supplies	\$ 350 -	\$ -	\$ 350 -	\$ -	\$ -
PROFESSIONAL SERVICES:					
Counseling	\$ -				
Accounting & Auditing	\$ 2,500 -	2,500			
Medical	\$ -				
Consulting	\$ -				
Legal	\$ -				
Other Professional Services	\$ 150 -		150		150
Total Professional	\$ 2,650 -	\$ 2,500 -	\$ 150 -	\$ -	\$ 150 -
ACQUISITIONS:					
Equipment	\$ -				
Other	\$ -				
Total Acquisitions	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER EXPENSE					
TOTAL BUDGET	\$ 91,701 -	\$ 15,200 -	\$ 76,501 -	\$ 63,000 -	\$ 15,665 -
Program Income	\$ -				

TRUANCY/PROBATION
BUDGET NARATIVE

SALARIES & FRINGES:

Salaries and fringe are calculated as shown in the spreadsheet below:

Program/Position	Name	Annual Salary	MED Ins.	Ref. (3% Match)/2	FICA-6.2%	Workmen's Comp - .95%	UnEmpl @ 1.85% (of first \$7K)	Total Fringe
Truancy Probation Officer #1	C. Kinchen	30,450	1,800	914	1,887	289	130	5,020
Truancy Probation Officer #2	S. Bennett	30,450	1,800	914	1,887	289	130	5,020
Executive Director*	S. Dotie	3,911		117	242	37	130	526
Development Director*	S. Stafford	2,844		85	176	27	130	418
total		\$67,656	\$3,600	\$1,016	\$4,192	\$643	\$520	\$9,970

*A percentage of the executive director and development director's salaries are included as an administrative cost based on the program's total percentage of the organizational budget and headcount.

PERSONNEL TRAVEL:

Travel for the truancy officers for daily visits is provided by the juvenile court. The projected expenses for other travel related to training is calculated as follows:

Program/Position	Name	QTY	Rate	Total
Truancy Probation Officer #1	C. Kinchen	1	\$1,547.50	\$1,547.50
Truancy Probation Officer #2	S. Bennett	1	\$1,547.50	\$1,547.50
TOTAL TRAVEL		2		\$3,095.00

OPERATING SERVICES:

Operating services are calculated as follows:

Operating Service	Units	Cost Each	Description	Total
Printing	5,000.00	0.10	3000 information cards for schools	\$500.00
Insurance *	2,000.00	1.00	D&O and Professional Liability	\$2,000.00
Postage	1,000.00	0.43	1000 follow up letters to clients	\$430.00
Telephone/Internet	50.00	1.00	Percentage of total internet costs for organization	\$50.00
Other (Reserve Funds)	5,000.00	1.00	Reserve/Emergency funds	\$5,000.00
TOTAL				\$7,980.00

OPERATING SUPPLIES:

Operating supplies are calculated as a percentage of the total for the organization based on the program's total percentage of the organizational budget and headcount. This covers copier/printer paper, printer supplies, pens/pencils, folders and other general office supplies needed.

The amount estimated based on the current year expenses is \$350.00.

PROFESSIONAL SERVICES:

Professional Services are calculated as follows:

Professional Services	Units	Cost Each	Description	Total
Accounting	1.00	2,500.00	For weekly 3rd party accounting services & Annual Audit	\$2,500.00
Security Services	6.00	25.00	Contracted Security services for evening presentations	\$150.00
TOTAL				\$2,650.00

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ACQUISITIONS:					
Equipment	\$ -				
Other	\$ -				
Total Acquisitions	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER EXPENSE					
TOTAL BUDGET	\$ 91,701 -	\$ 15,200 -	\$ 76,501 -	\$ 63,000 -	\$ 15,665 -
Program Income	\$ -				

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4. What is the projected total number to be served during the project period (this number will be used to calculate the per diem/rate reimbursed)? 101 Total Children Involved in the Truancy Program

5. What is the total estimated number of days or hours of service? 4,160 hours per year

6. How will your program accomplish the following:

A. Prevent delinquency

Poor school attendance and truancy are the most reliable predictors of a student's risk to drop out of school. Research indicates that as a student's risk of drop out increases so does their at-risk behaviors such as, alcohol and drug abuse, crimes and unemployment. In an effort to prevent and reduce delinquency, VYJ's Truancy Program works with children and their family's to provide educational assistance, mental health evaluations and counseling services. These additional service referrals provided by our Truancy Officers assist with preventing delinquency.

B. Prevent involvement of youth in the Juvenile Justice System

The Truancy Officer provides intervention that helps to further reduce involvement in the Juvenile Justice system by identifying and addressing the child/family's particular needs. When these needs are identified they are able to provide referrals to additional services to help assist the child/family there by reducing further involvement in the Juvenile Justice System.

C. Enhance parenting skills and family communication

The Truancy Probation Officers encounter many serious family problems: poverty, physical and mental health problems, substance abuse, and at the worst, cases of abuse and neglect. They make many referrals to a wide range of social service agencies, and follow up on those referrals. The benefits that accrue from the additional services enable the families to receive help from these agencies and as a result, enhancing the overall wellbeing of the family.

D. Build pro-social skills in youth and families

The referral services provided by the Truancy Officers help to enhance both the child and family's educational and pro-social opportunities, as a result of community partnerships that provide mentoring, job skills, and behavioral counseling.

7. What are the specific services that will be provided? Answer each of the following questions in 10 sentences or less:

A. What are the specific services that will be provided (i.e. family counseling, group therapy, tutoring, pro-social activities, assessments, etc.)?

The Truancy Probation Officers provide probation services to the children that have been adjudicated by the judge. Officers monitor the child to make sure the orders set by the judge are being followed and services are being received that were ordered. Officers also provide their own assessments of the children and family and can refer them to other programs and agencies for assistance. Officers complete a risk assessment of the child to determine the frequency of visits. Even with a completed risk assessment officers attempt to visit each child once a month. Children with a higher risk assessment will receive more visits per month.

B. Who will be providing each of the listed services? Provide the specific job titles (i.e. LPC, teacher, tutor, etc).

Janis Thompson, Director of Court Programs, oversees the Truancy Program.

Sharnell Bennett, Truancy Probation Officer, is responsible for monitoring and assessing the child and reporting to the judge.

Chedez Kinchen, Truancy Probation Officer, is responsible for monitoring and assessing the child and reporting to the judge.

Please see attached resumes.

Resumes (must be submitted for key personnel) and/or Job Descriptions are required. Job Descriptions should include:

1. Description of work to be performed;
2. Required level of education;
3. Work experience (i.e. how many years in what fields);
4. Any special requirements (i.e. Board certified); and
5. The minimum and maximum salary range.

C. What is the service delivery process? Begin with pre-admission; describe referral, expulsions, program admission, frequency of services, the method of pre/post testing, and aftercare processes. Describe how participants will access services, include transportation.

The Caddo School Board's School Attendance Supervisor files a petition with the District Attorney's (DA's) Office. The DA's office then files a petition with the court and the child is summonsed to court and the case is heard in front of the judge. The child is then placed on probation for a minimum of 18 months. The Probation Officers monitor their school attendance and can modify their school placement with the court. Officers also complete a risk assessment on each of the children to determine if other outside services can be provided to the child. It also gives the Probation Officer a gauge on how often to visit with the child for follow up. Post adjudicated children are able to be transported by Truancy Probation Officers.

D. What do you consider a successful completion of the program?

Successful completion of Truancy Probation is when the child is placed back in their home school with no additional suspensions or expulsions. Also, completing the conditions of their probation set by the judges and their Probation Officer. If the child has not been involved in other status offenses or has avoided delinquent charges that also contributes to the success of completion.

Refer to YS' Standard Operating Procedures for information regarding educational and experience requirements for key staff at: www.ojj.la.gov/index.php?page=sub&id=250

8. Who will the program serve:

A. What is the age range of youth to be served? Youth 5-17 years old

B. What is the gender of youth to be served? Males and Females

9. What is the need for program, other possible funding sources and collaborative partnerships in your community? Answer each of the following questions in 10 sentences or less:

A. How does the program address gaps in service needs and are there other programs providing similar services?

Volunteers for Youth Justice (VYJ) is the sole agency that provides the only two Truancy Probation Officers for the Caddo Parish Juvenile Court. In 2005, Rutherford House lost funding for the Truancy

program and discontinued the services. VYJ's Board of Directors voted to add the program to our organization and procure funding for the Truancy Probation program and continue to provide the service to the children of Caddo Parish.

B. What are your current funding sources? Identify amounts of current funding sources. What are possible future funding sources?

Current-

The Committee of One Hundred \$20,000

Pending-

The Alta and Johns Franks Foundation-\$70,000

Miriam & Albert Sklar Foundation -\$30,000

Caddo Parish School System-\$0

Caddo Parish Juvenile Services \$127,000

C. What partnerships or collaborations do you have with other agencies and providers in your community?

The Truancy Program collaborates with the Caddo Parish School Board, District Attorney's Office, Caddo Parish Juvenile Court, Alliance for Education and Caddo Juvenile Services.

10. What are the proposers' qualifications and experience? Answer each of the following questions in 10 sentences or less.

- A. What experience does proposer have in the provision of the type of program services offered? (This could include previous contracts with YS or other state agencies, previous grants awarded, etc.)**

VYJ was established in 1981 by four members of First Presbyterian Church of Shreveport, with the mission of providing intervention services to children involved in the juvenile justice system. VYJ currently administers eight programs. These programs rely on community volunteers to provide advocacy for child victims of abuse or neglect and who are involved in the juvenile court system through no fault of their own. Other programs provide developmentally appropriate, consequential and educational diversion services for first time juvenile offenders. VYJ serves children of all ages, racial and socio-economic backgrounds in Northwest Louisiana, which include the following parishes: Bossier, Caddo, Jackson, Claiborne, Bienville, and Webster. VYJ's Truancy program was established in October of 2005.

- B. What evidence can you provide that demonstrates that your previous services were satisfactory?**

The program provides performance indicators on a quarterly basis, and most recently on a monthly basis, to monitor service plans, the number of times per month a child is seen and in what environment to determine the progress of the child. While the child is in care of the Truancy Officer, indicators such as, not receiving any additional adjudication, suspension, or expulsions while in school are additional measurements of success. Every six months the child and family is seen to update and reevaluate the service plan. During that time the risk factors and protective factors are reevaluated –a reduction in risk factors and an increase in protective factors.

- C. Does your organization have the necessary technical qualifications and skills to provide these services? Clearly explain below.**

VYJ utilizes formally trained and educated staff that is supervised under the Juvenile Court of Caddo Parish. The Truancy Probation officers also receive continuing education and specializes training in the area of probation and youth development.

11. Site (Provide site and floor plans if services are not provided to clients in their own homes. If services are to be provided in rental property include an approved lease that includes the use of the property for services proposed.) Answer each of the following questions in 10 sentences or less:

A. What is the location of the physical facility where services are provided? Is the site easily accessed by the youth and families? (Address transportation issues)

The Truancy Probation Officers are housed at the Caddo Parish Juvenile Court at 1835 Spring Street, Shreveport, Louisiana 71101. The office space is an in-kind donation from the parish and court. Initial transportation to the court is the responsibility of the child and parent. However, once a child has been placed on probation their Truancy Probation Officer makes site visits to the child's home and school. There is also accessibility to public transportation in front of the juvenile court building.

B. Is there adequate space for the physical needs of the youth for proposed service? Clearly explain below.

Yes, the majority of all post adjudication activity transpires at the home or school of the children being supervised. Conference rooms are also available to the children and families when meetings are scheduled at the juvenile court offices.

12. How soon can you begin the provision of services, after contract is approved?

Services are currently being provided and will be maintained so there is no disruption in services.

13. Performance Measures:

- (1) Number of youth served by the program
- (2) Number and percent of youth who successfully complete the program
- (3) Number and percent of youth who required court intervention while in the program
- (4) Number and percent of youth who report benefiting from the program as evidenced by satisfaction surveys
- (5) Number and percent of families who report benefiting from the program as evidenced by satisfaction surveys

These performance measures will be reported by the 10th of each month following date of service.

14. Outcomes Measures:

- (1) Number and percent of youth who demonstrate increased knowledge of pro-social behavior/attitudes as evidenced by pre and post testing
- (2) Number and percent of youth who did not have formal contact with the Juvenile Justice System while attending the program.
- (3) Number and percent of youth who did not enter the Juvenile Justice System for 6, 12, and 18 months following successful completion of the program

The program's overall performance and outcomes measures will be submitted via an annual report due within 30 days of the end of the contract year.

Shonda Houston-Dotie

Authorized Individual Signature

June 15, 2011

Date

Shonda Houston-Dotie

Name (please print)

Interim Executive Director

Title