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**CONTRACT BETWEEN  
FAMILY SUPPORT ORGANIZATION OF  
CUMBERLAND, GLOUCESTER, AND SALEM COUNTIES  
AND  
COUNTY OF GLOUCESTER**

**THIS CONTRACT** is made effective the 17 day of April, 2024, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "**County**", and **FAMILY SUPPORT ORGANIZATION OF CUMBERLAND, GLOUCESTER, AND SALEM COUNTIES**, with offices at 3739 N. Delsea Drive, Vineland, New Jersey 08360, hereinafter referred to as "**Contractor**".

**RECITALS**

**WHEREAS**, there is a need to offer youth partnership support group meetings and engage young people with various life experiences to develop and implement youth movement to decrease associated stigmas; and

**WHEREAS**, Contractor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this Contract.

**NOW, THEREFORE**, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Contractor do hereby agree as follows:

**TERMS OF AGREEMENT**

1. **TERM**. The term of this Contract from January 1, 2024 to December 31, 2024.
2. **COMPENSATION**. The County agrees to compensate the Contractor in an amount not to exceed \$10,000.00, pursuant to Contractor's proposal, attached hereto as Attachment A.

Contractor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. **DUTIES OF CONTRACTOR.** The specific duties of the Contractor shall be as set forth in Attachment A, which is incorporated in its entirety and made a part of this Contract. Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this contract to comply with, all of the requirements of any specifications.

Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this contract to comply with, all of the requirements of the bid documents and/or in the request for proposals, if any, as the case may be.

4. **FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the Contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. The Contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service.

The Contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

5. **LICENSING AND PERMITTING.** If the Contractor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract,

then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Contractor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Contractor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Contractor or its agents.

**6. TERMINATION.** This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the Bid Specifications or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

B. If Contractor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Contractor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Contractor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract, shall be forthwith delivered to the County.

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Contractor.

E. Notwithstanding the above, the Contractor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Contractor, and the County may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the County from the Contractor is determined.

F. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

**7. PROPERTY OF THE COUNTY.** All materials developed, prepared, completed, or acquired by Contractor during the performance of the services specified by this Contract, including, but not limited to, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, shall become the property of the County,

except as may otherwise be stipulated in a written statement by the County.

8. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Contractor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

9. **INDEMNIFICATION.** The Contractor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Contractor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Contractor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

10. **INSURANCE.** Contractor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Contractor is a member of a profession that is subject to suit for professional malpractice, then Contractor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Contractor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Contractor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

11. **SET-OFF.** Should Contractor either refuse or neglect to perform the service that Contractor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Contractor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Contractor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

12. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is

prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

13. **METHODS OF WORK.** Contractor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

14. **NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

15. **PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

16. **CHANGES.** This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

17. **NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

18. **GOVERNING LAW, JURISDICTION AND VENUE.** This agreement and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of New Jersey. The parties each irrevocably agree that any dispute arising under, relating to, or in connection with, directly or indirectly, this agreement or related to any matter which is the subject of or incidental to this agreement (whether or not such claim is based upon breach of contract or tort) shall be subject to the exclusive jurisdiction and venue of the state and/or federal courts located in Gloucester County, New Jersey or the United States District Court, District of New Jersey, Camden, New Jersey. This provision is intended to be a "mandatory" forum selection clause and governed by and interpreted consistent with New Jersey law and each waives any objection based on forum non conveniens.

19. **INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Contractor is an independent Contractor and is not an agent of the County.

20. **CONFLICT OF INTEREST.** Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services pursuant to this Contract. The Contractor further covenants that in the performance of this Contract, no person having any such interest shall be employed.



21. **CONFIDENTIALITY.** Contractor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

22. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

23. **CONTRACT PARTS.** This contract shall consist of this document and the Contractor's proposal, attached hereto as Attachment A. If there is a conflict between this Contract or the Attachment A documents, then this Contract shall control.


**IN WITNESS WHEREOF,** pursuant to N.J.S.A. 40A:11-3, and authorized by Resolution, the County has caused this instrument to be signed by its Chief Financial Officer, and attested by its Purchasing Agent, and Contractor has caused this instrument to be signed and attested by its properly authorized representatives.

THIS CONTRACT is dated this 17 day of April, 2024.

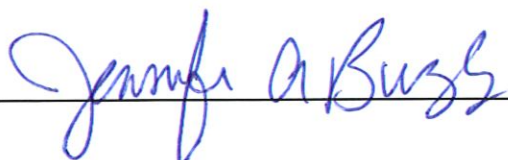
ATTEST:

  
\_\_\_\_\_  
Kimberly Larter,  
Qualified Purchasing Agent

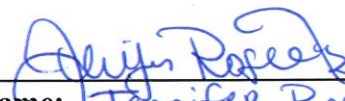
COUNTY OF GLOUCESTER

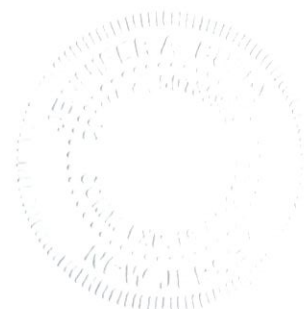
  
\_\_\_\_\_  
Tracey N. Giordano,  
Treasurer/CFO

ATTEST:

  
\_\_\_\_\_  
JENNIFER A. BUZBY  
Notary Public  
State of New Jersey  
My commission expires October 1, 2025

FAMILY SUPPORT ORGANIZATION  
OF CUMBERLAND, GLOUCESTER,  
AND SALEM COUNTIES


  
\_\_\_\_\_  
Name: Jennifer Rodriguez  
Title: Executive Director



**ATTACHMENT A**

**COUNTY OF GLOUCESTER 2024**

**YOUTH SERVICES COMMISSION, DIVISION OF HUMAN & SPECIAL SERVICES**

|  |  |   |  |
|--|--|---|--|
| Service Category Applying For  | Prevention Programming   |   |  |
| Incorporate Name of Applicant  | Family Support Organization of Cumberland, Gloucester and Salem County               |   |  |
| Type:  | <input type="checkbox"/> Public School   | <input type="checkbox"/> Local government | <input checked="" type="checkbox"/> Non-Profit |
| Federal I.D. Number:   | 202905491  |   |  |
| Address of Applicant:  | 3739 N. Delsea Dr.   |   |  |
|  | Vineland, NJ 08360   |   |  |
| Address of Service(s):   | 758 N. Broadway  |   |  |
|  | Pitman, NJ 08071   |   |  |
| Contact Person and Phone #:  | Jennifer Rodriguez 856-507-9400 ext 1101   |   |  |
| Total Dollar Amount Requested:   | \$10,000   |   |  |
| Total Number of Unduplicated   | 25   |   |  |
| Email address of contact person (required): jrodriguez@cgsfso.org  |  |   |  |
| Brief Description of Proposed Services: Youth Partnership Support Group engages young people with various life experiences to develop and implement a youth movement to decrease associated stigmas. Services provide peer support, volunteer opportunities in the community and participate in social activities. Activities are designed to help promote personal growth, leadership skills and advocacy skills. |  |   |  |
| Authorized Voucher Signature:<br>Name/Title  | Jennifer Rodriguez, Executive Director   |   |  |
| Signature:   |  |   |  |





## **PROGRAM DESCRIPTION –NARRATIVE SECTION**

Please complete the Program Description Section by answering each of the elements listed. There is a "table" under each section. Add additional sheets as needed. Be sure to keep the number of the elements in the sequence outlined below as the score sheet is organized by this information.

### **I PROJECT/PROGRAM DESCRIPTION:**

#### **A.) Agency Overview**

1. Briefly describe the philosophy/mission of the agency.

Family Support Organization (FSO) is a nonprofit, tri-county based organization operated and staffed by families of youth and youth with emotional, behavioral, developmental, and/or substance use challenges who have navigated services from and youth-serving system. FSO allows youth and caregivers to benefit from the guidance and support of other caregivers and youth with similar experiences. FSO provides direct family to family and youth to youth peer support, education, advocacy, and other support to caregivers of youth and youth in partnership with the CMO.

FSO Services go beyond providing services to CMO-involved families. Caregivers of youth and youth with emotional and behavioral needs are offered a variety of supports and services, including, but not limited to: Warmline to help engage families with supports and referrals, Support groups, educational workshops, Community presentations, Youth Partnership and System Collaborations.

#### **B) Specific Project/Program**

Describe the service component for requested funds.

FSO is proposing to provide weekly group services to youth in Gloucester County through their Youth Partnership and Child Care Services. Youth Partnership and Child Care engage young people with various life experiences to develop and implement a youth movement to decrease associated stigmas. The purpose of the groups is to provide a safe environment for children who are struggling with life's various challenges. These groups provide peer support, volunteer opportunities in the community, and participate in social activities. These activities shall be designed to help promote personal growth. Through the youth's time spent in the Youth Partnership and Child Care we intend to demonstrate their ability to develop leadership skills and be able to advocate on their own behalf.

FSO will utilize three (3) Support Group Aides and one (1) Youth Partnership Coach to provide all direct services for these groups. All services will be in person on site at our in-kind space unless there are circumstances where face to face services cannot be provided due to national crisis, prolonged youth/family illness, inclement weather or other natural disasters. We may at times provide services off site for special projects and activities within the community such as completing community service projects or family barbecues.

FSO Youth Partnership and Child Care services will serve combined up to 10 youth at any given time and up to 25 youth annually.

**C) Rationale/Mission of Project/Program**

Describe the need that is being addressed, the methods/ modalities to implement the program design and how it meets the need(s) of youth in Gloucester County.

Advocates of children have long identified a need for fundamental structural reform of New Jersey's SOC for child, youth, and young adults (here on referred to as youth) with emotional and behavioral health needs and their families. Initially, like virtually every other state, a number of youth-serving systems, each with its own mandates, perspective, and priorities, had responsibility to serve these youth. Youth and families entered services through many different doors (i.e. child welfare, mental health, juvenile justice, education, and the courts), often with similar needs for behavioral health and other community support services. The access route generally defined the problem and the services available. This, in turn, tended to define treatment goals and objectives based on the mandates and priorities of the specific youth-serving system. The available services within these systems were then organized as programs, requiring youth to fit the program's structure rather than structuring supports and services to meet the individual needs of the youth and family.

According to the New Jersey Department of Education (New Jersey Department of Education, 2022), in 2022, Gloucester County reported 8,549 youth ages 5 through 21 years of age that had some type of special education. These youth are often diagnosed with an emotional, developmental, and/or behavioral challenge.

The purpose of the Youth Partnership Program is to provide a safe environment for children who are struggling with life's various challenges. YPs provide peer support, volunteer opportunities in the community, and participate in social activities. These activities shall be designed to help promote personal growth.

The Family Support Organization model is grounded in CSOC's guiding Values and Principles which are adapted from the System of Care (SOC) approach and the Wraparound Model. Wraparound is an intensive, individualized care planning and management process that brings together the family, the professionals working with the family, and informal and community supports to develop and implement a plan to meet the family's needs. The Wraparound process aims to achieve positive outcomes by providing a structured, creative, and individualized team planning process which, compared to traditional treatment planning, results in plans that are more effective and more relevant to the youth and family, yielding more sustainability of progress. Wraparound plans are holistic in that they are designed to meet the identified needs of the youth, caregiver(s), and siblings in a range of life areas. Plans focus on skill building, integrating the youth and family into the community, and building the family's social network of supports. The Wraparound approach begins from the principle of "family voice and choice," which means that the perspectives of the family members, including the youth, are given primary importance during all phases and activities of Wraparound.

**D) Goals, Objectives, and Program Evaluation**

Using the Attachment C Program Profile form, outline the purpose of the project/program design and identify quantifiable goals, objectives, and outcomes and evaluation methods.

1. What are the goals and outcomes of this program and how will they be measured?

**Short Term Goals:**

Goal 1: To provide participating youth with pro-social recreational activities, education, and additional needed social services.

Goal 2: To provide the youth with leadership, life skills and/or self-advocacy skills.

**Expected Outcome:**

Goal 1, Outcome: 90% of enrolled youth will engage in pro-social recreational activities, education during service time.

Goal 2, Outcome: 75% of youth will demonstrate increased leadership, life skills and/or self-advocacy skills.

**Measurement:**

Assessment tools will be utilized, case notes and self-reporting will be utilized to measure achievement of goals.

**Long Term Goals:**

Goal 1: All youth that transition from the program will report positive improvement with peers and social skills.

Goal 1 Outcome: 90% of youth that transition will increase positive peer interactions and social skills.

**Measurement:**

Phone and/or paper evaluations at transition and again at 12 months after transition will ask parents of participating youth if there has been behavioral improvements with their child.

**F. JUSTIFICATION**

**1. Why is this program important to the community?**

Youth Partnership and Child Care groups provide an arena for youth with Developmental, behavioral, and mental health services to be themselves and enjoy activities without any stigma. Youth can engage in activities in a safe setting that is able to adapt to their learning, challenges and needs with the support of other youth. Group settings provide youth with interactions that will enhance their social interactions with others, develop leadership skills, and provide youth a chance to advocate on their own behalf with the support of other peers.

**II. PROJECT/PROGRAM ADMINISTRATION / STAFFING**

**A) Detail the supervision lines of this project/program in relationship to overall agency operation.**

Executive oversight of the program, supervision and support of the Youth Partnership Coach and Support Group aides is provided by FSO's Executive Director, Jennifer Rodriguez, MSW. Ms. Rodriguez supports the Youth Partnership Coach and Support Group Aides through monthly policy meetings, periodic program and case reviews and evaluation of statistical and monitoring reports. Ms. Rodriguez reports to the FSO's Board of Director's for agency oversight.

An Organizational chart has been provided as an attachment.

B) Provide job descriptions of staff indicating their qualifications.

Please see job descriptions for all staff and resumes.

C) Is your staff required to undergo a criminal background check prior to employment?

All FSO staff are required to complete a background screening on the state level, including criminal background, Sex offender registry and Child Abuse/Neglect checks, and must be cleared before contact with families can be initiated. We also check references and credentials.

FSO nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency. FSO additionally has Worker's Compensation and Employer's Liability Insurance in accordance with New Jersey law.

### III. PROJECT DURATION:

A) Identify program funding period.

Program funding period is based on a calendar year January through December. January 1, 2024 through December 31, 2024.

### IV. TARGET POPULATION/ELIGIBILITY:

A) Describe who will be served (including age, gender, etc.) Discuss limitations (if any) of program to accept referrals-is this a "no eject, no reject" program?

Gloucester County, NJ males and females will be served. Youth ages 5 through 21 years of age will be able to participate. We will service anyone that is referred to our program. We will not reject or eject anyone from the services.

B) List eligibility criteria.

The following must be met to participate in the Youth Partnership Groups  
-Live in Gloucester County, NJ  
- Must be between the ages of 5-21 years of age

C) Describe geographic service area for this project/program.

Gloucester County, New Jersey will be served by FSO's Youth Partnership groups.

### V. ADMISSION CRITERIA:

A) Describe referral/enrollment process and include client's initial financial obligation, if any (e.g. deposit needed for evaluation, then returned at time of appointment).

Youth are referred by the Care Management Organization, Mobile Response & Stabilization System, Juvenile Case Conferencing, Intake Service Conference, local law enforcement agencies, community non-profits, churches, and self-referrals. There is no financial obligation to participate.

B) Attach reports/forms/documents needed for referral/admission - if an evaluation instrument is used as part of the intake process, please specify, and include rationale for its use. (e.g. industry standard, best practice, etc.)

Please see attached referral and intake forms.

Program staff will meet with referring individuals as needed to discuss continued progress of the youth. FSO will utilize JAMS entry and discharge forms. Sources of data for the youth profile include information provided at intake, youth assessments, case notes, and results of contact with families during program involvement.

#### VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY:

A) Specify location of program and hours of service provision.

The FSO main office is located at 3739 N. Delsea Drive, Vineland, NJ 08360. Program services will take place at Pitman United Methodist Church located at 758 N. Broadway, Pitman, NJ 08071. Additionally, services may take place within the community for special events and activities.

The hours of operation for administrative staff are Monday-Friday 9AM to 5PM, but group sessions run from 6pm to 8pm on Thursday evenings.

B) Describe how applicant would accommodate persons with disabilities.

All service area buildings are handicapped accessible per ADA requirements. FSO will meet the individualized needs of the youth during services. Trainings will be offered to staff such as ID\DD, Behavioral Health, Trauma-Informed care, crisis intervention, etc to help meet youth needs.

Group sessions will be modified to address any persons with disabilities the ability to participate in the group's activities. Alternative activities will also be available to provide those with disabilities to participate in the group's sessions.

C) List program service days'/holiday schedule on attached Calendar of Service Days chart.

Youth Partnership Groups will run each Thursday from 6pm to 8pm. Program services will be closed on federally observed holidays that fall on Thursdays. Please see calendar of services chart.

#### VII. LEVEL OF SERVICE:

A) What is the definition of Unit of Service?

One (1) unit of service is defined as one (1) group session.

B) Indicate the number of unduplicated juveniles/families to be served.

Youth Partnership Groups will service 25 unduplicated youth in Gloucester County annually.

C) Specify the Unit of Service Cost.

One (1) unit of service is one (1) group session which costs \$222.22 per instance. Forty-Five (45) group sessions will be held each year.



### **VIII. DATA COLLECTION**

A) Describe client record keeping system to provide backup documentation for billing and service justification.

FSO will be moving, by the end of 2023, to utilizing the P-CIS data collection system to note all work completed for youth. Data collection currently is collected through the completion of physical documentation of information provided at intake, youth assessments, case notes, and discharge plans.

FSO will utilize the JAMS entry and Discharge forms to collect data at the beginning and end of services.

B) Specify staff responsible for the plan.

Youth Partnership Coach is responsible for all data collection and JAMS entry information for Intakes and Discharges. Executive Director is responsible for reviewing and evaluating the program reporting.

### **GLOUCESTER COUNTY \* YOUTH SERVICES COMMISSION DEPARTMENT OF HUMAN SERVICES**

## CALENDAR OF SERVICE DAYS

**Site Location:** 785 N. Broadway, Pitman, NJ 08071

**Service Time:** 6pm to 8pm

SUNDAY \_\_\_\_\_ MONDAY \_\_\_\_\_ TUESDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_ THURSDAY   X   FRIDAY \_\_\_\_\_

SATURDAY \_\_\_\_\_

**Emergency Provisions:**

**Holiday Schedule -**

Occasion

New Year's Day  
 Martin Luther King Day  
 President's Day  
 Good Friday  
 Memorial Day  
 Juneteenth  
 Independence Day  
 Labor Day  
 Columbus Day  
 Election Day  
 Veteran's Day  
 Thanksgiving  
 Christmas Day

Dates

January 1  
 Third Monday in January  
 Third Monday in February  
 Friday before Easter  
 Last Monday in May  
 June 19  
 July 4  
 First Monday in September  
 Second Monday in October  
 First Tuesday after First Monday in November  
 November 11  
 Fourth Thursday in November  
 December 25

**Attach Resumes for Staff**

**Gloucester County Youth Services Commission**

**I. BUDGET EXPENSE SUMMARY**

**AGENCY NAME:** Family Support Organization of CGS **TIME-FRAME** 1/1/24-12/31/24

| BUDGET<br>CATEGORY                   | STATE / COMMUNITY<br>PARTNERSHIP GRANT<br>(SCPG) |
|--------------------------------------|--|
| PERSONNEL<br>A. Salary               | \$6,920  |
| B. Materials / Supplies              | \$ 280   |
| C. Other/Consulting                  | \$ 2,000   |
| D. GEN. & ADM. (G&A) Cost Allocation | \$800  |
| E. Total Operating Costs             | \$10,000   |
| F. Funding Request                   | \$10,000   |

**II. BUDGET JUSTIFICATION**

**(Explain Categories A through D)**

**A) Personnel**

Costs for (1) Support Group Aide part time working 4 hours per week at \$25.00 per hour for an annual cost of \$5,200. Required sick leave costs of \$1,000 for 40 hours of sick leave for support group aide. Annual Fringe benefits costs at \$720, this includes FICA, Unemployment Insurance, Workers Compensation and when appropriate health insurance.

**B) Materials/Supplies**

General Supplies for group activities and projects.

**C) Other/Consulting**

Flexible Funds of \$2,000 for use of buying clothing, household needs for youth and family and group outings\trips.

**D) GEN. & ADM. (G&A) Cost Allocation**

Administrative Overhead at annual cost of \$800, this ensures administrative oversight which includes but is not limited to accounting, human resources, development, etc.

**VIII. ADDITIONAL BUDGET QUESTIONS**

1. Describe the agency's ability to manage the fiscal aspects of the program/project and ensure YSC Administrator receives proper backup/supporting documentation for all reimbursement request.

The FSO is funded by contracts secured through DCF. Contracts are renewed and reviewed annually. Contract-related documents are submitted electronically to the contracting staff in the Business Office administering our contract. The FSO, follows a Required Contract Document Checklist, which identifies specific documents in order to renew the contract.

Executive Director and Office Manager will have oversight of documentation and billing to assist with proper documents being received by the YSC in a timely manner.

#### End Notes

New Jersey Department of Education, 2022 Special Education Student Count by Gender; Retrieved 9\*5\*2023; [SpecialEd Gender 5 21 2223.xlsx \(live.com\)](#)

# CGS Youth Partnership Referral Form

(circle one)

Cumberland / Gloucester / Salem

|                        |
|------------------------|
| Staff Name:            |
| Date:                  |
| County                 |
| Youth Name:            |
| Gender (if applicable) |
| Date of Birth:         |
| Name of Caregiver:     |
| Address:               |
| Phone Number:          |
| Email:                 |
| Known Allergies:       |
| Notes:                 |

Please return forms to the Youth Coordinator Jessica Jenkins contact information listed below

**EMAIL:** [JJENKINS@CGSFSSO.ORG](mailto:JJENKINS@CGSFSSO.ORG)

**CELL PHONE:** (856)-326-0332

CUMBERLAND | GLOUCESTER | SALEM

# Family Support Organization



## PARENT CONSENT FORM

The Cumberland Gloucester Salem Family Support Organization is a nonprofit community organization that is devoted to ensuring that families of children with mental health, emotional and behavioral challenges are provided with compassionate, community-based and culturally sensitive care. The CGS FSO is dedicated to providing families with family oriented and youth guided support, education and advocacy.

In addition to the services that the CGS FSO provides we conduct a Youth Partnership activity in each of the counties that we serve. Currently your child has been participating in the Cumberland County Youth Partnership, which is held every Thursday at 3739 N. Delsea Drive, Vineland, NJ. The group meets from 6:00pm – 8:00 pm.

The Cumberland County Youth Partnership is available to any youth that resides within the Cumberland County community, is within the ages of 12-21, who are experiencing challenges and/or who are engaged in various human service systems. The youth group will hold weekly meetings, participate in field trips and engage in community service activities. Parents will be asked to sign consent forms for field trips and community service activities.

By signing this letter you acknowledge your child's participation in the Cumberland County Youth Partnership.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Secondary Caregiver

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
CGS FSO Youth Coach

\_\_\_\_\_  
Date





### Photograph Permission Form

The Cumberland Gloucester Salem Family Support Organization from time to time sponsors various events for the Cumberland County Youth Partnership. Please indicate below whether or not you grant the CGS FSO permission to use your child(ren)'s photograph for our publications and productions (ie. brochures, newsletters, website.) Youth names will NOT appear in these publications.

☐ Yes, I grant the CGS FSO to use my child(ren)'s photograph as described above.

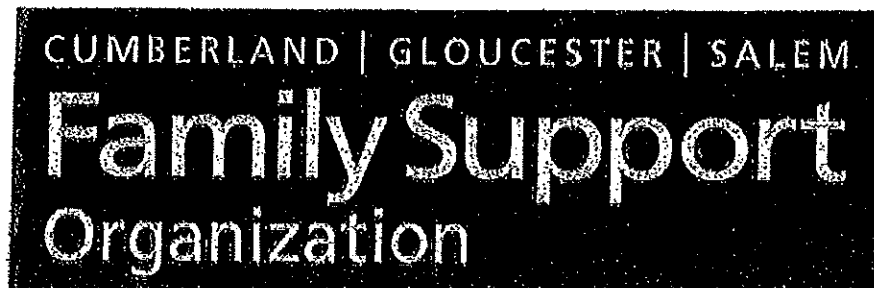
Parent's Name \_\_\_\_\_

Child(rens)'s Name \_\_\_\_\_

☐ No, I do NOT grant CGS FSO to use my child(ren)'s photograph as described above.

Parent's Name \_\_\_\_\_

Child(rens)'s Name \_\_\_\_\_



## Youth Profile Form

The CGS FSO protects the private and personal information provided by youth, parents and/or caregivers. The organization does not share information regarding those participating in the CGS FSO with anyone or any other office without the consent of the family. All personal information gathered is shredded by the CGS FSO when no longer needed. The CGS FSO staff also protects your private information by not discussing it with anyone not affiliated with your situation and who does not have authorization to discuss your situation.

We ask all participants to respect the confidentiality of others by not repeating or discussing things discussed in group with others outside of the group.

By signing this form you agree to uphold the confidentiality of others and recognize the CGS FSO takes steps to protect your private and personal information shared with the organization.

Youth's Name: \_\_\_\_\_

Youth's Race: White ( ) Black ( ) Hispanic ( )

Date of Birth: \_\_\_\_\_

Address/ City/ Zip: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

- Has the youth been arrested? Yes( ) No ( )
- Has the youth been Incarcerated? Yes( ) No( )
- Prior Criminal Activity:

\_\_\_\_\_

- Is the youth currently In school? Yes( ) No( )

Jennifer Rodriguez

2373A S. East Blvd, Vineland, NJ 08360

856-462-4979 (cell)

JRodriguez@cgsfso.org

|                   |  |                         |
|-------------------|--|-------------------------|
| <b>Education</b>  | <b>Vineland High School</b>  | <i>06/2002</i>          |
|                   | <ul style="list-style-type: none"><li>• AP/College Prep Courses</li></ul>  |                         |
|                   | <b>Richard Stockton College of NJ</b>  | <i>09/02-05/06</i>      |
|                   | <ul style="list-style-type: none"><li>• Bachelor's of Social Work</li><li>• Certificate in Latin American\Caribbean Studies</li></ul>  |                         |
|                   | <b>Rutgers University</b>  | <i>06/06-05/07</i>      |
|                   | <ul style="list-style-type: none"><li>• Master's of Social Work</li></ul>  |                         |
| <b>Employment</b> | <b>Executive Director, Family Support Organization of Cumberland, Gloucester and Salem Counties</b>  | <i>04/2023- present</i> |
|                   | <ul style="list-style-type: none"><li>• Oversee the day to day contract compliance and maintenance of the contract through the Children's System of Care.</li><li>• Supervise a staff of 15 individuals within the organization and answer to a family driven board of Director's.</li><li>• Marketing and expanding within the tri county region. Seeking out new grant funding to expand our services.</li><li>• Train Staff on topics such as Suicide Prevention, Vicarious Trauma, Crisis Intervention amongst other themes.</li><li>• Network and collaborate with community partners.</li></ul>  |                         |
|                   | <b>Program Director, Youth Advocate Programs, Woodbury, New Jersey- Gloucester\Salem\Mercer\Camden CAVP</b>  | <i>09/2006-04/2023</i>  |
|                   | <ul style="list-style-type: none"><li>• Oversee the day to day contract compliance and maintenance of the programs running within the local office related to the Juvenile Justice, Child Welfare, Behavioral\Mental Health\Community Anti-Violence, and Corrections fields. Weekly Supervision of approximately 25 staff members. Completion of intakes and ISP's for all youth involved in the non-clinical programs. Over seeing and case managing an average of over 150 families at any given time.</li><li>• Marketing and expanding services within the counties covered. Assisting with preparing RFP's, concept papers and other allocations for funding sources.</li><li>• Train Staff on Basic Advocacy Training and other state mandated training topics for Advocacy. As well as train Behavioral Health staff on Evidenced Based Trainings.</li><li>• MANDT Certified trainer for YAP's Crisis Intervention Model</li><li>• Networking and collaborating with community partners to address needs of the communities.</li><li>• Providing a creative and engaging work environment amongst all staff in all programming.</li></ul> |                         |

Female  
Black  
On time  
Indeed  
Coordinator

**Jessica Williams**

Pittsgrove, NJ  
jessicawilliams6674\_wbu@indeedemail.com  
+1 856 301 5238

Authorized to work in the US for any employer

## Work Experience

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### **Center Director**

Boys & Girls Clubs of America - Paulsboro, NJ  
August 2022 to Present

### **Banquet Server**

The Grove - Pittsgrove, NJ  
May 2022 to September 2022

### **Assistant Principal Secretary**

Vineland School District  
August 2021 to August 2022

Organize files

Answer phone calls

Send emails

Call students to the main office.

Put referrals (discipline letters) in Gensis.

Accept assignments and projects from the three assistant principals at the high school.

### **Staffing Coordinator**

ESS

June 2019 to August 2021

Payroll

Interviewing/Hiring

Managing

Phone calls/emails

Recruiting

### **Sales Associate**

Boscovs - Vineland, NJ

June 2015 to July 2019

Customer service

Open credit

Organization

### **Internship**

Inspira Hospital and Family Success Center - Vineland, NJ

September 2016 to October 2017

# DH Diane Hand

child care

1338 Washington ave floor # 1  
west deptford, New Jersey, 08096  
myhands4@yahoo.com  
856-520-5785

I'm very experienced with kids with special needs. I have a daughter who is developmentally delayed. She is 25 but just has a hard time with her learning reading and math. I also have a son who is 21 on the spectrum and ocd. My youngest is dealing with a lot of anxiety.

## Professional Experience

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shift manager checkers restaurant | September 1994 - May 1999

handling and counting registers

scheduling

customer service

opening and closing store

meal preparation

## Education

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high school diploma Haddon Heights high school at Haddon Heights | September 1989 - June 1993

## Key Skills

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well oriented

good work ethic

dependable

reliable



Position: Support Group Aide

**RESPONSIBLE TO:** This position will be under the general supervision of the Executive Director.

**HOURS:** Days and times vary (up to 9 hours weekly)

The purpose of the Support Group Aide is to provide a safe environment for children who are struggling with behavioral or emotional challenges, where they will have peer support, volunteer in the community and participation in social activities which will help build their self-esteem. The Support Group Aide will assist with Child Care and as needed with Youth Partnership.

The Support Group Aide is responsible for engaging young people between the ages of 0 and 21 with emotional, behavioral, or mental health needs to develop and implement a youth movement to decrease the stigma and stop the isolation youth so often feel. The Support Group Aide is responsible for assisting with implementing weekly activities for Child Care in each County of service.

**Duties:**

- **Training:** Facilitates access for youth to receive training in issues facing young people involved in mental health systems as well as creating opportunities for youth to educate community groups and youth groups to better understand these issues.
- **Advocacy:** Facilitate Child Care groups and support Youth Partnership in Cumberland, Gloucester and Salem to recruit new members to the Youth Partnership and Child Care Services; create opportunities for youth advocating for youth.
- **Youth Groups\Child Care:** Facilitate child care\youth groups for recreational activities. Group meets once a week.
- **Public Relations:** Assist with the facilitation the youth's publication of a newsletter, a brochure, and the creation and maintenance of a presence on the agency website.





## **JOB DESCRIPTION**

**POSITION:** Executive Director

**FLSA Classification:** Exempt

**HOURS:** 40 Hours Weekly- Daily hours may vary depending on the needs of the program

**SUPERVISOR:** Board of Directors

The Executive Director is responsible for creating conditions to enable the Family Support Organization of Cumberland, Gloucester, and Salem to successfully undertake its mission: Family Support Organization of Cumberland, Gloucester and Salem is devoted to ensuring that families of children with special emotional and behavioral challenges are provided with compassionate, community-based, and culturally sensitive care. We are dedicated to providing families with family-oriented and youth guided support, education and advocacy.

This position is under the direction of the Board of Directors of the CGS Family Support Organization, the Executive Director will plan and oversee all long-term and daily operations of the Family Support Organization, including the overall administration, fiscal oversight, supervision of the staff, and their activities and the direction of all intergovernmental, marketing, communications, and media activities. In addition to the following:

### **Essential Duties and Responsibilities:**

The duties of this position include, but are not limited to, the following:

- Preparation and implementation of the budget as prescribed by the State. Coordinate with the Board and Finance Committee to review budget throughout the year to assist with utilizing the full budget at the end of the fiscal year.
- Responsible for all services provided to families who are referred to the program. Ensure that all families receive the appropriate number of hours, contacts, services, specified monies and activities as required by contract with the referring authority or the third party payor.
- Coordinated and supervise the work of staff including oversight of personnel management and employee development.
- Act as liaison with state-level management, state agencies, and various other child-serving organizations.
- Plan, coordinate and support all Board Functions and meetings, facilitate Board Committee functions and meeting including development of agendas and follow up on actions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee is regularly required to communicate. The employee is frequently required to stand, walk and sit.

**Mental Demands:**

Ability to manage multiple tasks/projects with frequent interruptions, ability to adapt to a constantly changing work environment, maintain a high level of record keeping/routine paperwork, provide close attention to detail, ability to travel, ability to work under pressure for results, meet frequent deadlines, work closely with others.

**Language Skills:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations. Ability to effectively present information and respond to questions from groups of managers, families, and the general public.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule forms.

**Computer Skills:**

To perform the job successfully the individual should have competence of Database software, Spreadsheet software and Word processing software.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



## **Job Description**

**Position:** Youth Partnership Coach

**RESPONSIBLE TO:** This position will be under the general supervision of the Executive Director.

**HOURS:** Monday-Friday 9am-5pm (40 hours weekly)

The purpose of the Youth Partnership Program is to provide a safe environment for children who are struggling with behavioral or emotional challenges, where they will have peer support, volunteer in the community and participation in social activities which will help build their self-esteem.

The Youth Partnership Coordinator is responsible for engaging young people between the ages of 12 and 21 with emotional, behavioral, or mental health needs to develop and implement a youth movement to decrease the stigma and stop the isolation youth so often feel.

### **Duties:**

- **Training:** Facilitates access for youth to receive training in issues facing young people involved in mental health systems as well as creating opportunities for youth to educate community groups and youth groups to better understand these issues.
- **Advocacy:** Facilitate youth groups in Cumberland, Gloucester and Salem to recruit new members to the Youth Partnership; create opportunities for youth advocating for youth.
- **Youth Groups:** Facilitate youth group for recreational activities. Group meets once a week in a Robert's Rules format.
- **Public Relations:** Facilitate the youth's publication of a newsletter, a brochure, and the creation and maintenance of a presence on the agency website.
- **Identify and create other opportunities** to ensure that the youth voice is heard in the design and implementation of programs affecting youth with emotional, behavioral and mental health needs.

**Requirements:**

# CGS FSO ORGANIZATIONAL CHART

