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**HCJFS REQUEST FOR PROPOSAL
SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP) RFP SC0413-R**

ADDENDUM 2

Questions Received

Q1. If a college student is not a permanent Hamilton County resident (meaning they are just here for school) are they eligible to participate in the program?

A: No. Hamilton County would need to be their full-time county of residence. If they are under 18, we would need to include parents' income in eligibility determination. If over 18 and in school, we would need to determine how they meet their income needs as independent from their parents. This will be a difficult population to serve because they will often appear inappropriate under public scrutiny.

Q2. If a college student is an independent student (meaning they do not use their parents' income for anything) are they eligible to participate in the program?

A: See Question 1 above. It is possible, but not likely.



Q3. I realize that there have been changes in the Daycare Center requirements for both State and County certified centers. First of all, I want to know if HCJFS participant validation process meets government guidelines for youth to be able to work at daycare centers; especially in regards to criminal background checks. If your process doesn't cover the criminal background checks, is this a reimbursable expense for the SYEP program?

A: No. SYEP enrollment/eligibility would have no affect on or relationship to that participant's ability to meet state and local minimum standards regarding working in a child care center or home.

Our reading of the language below is that this sort of employment screening is not a prohibited cost if it is completed by the vendor and not by HCJFS.

The following activities and/or expenses are considered TANF administration and cannot be charged to this allocation:

- Costs associated with eligibility determination activities;
- Salaries and benefits of staff performing administrative and coordination functions;
- Preparation of program plans, budgets, reports and schedules, and the monitoring of program and projects;
- Fraud and abuse units;
- Services related to accounting, litigation, audits, management property, payroll, personnel, procurement, and public relations;
- Costs of goods and services and travel costs required for official business and the administration of the program unless excluded under paragraph (A) of O.A.C. §5101:9-6-08.8; and
- Management information systems not related to the tracking and monitoring of the program.

Q4. If background checks are needed for the youth who work at daycare centers, what level of background check is required?

A: Child care homes that are certified by HCJFS require both local and BCII criminal record clearings for home providers, staff and household members. The same would be required of any SYEP participant prior to placement in this setting. We are not aware of regulations related to child care centers.

Q5. Are we able to submit invoices more frequently than on a monthly basis?

A: No.

Q6. Are 2013 SYEP providers permitted to budget for, bill for and to be paid for the costs of their staff activities related to payroll for youth involved in the SYEP program?

A: Yes. Payroll services for the youth are considered "benefits issuance," and subsequently an allowable program charge. This expense is not prohibited as a TANF administration cost.

