

**Board of Commissioners:**

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HAMILTON COUNTY JOB AND FAMILY SERVICES

Children's Services Division and
Family and Adult Assistance Division
Request for Information (RFI)

Hamilton County Job and Family Services (HCJFS), as a collaborative effort of the Children's Services Division and the Family and Adult Assistance Division, is interested in obtaining information regarding a "Single Point of Entry" into the Hamilton County shelter system for homeless families accessing HCJFS services. HCJFS will use the information in the development of a Request for Proposal (RFP). HCJFS anticipates issuing the RFP sometime in the first quarter of 2008.

Philosophy of Service:

Homelessness is a community issue. Thus, the provider acting as the "Single Point of Entry" must emphasize, first and foremost, that the customers of shelter services are members of the greater community. This emphasis on community is the underpinning of all aspects of service provision. This emphasis on community also recognizes that to effectively and efficiently address the needs of these community members, the provider must maximize utilization of all resources available to homeless persons in Hamilton County. This would entail accessing the full spectrum of housing funding resources, recognizing the legal boundaries of various funding entities. The provider must work creatively to establish a menu of short and long term housing services for the customer. The intent is to move families out of reliance on shelters and temporary housing (including the HCJFS contracted Sycamore Hotel) and into sustainable and affordable permanent housing.

Good stewardship of community resources requires that the provider acting as the "Single Point of Entry" avoid duplication of services and actively collaborate with designated JFS case managers, integrating the JFS Children's Services case plan and or FAA work activity plan into service delivery goals. The primary services provided will be screening and assessment of the housing issues of the customer. The customer and the community at-large should see this service as the point of entry into a seamless, well-integrated system that meets the needs of a diverse population and maximizes services to the customer while exhibiting good stewardship of tax dollars and other community resources.

Service Goals:

- Create a "Single Point of Entry" for homeless families referred by HCJFS into the emergency shelter system, and for their access to ancillary housing resources necessary for the reduction of barriers in obtaining long term sustainable housing.
- Create a method of contact, or call number, which has community-wide recognition as the point of entry into the shelter system.

Adult Services/421-LIFE • Cash Assistance • Child Care Services
Child Support Services • Children's Services/241-KIDS • Employment and Training
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control



- Create a screening and assessment system that is devoted to identifying the specific housing-related needs and barriers of homeless families referred by HCJFS.
- Build recognition in the greater community that homelessness is a community issue, experienced by a diverse cross-section of the community, by first building recognition within the shelter system that all consumers are community members and not limited by association with a particular agency or service provider.
- When possible, prevent housing instability and entry into the shelter system by offering preventative and ancillary housing resources to those identified as being at risk of needing emergency shelter.
- Demonstrate the capacity to creatively utilize the full spectrum of housing funding resources to address the issue of homelessness.
- Demonstrate the capacity to build collaborative relationships with other social service systems without duplication of effort or overlapping services.
- Provide immediate notification to HCJFS when HCJFS families present at any shelter in the community without a referral from HCJFS.

Please submit the following in response to this RFI:

- Detailed program description;
- Anticipated consumer demographics of homeless families;
- Definition of unit of service;
- Estimated costs to serve homeless families referred by HCJFS for a twelve (12) month period;
- Estimated number of homeless families referred by HCJFS to be served within a twelve (12) month period;
- Research to support how the proposed program would meet the goals listed above and addresses the philosophy behind those goals; and
- Additional information that you believe would aid HCJFS in the development of a Request for Proposal that may be the result of this RFI.

All information should be submitted to:

Tracy Reeves
 Contract Services, 3rd Floor
 Hamilton County Job and Family Services
 222 East Central Parkway
 Cincinnati, Ohio 45202

Requests should be received no later than the close of business February 4, 2008.

All respondents will be made aware of any resulting Request for Proposals that are issued.

