

Appendix B

Monroe County Human Services Plan Fiscal Year 2017-2018



PART I: COUNTY PLANNING PROCESS

1. The Monroe County Fiscal Affairs Office is a public Community Action Agency (CAA) and works with a variety of critical stakeholder groups. As a CAA, Monroe County is required to have a fifteen member tripartite Advisory Board that reviews and carefully considers the needs of the county and makes allocation recommendations to the Monroe County Commissioners for final approval of the Homeless Assistance Program, Human Service Development Fund and the Community Services Block Grant. The tripartite Advisory Board includes individuals who represent people who are of low-income and directly affected or served by funded programs, but may also be persons very familiar with the problems of low-income individuals such as social workers, the clergy, and staff of health or human service agencies not requesting funding. Members of the tripartite board also represent business, industry, labor, religion, welfare, education, or other members of the community and/or general public. The services provided are sub-contracted to various agencies that are identified in the Human Services Development System, and work directly with individuals and families. Other agencies and organizations that are part of our delivery service system are the Penn State Cooperative Extension Office (nutrition education), Monroe County food pantries, and the County Assistance Office to connect the clients with mainstream services in the community. Critical partners involved in the Monroe County's human services system are the United Way of Monroe County and the PA Eastern CoC. As partners, we work together to identify and implement ways to address issues of homelessness.
2. Stakeholders participate in the planning process by providing information on the types of services needed, the number of people with unmet needs, making decisions about funding allocations, and providing the county with quantitative and qualitative data.
3. Advisory boards involved in the planning process include: Community Services Advisory Board, Monroe County Homeless Advisory Board, Pocono Regional Homeless Advisory Board, and the County Human Services Planning Team.
4. The flexibility of the grant allows counties to serve clients in the least restrictive setting. It is now possible to assess and address needs at the local level and to provide the supports that are necessary. An authentic method to establish the least restrictive environment is when services are planned and carried out collaboratively between client and provider. Agencies providing temporary shelter assess clients individually, address needs on site often in a workshop setting, and help plan and provide linkages to other agencies to meet needs. Escorted transportation allows individuals to remain in their home living independently, assists the newly employed with transportation to work, and chaperones clients to necessary medical appointments. Establishing a community-wide single point of service for information and referral allows service providers and individuals seeking assistance to a

coordinated system right in the community. Services for families with complex needs that is housed in one setting meets the needs of the most vulnerable.

5. There are no substantial programmatic and /or funding changes being made as a result of last year's outcomes.

PART II: PUBLIC HEARING NOTICE

Monroe County advertised the public hearing notice in the Pocono Record on June 1, 2017, inviting the community to comment on the Monroe County Human Services Plan during an open forum. The public meeting was held on Wednesday, June 7, 2017 in the Public Meeting Room, 203, in the Administrative Building, Stroudsburg, Pennsylvania.

**PUBLIC NOTICE
PUBLIC HEARING**

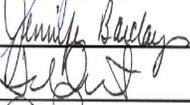
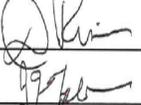
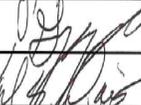
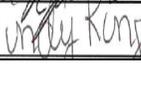
A Public Hearing will be held on June 7, 2017, at 9:30 a.m. in the Commissioners' Public Meeting Room, Room 203, at the Monroe County Administrative Center, One Quaker Plaza, Stroudsburg PA, to allow for public review and comment on the Homeless Assistance Program (HAP) and the Human Services Development Fund (HSDF) plan. The plan totals \$143,702.00 for the program year July 1, 2017 to June 30, 2018.

The public is invited to attend.

If you require any special accommodations with respect to the Public Hearing, please provide sufficient notice of your needs to the Fiscal Affairs Office, Administrative Center, One Quaker Plaza, Stroudsburg, PA 18360 in person or by phoning 570-517-3130.

Any questions, comments, or inquiries shall be directed to:
Monroe County Fiscal Affairs Office
Monroe County Administrative Center, One Quaker Plaza, Room 204, Stroudsburg, PA 18360;
570-517-3130

Greg Christine,
Chief Clerk/Administrator

MONROE COUNTY 2017/18 HSDF & HAP APPLICATION PUBLIC HEARING		
June 7, 2017		
Sign In Sheet		
Print Name	Signature	Email Address
Amy Rosen		ARosen@monroecounty.pa.gov
Jennifer Barclay		jbarclay@monroecounty.pa.gov
Jacqueline Genest		jgenest@monroecounty.pa.gov
Deb Rivera		drivera@monroepacounts.us
Joan Fabian		
Gregory Payne		gpayne@brch13.com
Karen E. Davis		Karen@monroepa.gov
Cindy King		

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511 Lenox Street - Stroudsburg, PA 18360

(570) 421-3000

MONROE COUNTY COMMISSIONERS
ONE QUAKER PLAZA
ADMINISTRATION CENTER
STROUDSBURG, PA 18360

ACCOUNT # 400002944

Proof of Publication Notice in the Pocono Record

Kelli McFall, Advertising Manager of the Pocono Record having been duly sworn according to law, deposes and says the Pocono Record is a Newspaper of general circulation published at 511 Lenc Street, Stroudsburg, Monroe County, Pa. The Pocono Record was established on April 2, 1894 and has been regularly published and issued in Monroe County since that time. The printed notice attached to this affidavit is exactly the same as was printed and published in the regular editions and issues of the Pocono Record on the dates listed below the bottom of this notice. I certify that I am duly authorized to verify this statement under oath and am not interested in the subject matter of the attached notice or advertisement. All allegations in this affidavit as to time, place, and character of publication are true.

Copy of notice

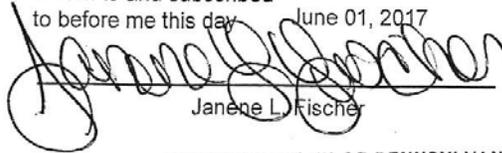
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P - June 1



Kelli McFall

Commonwealth of Pennsylvania
County of Monroe

Sworn to and subscribed
to before me this day June 01, 2017



Janene L. Fischer

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Janene L. Fischer, Notary Public
Stroudsburg Boro, Monroe County
My Commission Expires March 26, 2018
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

RECEIVED

JUN 05 2017

COMMISSIONER'S OFFICE

PART III: CROSS-COLLABORATION OF SERVICES

Employment:

The County utilizes and leverages its various resources and funding sources to maximize services for individuals preparing for employment, seeking employment opportunities, maintaining a job, and moving toward greater economic security with higher wages or benefits. The skills and competencies required for employment often make the difference between success and failure in preparation for employment or when trying to retain a job once it is acquired. County agencies connect a wide spectrum of individuals in age, ability, and culture with employment programs. Most case management services require participants to establish employment or education goals. Education needs are assessed and referrals are made to training programs and institutions of higher learning. The menu of training options also offers a safe, stimulating environment for individuals planning to succeed in the workforce and community. Pre-vocational/vocational training assists individuals to reach a greater level of self-sufficiency and independence in work environments, creates opportunities for job shadowing and placement, supported employment, and school to work transition.

The County partners with a variety of local agencies to administer services to those we serve. Our partners make connections and linkages to community providers for support services and to assist those we serve in getting linked to employment agencies and opportunities. For individuals who are jointly served, we utilize the interagency process whenever necessary to ensure that planning is being done in a collaborative manner.

Housing:

The County utilizes and leverages its various resources and funding sources to maximize services and close gaps for individuals and families to achieve safe and affordable housing. The coordination and implementation of programs spans the continuum of outreach, shelter, transitional housing, and rapid rehousing. This is accomplished with structured plans to include homelessness prevention to help individuals and families remain in their homes or receive housing relocation and stabilization services to prevent moving to a shelter. Partners coordinate case management and housing assistance services to avoid duplication, help individuals and families determine goals, and develop one plan across various agencies, all working toward a common goal.

Each part of the county presents different challenges with regard to housing that is both safe and affordable. Agencies collaborate closely with each other to maximize limited resources. We work as a group to link those we serve to the limited resources

that are available. Agencies utilize interagency planning to link those we serve to supports.

PART IV: HUMAN SERVICES NARRATIVE

Mental Health, Intellectual Disabilities and Drug and Alcohol

The Carbon-Monroe-Pike Mental Health and Developmental Services and Drug and Alcohol agencies are part of a local collaborative and will submit their plans with Carbon County. Monroe County was included in the planning process for the service category, and the complete description of services can be found in the submitting county's plan. Monroe County is in agreement with the information provided in the plan.

HOMELESS ASSISTANCE SERVICES

The 2017-2018 Homeless Assistance Program will be utilized to provide Bridge Housing, Housing Assistance, and Emergency Shelter services to individuals and families who have low income and reside in Monroe County and who are homeless or near homeless. The Monroe County Commissioners will contract with four local agencies to provide services; Pocono Area Transitional Housing, Inc. shall provide Bridge Housing services to 84 county residents. Women's Resources, Inc. and the Salvation Army shall provide Emergency Shelter services to 575 county residents. Family Promise of Monroe County will provide case management to 150 homeless families with children. The efficacy of the programs is measured by the Outcomes of Effort Reports on a monthly basis. The report measures the progress of the unduplicated clients.

Bridge Housing:

Pocono Area Transitional Housing, (PATH), Inc. provides short-term transitional housing and support services to homeless families in Monroe County. The target population served is families with children in housing crisis who are residents of Monroe County for at least four months. Each family resides in one of two shared facilities owned by PATH, Inc. The service provider charges clients room and board according to size of family and their ability to pay. The minimum fee for room and board is \$2/day/family, with a maximum fee of \$4/day/family.

While participating in this program, each family will be required to address the causes of their housing crisis, establish goals, and develop an action plan to resolve their housing crisis. The primary goal of each resident family is that upon leaving the program they will be able to obtain and maintain their own housing. A cooperative working relationship is established between each resident family, the case manager,

and other affiliating agencies. This enables each family to successfully achieve their goals and maintain a home of their own.

In Monroe County, clients stay in the program for an extended period of time due to the lack of public housing availability. Currently, there is a three year waiting list. To move into an apartment, the first and last month rent and security is due. This could amount to \$3,500 to secure a place of their own. In addition to temporary housing, funds are used to address issues of basic life skills, counseling, personal finance, employment/education/job training, and housing search.

Adults of each family must adhere to all requirements of the program as they progress through the program. Internal meetings occur on a daily basis with the case manager, volunteers, and the resident families to determine progress and needs. Once relocated to a stable housing arrangement, families continue to receive aftercare support and counseling from the program. Clients are referred to the PATH program from Women's Resources, Family Promise, and the Salvation Army.

The County requires the agency to comply with all Pennsylvania Department of Public Welfare regulations, guidelines, and requirements for the Homeless Assistance Program. The agency is also required to comply with the Board's reporting and invoicing procedures. The County evaluates the efficacy of Bridge Housing by analyzing the goals, objectives, and outcomes established by the agency.

There are no proposed changes expected in Bridge Housing for the FY 2017-18.

Case Management:

Family Promise of Monroe County is an affiliate of the National Family Promise Network. They provide intensive case management services to their shelter program participants in order to prepare and support them in obtaining independent housing. Long and short term goals are established to give clients the confidence and skills to build successful independent lives. The goal through family assessments and individual plans is to reduce or eliminate barriers to their self-sufficiency. To meet this goal, the participants and the case manager develop weekly goals. The case manager assists participants in furthering their education or employment skills, makes referrals for participants that may need temporary county assistance programs, and help participants develop better budgeting, employment, and parenting skills. Participants also receive additional life skill aids such as a driver's license to help further their self-sufficiency and ensure all children receive required schooling and proper healthcare.

The families participating in Family Promise also tend to stay longer in the program than expected because of the same housing issues of clients in the PATH program. A step up from Family Promise is moving to the PATH program. Family

Promise of Monroe County provides temporary safe housing for homeless families with children. In addition to safe housing, funds are used to provide meals, transportation, case management, and resources.

The County requires the agency to comply with all Pennsylvania Department of Public Welfare regulations, guidelines, and requirements for the Homeless Assistance Program. The agency is also required to comply with the Board's reporting and invoicing procedures. The County evaluates the efficacy of Case Management by analyzing the goals, objectives, and outcomes established by the agency.

There are no proposed changes expected in Case Management for the FY 2017-18.

Rental Assistance:

Services not being utilized. Rental assistance is provided through other funding sources.

Emergency Shelter:

The Emergency Shelter component shall address two specific and targeted populations: Victim of Domestic Violence and Individuals/families possessing an eviction notice and in danger of becoming homeless and homeless individuals/families.

Ultimately, the goal of this project is to stabilize families and individuals by providing emergency shelter as a first step in obtaining suitable housing and a new life for victims of domestic violence, and through the concurrent provision of rental stipends and case management activities to assist in improving the quality of life for chronically dependent families.

Women's Resources of Monroe County, Inc. provides temporary emergency shelter to women and children who need to remove themselves from an abusive situation and begin working toward a new and more appropriate quality of life. The shelter can accommodate twenty-two victims and children. Women's Resources is established to provide a host of comprehensive and co-lateral services to women residing in the shelter along with aftercare services through the agency which include counseling, assistance in job placement, assistance in securing housing, and ongoing support. The agency works collaboratively with other social service agencies in securing optimal assistance to clients. Funds for counseling services at the emergency shelter assist with planning for future safety, education about community resources and problem solving, accessing transportation, child care, and work or training.

The Salvation Army operates a twenty-seven bed emergency shelter that can accommodate twelve men and eight women in separate dormitory style rooms. The families are housed in three townhouse style units: two are one story, two bedroom units and the third is a two story, three bedroom unit. In addition to the Salvation Army providing shelter for the homeless individuals, clients are offered free meals, limited counseling to understand their homeless condition, and advocacy to acquire permanent housing and other needed services offered in our community. The potential clients must pass a drug and alcohol test prior to the intake process at the shelter.

The County requires the agencies to comply with all Pennsylvania Department of Public Welfare regulations, guidelines, and requirements for the Homeless Assistance Program. The agency is also required to comply with the Board's reporting and invoicing procedures. The County evaluates the efficacy of Emergency Shelter by analyzing the goals, objectives, and outcomes established by the agency.

There are no proposed changes expected in Emergency Shelter for the FY 2017-18.

Other Housing Supports:

Services not being utilized. Other housing supports are provided for through other funding sources.

Homeless Management Information Systems:

Currently, all required provider agencies are using the HMIS system. This is largely due to the fact that the Emergency Solutions Grant requires funded agencies to use HMIS. Also, Women's Resources uses a similar template that resembles the information that is collected by HMIS. The HMIS report called the CAPER must be attached to their monthly ESG invoices.

HUMAN SERVICES AND SUPPORTS/ HUMAN SERVICES DEVELOPMENT FUND

The 2017-2018 Human Services Development Funds will be utilized to provide Adult, Generic, Specialized, and Mental Health Services to low income individuals and families residing in Monroe County. The Monroe County Commissioners will contract with four local agencies to provide services: Center for Vision Loss will serve 34 adults, Pocono Services for Families and Children will serve 255 individuals, CMP MH/DS will assist 20 individuals, and Pocono Alliance's will assist with approximately 5000 people throughout the year, connecting them to community services.

Adult Services:

Program Name: Escorted Transportation

Description of Services: Center for Vision Loss provides essential escorted transportation services for low income Monroe County adults who are blind/visually impaired to area medical facilities for critical access care to maintain their physical and mental health and to center based programs. Thus, allowing them to continue to live independently in their own homes.

Service Category: Transportation - Activities which enable individuals to travel to and from community facilities to receive social and medical service, or otherwise promote independent living. The service is provided only if there are no other appropriate resources.

Specialized Services:

Program Name: Family Engagement

Description of Services: Pocono Services for Families and Children, Inc. provides one high quality classroom with extended – day, year round, pre-kindergarten daycare services. The children in this classroom receive nutritious meals and snacks, age appropriate physical, social and emotional screenings and development, high quality academics, and comprehensive family support services. These services combine to ensure the school readiness of these children, educational advocacy skills of their parents, and additional resources as needed to assist these fragile families reaching their individual goals of inclusion in a healthy community life. Funds are used to support the wages and benefits of a Masters level Family Engagement Coordinator, early education child care services, and training opportunities for family members.

Program Name: Community Engagement

Description of Services: Pocono Alliance (PA) is a community-focused organization that advocates for positive and collective change and empowers people to improve lives. They act as a service coordinating with others to identify problem and solutions. PoconoInfo has a 211 helpline and website for information and referral where callers receive a response to crises related to basic needs. PA supports families seeking financial self-sufficiency with Bridges Out of Poverty program where participants increase or improve self-motivation, financial awareness, personal awareness, and social capital. PA initiates S.M.I.L.E., a home-based child and family mentoring program that includes parent education, family support, early care and education and intervention services. In addition, PA coordinates with local law enforcement to distribute over 5000 books to children to promote literacy and improve the sense of community between individuals and law enforcement.

Other HSDF Expenditures – Non-Block Grant Counties Only

Minimally, CMP MH/DS is proposing to serve twenty adults with mental illness in securing or maintaining housing that is affordable and safe. Mental Health Community Residential Service costs consist of two components. The first, paid by our agency, is the program cost. This includes staff, service planning, transportation and counseling.

This is the portion of the program for which we will apply HSDF funds. The second component is room and board; which is the responsibility of the individuals living in the program.

Category	Allowable Cost Center Utilized
Mental Health	Community Residential Services (excludes room & board)
Intellectual Disabilities	
Homeless Assistance	
Substance Use Disorder	

Note: Please refer to Appendix C-2, Planned Expenditures for reporting instructions.

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

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

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	20		\$ 48,000		
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 MENTAL HEALTH SERVICES	20	\$ -	\$ 48,000	\$ -	\$ -

INTELLECTUAL DISABILITIES SERVICES

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

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

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

HOMELESS ASSISTANCE SERVICES

Bridge Housing	84		\$ 10,000		
Case Management	150		\$ 12,000		
Rental Assistance			\$ -		
Emergency Shelter	575		\$ 23,176		
Other Housing Supports			\$ -		
Administration			\$ 5,019		
TOTAL HOMELESS ASSISTANCE SERVICES	809	\$ 50,195	\$ 50,195		\$ -

SUBSTANCE USE DISORDER 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 SUBSTANCE USE DISORDER SERVICES	-	\$ -	\$ -	\$ -	\$ -

HUMAN SERVICES DEVELOPMENT FUND

Adult Services	34		\$ 6,000		
Aging Services	-		\$ -		
Children and Youth Services	-		\$ -		
Generic Services	-		\$ -		
Specialized Services	5,255		\$ 30,157		
Interagency Coordination					
Administration			\$ 9,350		
TOTAL HUMAN SERVICES DEVELOPMENT FUND	5,289	\$ 93,507	\$ 45,507		\$ -

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

\$48,000 of HSDF expenditures were used in Community Residential Services for Mental Health where approximately 20 people will be served.

GRAND TOTAL	6,118	\$ 143,702	\$ 143,702	\$ -	\$ -
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