

Appendix A
Fiscal Year 2017-2018


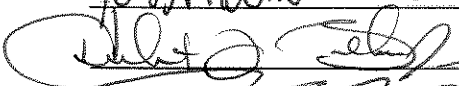

COUNTY HUMAN SERVICES PLAN

ASSURANCE OF COMPLIANCE

COUNTY OF: Jefferson

- 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 County Human Services 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 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 disability in providing services or employment, or in its relationship with other providers; or in providing access to services and employment for individuals with disabilities.
 - 2. The County will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

COUNTY COMMISSIONERS/COUNTY EXECUTIVE

Signatures	Please Print	Date
	John D. Matson	8-2-17
	Herbert H. Sullivan Jr	8-2-17
	Jeffrey Piserer	8-2-17

Appendix B
County Human Services Plan Template

PART I: COUNTY PLANNING PROCESS

The Jefferson County Planning Team was led by Commissioner Jack Matson. The team consisted of Bill Mendat and Susan Hartzfeld, Director of Community Connections of Clearfield and Jefferson Counties (MH/ID); Cindy Cornwell, Director of Jefferson County Children and Youth Services (CYS); Susan Ford, Director of Clearfield-Jefferson Drug and Alcohol Commission (D&A); Manette Setree, Jefferson-Clarion Community Action; and Debra Cowfer, Fiscal Officer of Jefferson County Children and Youth Services. Information was also solicited from the other services who receive Human Service Development funding including: Life and Independence for Today (LIFT) and Jefferson County Area Agency on Aging (AAA).

The team met on May 9, 2017 to discuss the development of the plan. As in previous years each stakeholder was responsible for soliciting information from their own recipients and consumer groups in an effort to elicit feedback regarding the process. Community Connections, Clearfield-Jefferson Drug and Alcohol and Children and Youth Services all consulted with their own individual governing boards/advisory boards. The governing/advisory boards were informed and updated on the county planning process and were provided with the opportunity to give input and ask any questions they may have regarding the counties human services. Jefferson County continues to rely on their categorical service providers to provide service in the least restrictive setting that is appropriate for care. Therefore, there are no major funding changes being made as a result of last year's outcomes for services.

Each categorical has:

- Reviewed local and county data and indicators;
- Utilized the information to develop strategies to be implemented;
- Included specific activities to monitor and improve outcomes;

- Reported on the measures utilized to monitor change in the service delivery system.

Based on review, the Human Services Planning Committee has determined that there is a significant need for additional funds. To influence the human services that make up this plan, additional flexible funds are needed. There are greater numbers of individuals that are eligible for services than what the funds will currently support.

PART II: PUBLIC HEARING NOTICE

See attached

PART III: CROSS-COLLABORATION OF SERVICES

The Jefferson County Board of Commissioners and the Human Services Planning team consisting of Community Action, Inc. (CAI), Jefferson County Children and Youth Services, Community Connections of Clearfield and Jefferson Counties, Clearfield-Jefferson Drug and Alcohol Commission, Jefferson County Area on Aging, and Life and Independence for Today developed the plan for the expenditure of Human Services Funds. These and other organizations coordinate and collaborate to provide services and referrals to services for homeless individuals, and individuals with low-income, disabilities, or other barriers to housing or employment.

Housing and shelter options available in Jefferson County for this vulnerable population include: public housing and section 8 voucher programs; domestic violence prevention project which includes emergency shelter to homeless women and children; an emergency shelter for homeless men; a transitional housing project which includes providing homeless individuals with shelter for up to 24 months; a supportive services program for veterans who are homeless or at risk of homelessness; a housing for homeless and disabled persons project which provides permanent housing to homeless individuals with a disability; and a family shelter. In addition, CAI operates three rental units for low-income, the Housing for Homeless

and Disabled Persons project which provides permanent supportive housing for homeless individuals with a disability, and collaborates with Community Connections to provide affordable housing for low income individuals with a disability through a four-unit facility funded through the U.S. Department of Housing and Urban Development's (HUD) HOME program.

Employment training/preparedness options available in Jefferson County for this vulnerable population include: the Jefferson County Career Link's Workforce Innovation and Opportunity Act (WIOA) which is a federal program that funds state and local workforce initiatives and provides a variety of job training services; the Jefferson County Assistance Office's Employment, Advancement and Retention Network (EARN) program which is jointly operated by the Pennsylvania Departments of Human Services (DHS) and Labor and Industry (L&I) to address the needs of DHS consumers with barriers to employment, and Work Ready which is a job readiness program; CAI's Building Economic Success Together (BEST) which assists consumers obtain employment or better employment, Adult Education project which provides instruction to improve skills and enhance job readiness, and New Choices Career Development which prepares individuals for a new career.

PART IV: HUMAN SERVICES NARRATIVE

MENTAL HEALTH SERVICES

Community Connections is a jointer for Jefferson and Clearfield counties. They were included in the planning process for Jefferson County and Jefferson County is in agreement with their plan. Community Connection's information is submitted with Clearfield County's plan.

INTELLECTUAL DISABILITY SERVICES

Community Connections is a jointer for Jefferson and Clearfield counties. They were included in the planning process for Jefferson County and Jefferson County is

in agreement with their plan. Community Connection's information is submitted with Clearfield County's plan.

HOMELESS ASSISTANCE SERVICES

The Jefferson County Board of Commissioners designated Community Action, Inc. (CAI) to administer Homeless Assistance in Jefferson County.

CAI provides a wide range of social services and is the primary provider for homeless and near homeless services in Jefferson County. CAI operates: a domestic violence prevention project which includes emergency shelter to homeless women and children; an emergency shelter for homeless men; a transitional housing project which includes providing homeless individuals with shelter for up to 24 months; a supportive services program for veterans who are homeless or at risk of homelessness; a housing for homeless and disabled persons project which provides permanent housing to homeless individuals with disabilities; and a family shelter through a partnership with the Jefferson County Housing Authority. CAI is also a member of the Jefferson County Shelter Task Force, the Local Housing Options Team (LHOT).

Coordinated Planning Process

CAI is a member of the Jefferson County Planning Team consisting of Jefferson County Children and Youth Services, Community Connections of Clearfield and Jefferson Counties, Clearfield-Jefferson Drug and Alcohol Commission, Jefferson County Area on Aging, Life and Independence for Today, and the Jefferson County Board of Commissioners. The Jefferson County Planning Team met on May 9, 2017 and developed the plan for the expenditure of Human Services Funds and conducted a public hearing on May 23, 2017 regarding expenditures.

FY 2017-2018 Homeless Assistance Program (HAP) and Human Service Development Funds (HSDF) will be used to provide case management services, rental assistance, and leverage additional grant funds from the U.S. Department of Housing and Urban Development (HUD) to operate CAI's Transitional Housing

Project.

Homeless Service Components

CAI will provide homeless assistance through HAP's case management and rental assistance components, as well as case management through HSDF. The maximum income eligibility for Homeless Assistance has been established at 200% of the Federal Poverty Income Guidelines.

A. Case Management

CAI staff meet with homeless or near homeless families, assess their needs, and provide available options. Frequently CAI is able to meet the families' needs through one or more of CAI's shelter or emergency service projects. When CAI can't meet all of the family's needs, staff make referrals to other shelters and organizations. Case management services are also provided to residents of CAI's men's homeless shelter to assist with overcoming barriers and obtaining permanent housing arrangements.

Case management services are provided by completing an assessment, a participant intake form, and when necessary, developing a mutually agreed upon participant service plan. For a family who needs additional case management, staff will schedule follow-up appointments to address needs identified in the service plan and provide referrals to assist the family. The case manager will also coordinate with other organizations and services in an effort to eliminate duplication or conflicts in established goals and further address family needs.

In FY 2017-2018, CAI proposes to serve 55 homeless or near homeless individuals with case management. Families receiving assistance under the Rental Assistance component also receive case management services.

B. Rental Assistance

The maximum rental assistance a family can receive during a consecutive 24-month period is \$1,000 for adult-only households and \$1,500 for families-with-children

households. However, if a family who received assistance in the current or previous program year is determined not to have utilized the referrals provided or worked towards goal attainment, then the maximum amount is limited to one month's assistance and the family is required to pay any balance or make affordable payment arrangements. In addition, families determined to have available resources are required to contribute up to 25% of their assistance request. However, if resources were spent on nonessential item(s), then a contribution equal to the value of the nonessential item(s) will be required in addition to the regular contribution.

CAI will coordinate with the County Assistance Office for Emergency Shelter Assistance and will prevent homelessness by paying rent, mortgage arrearage, trailer lot fees, security deposits, and utilities (heat, electric, water/sewage). The primary intent of Rental Assistance is to keep individuals and families in their own residences or assist them to move to more affordable housing within Jefferson County when threatened with eviction or at risk of becoming homeless. Eviction or termination must be verified in writing. Documentation for rent assistance must indicate the landlord is willing to continue to rent to the family for a minimum of 30 days.

In FY 2017-2018, CAI proposes to serve 35 homeless or near homeless individuals with rent assistance.

C. Bridge Housing

CAI provides transitional housing services through other funding sources.

D. Emergency Shelter

CAI provides emergency shelter services through other funding sources.

E. Other Housing Supports

CAI does not offer other housing supportive services with homeless assistance funding. However, CAI coordinates or provides referrals for other services to address family needs.

Homeless Management Information Systems (HMIS)

CAI utilizes the HMIS system to report the following projects: emergency shelter for homeless men; transitional housing; family shelter; and housing for homeless and disabled persons.

Community Data and Indicators

A review of other homeless assistance available in Jefferson County was considered in determining how best to utilize homeless assistance funds, and it was concluded homeless assistance funds in Jefferson County are needed for case management and rental assistance.

Jefferson County will assess homeless services delivery results utilizing the following measures:

1. The number of homeless and near homeless consumers who obtained or maintained shelter as a result of receiving homeless assistance.
2. The number of homeless and near homeless consumers provided information and referral services.

SUBSTANCE USE DISORDER SERVICES

The Clearfield-Jefferson Drug and Alcohol Commission is a jointer for Jefferson and Clearfield counties. They were included in the planning process for Jefferson County and Jefferson County is in agreement with their plan. Clearfield-Jefferson Drug and Alcohol's information is submitted with Clearfield County's plan.

HUMAN SERVICES AND SUPPORTS/HUMAN SERVICES DEVELOPMENT FUND

Jefferson County Children and Youth Services administers the Human Development Services Fund for which the county receives \$50,000. The funds are dispersed between several agencies who utilize the monies to offer necessary services to a target population. The Jefferson County Board of Commissioners approves the process.

The availability of the HSDF grant for Jefferson County provides residents with necessary services that would, otherwise, be unavailable. Each agency has identified specific needs to be addressed through the HSDF funding.

	Estimated / Actual Individuals served in FY 16-17	Projected Individuals to be served in FY 17-18
Adult Services	5	6
Aging Services	200	12
Generic Services		
Specialized Services	0	0

The following agencies receive funds through the HSDF grant:

Adult Services:

Program Name/ Description: LIFT

Description of Services: An agency that provides life skills programs. They utilize the HSDF funds for independent living skills such as budgeting, cooking and how to clean their homes in a modified manner.

Service Category: Life Skills Education - Provides to persons the practical education and training in skills needed to perform safely the activities of daily living. The term does not include job readiness training, instruction in a language, or remedial education.

Aging Services:

Program Name/Description: Jefferson County Area Agency in Aging

Description of Services: The agency has a population of over 120 individuals that are at or below the poverty level. We plan to utilize these funds to help provide meals for some of that population.

Service Category: Home-Delivered Meals - Provides meals, which are prepared in a central location, to homebound individuals in their own homes.

Other HSDF Expenditures – Non-Block Grant Counties Only

1. The Clearfield-Jefferson Drug and Alcohol Commission utilizes HSDF funds to provide out-patient services for Jefferson County Probation clients. This population is followed and a higher level of intensity, as they are designated as high risk clients. Each client receives anywhere from 4 to 20 units of service (15 minute intervals), depending upon the level of case management services required.
2. Community Connections of Clearfield/Jefferson Counties provides Family Based Vocational Rehabilitation and Family Supportive Services for their clients.
3. Community Action utilizes the HSDF funds for case management services for their homeless assistance program.

Category	Allowable Cost Center Utilized
Mental Health	Facility-Based Vocational Rehabilitation (excludes client wages)
Mental Health	Family Support Services
Intellectual Disabilities	
Homeless Assistance	Case Management
Substance Use Disorder	Outpatient/IOP

JEFFERSON COUNTY HUMAN SERVICES PLAN 2017-2018
PLANNING TEAM MEETING
MAY 9, 2017
1:30 P.M. – JEFFERSON PLACE – 155 MAIN STREET, BROOKVILLE, PA

On May 9, 2017, the Jefferson County Human Services Planning Team met to receive input and develop the 2017-2018 F.Y. Plan for the delivery of Human Services.

The Planning Team collaborated to ensure a cost effective delivery of services.

Dates were presented for the public hearing. May 23, 2017 at 9:30 a.m. will be the time for the Public Hearing with adoption by the Jefferson County Commissioners scheduled for Special Meeting on May 30, 2017 meeting at 10:30 a.m.

AFFP
PUBLIC HEARING

**NOTICE OF PUBLIC HEAR-
ING**

MAY 22 2017

Affidavit of Publication

STATE OF PENNSYLVANIA)
COUNTY OF CLEARFIELD)

Public Notices
**NOTICE OF PUBLIC HEAR-
ING**

Pat Patterson, being duly sworn

That he is Publisher of the Cour
daily newspaper of general circ
published in DuBois, Clearfield C
the publication, a copy of which
published in the said newspaper

Notice is hereby given that
the **Jefferson County Board
of Commissioners** will hold a
public hearing at 9:30 a.m. on
May 23, 2017 in the large
meeting room, Jefferson
Place, 155 Main Street, 2nd
Floor, Brookville, PA for the
purpose of receiving public
comment or input on the pro-
posed 2017-2018 Jefferson
County Human Services Plan.
This hearing is being held
pursuant to the provisions of
Act 80 of 2012 and the rules
and regulations of the
Pennsylvania Department of
Public Welfare. Any and all
parties may appear and be
heard.

Karen Lupone, Chief Clerk

5/15/17

May 15, 2017

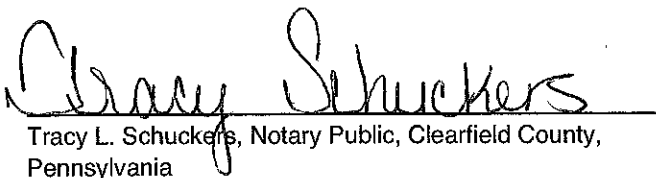
That said newspaper was regu
on those dates.

SIGNED:



Publisher

Subscribed to and sworn to me this 15th day of May 2017.



Tracy L. Schuckers, Notary Public, Clearfield County,
Pennsylvania

My commission expires: April 08, 2021

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the **Jefferson County Board
of Commissioners** will hold a
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Place, 155 Main Street, 2nd
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This hearing is being held
pursuant to the provisions of
Act 80 of 2012 and the rules
and regulations of the
Pennsylvania Department of
Public Welfare. Any and all
parties may appear and be
heard.

Karen Lupone, Chief Clerk

5/15/17

00030807 00147449 8148494084

JEFF CO COMMISSIONERS
155 MAIN STREET - 2ND FLOOR
BROOKVILLE, PA 15825

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Tracy L. Schuckers, Notary Public
City of DuBois, Clearfield County
My Commission Expires April 8, 2021
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

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

County:	1. ESTIMATED INDIVIDUALS SERVED	2. DHS ALLOCATION (STATE & FEDERAL)	3. PLANNED EXPENDITURES (STATE & FEDERAL)	4. COUNTY MATCH	5. OTHER PLANNED EXPENDITURES
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MENTAL HEALTH SERVICES

ACT and CTT					
Administrative Management					
Administrator's Office					
Adult Developmental Training					
Children's Evidence Based Practices					
Children's Psychosocial Rehabilitation					
Community Employment					
Community Residential Services					
Community Services					
Consumer-Driven Services					
Emergency Services					
Facility Based Vocational Rehabilitation	3		\$ 10,500		
Family Based Mental Health Services					
Family Support Services	6		\$ 9,600		
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 MENTAL HEALTH SERVICES	9		\$ 20,100	\$ -	\$ -

Please enter the MH allocation above (unless your county is a non-submitting joinder county).

INTELLECTUAL DISABILITIES SERVICES

Administrator's Office					
Case Management					
Community-Based Services					
Community Residential Services					
Other					
TOTAL INTELLECTUAL DISABILITIES SERVICES	-		\$ -	\$ -	\$ -

Please enter the ID allocation above (unless your county is a non-submitting joinder county).

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

County:	1. ESTIMATED INDIVIDUALS SERVED	2. DHS ALLOCATION (STATE & FEDERAL)	3. PLANNED EXPENDITURES (STATE & FEDERAL)	4. COUNTY MATCH	5. OTHER PLANNED EXPENDITURES
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HOMELESS ASSISTANCE SERVICES

Bridge Housing					
Case Management	55		\$ 24,798		
Rental Assistance	35		\$ 8,000		
Emergency Shelter					
Other Housing Supports					
Administration			\$ 2,966		
TOTAL HOMELESS ASSISTANCE SERVICES	90	\$ 29,664	\$ 35,764		\$ -

SUBSTANCE USE DISORDER SERVICES

Act 152 Inpatient Non-Hospital					
Act 152 Administration					
BHSI Administration					
BHSI Case/Care Management	4		\$ 2,000		
BHSI Inpatient Hospital					
BHSI Inpatient Non-Hospital					
BHSI Medication Assisted Therapy	3		\$ 3,000		
BHSI Other Intervention					
BHSI Outpatient/IOP	3		\$ 2,200		
BHSI Partial Hospitalization					
BHSI Recovery Support Services					
TOTAL SUBSTANCE USE DISORDER SERVICES	10		\$ 7,200	\$ -	\$ -

D&A Planned Expenditures include \$7200 from HSDF

Please enter the SUD allocation above (unless your county is a non-submitting joinder county).

HUMAN SERVICES DEVELOPMENT FUND

Adult Services	6		\$ 600		
Aging Services	12		\$ 11,100		
Children and Youth Services					
Generic Services					
Specialized Services					
Interagency Coordination					
Administration			\$ 4,900		
TOTAL HUMAN SERVICES DEVELOPMENT FUND	18	\$ 50,000	\$ 16,600		\$ -

Please note any utilization of HSDF funds in other categoricals and include: categorical and cost center, estimated individuals, estimated expenditures.

\$7200 moved to D&A to serve 10 individuals, \$20,100 moved to MH to serve 9 individuals, \$6100 moved to HAP to serve 15 individuals.

GRAND TOTAL	127	\$ 79,664	\$ 79,664	\$ -	\$ -
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