

# CSBG WORK PROGRAM DETAIL SHEET

2018

<b>Title</b>	01.031 Job Search (1)
<b>Program Category</b>	Employment
<b>Glossary Number</b>	01.031

**Total Persons Served** 40

**Total Outcome Target** 11

### Summary

The Family Economic Development (FED) program is DeKalb County Community Action's economic development program. Individuals served will focus on activities that will increase their income due to employment, wage increase and/or benefits. This is an intensive plan management program to help Program Participants focus on employment related and benefit activities.

### Objective

Through the FED Program, individuals will attain skills to achieve and maintain a higher level of household stability by increasing employment income and/or benefits. This goal will be achieved with assistance in accessing appropriate resources through the support of a Family Support Specialist and comprehensive support services.

### Agency Activities

1. Inform the DeKalb County community, including social service providers and low income residents, of the FED services offered through DeKalb County Community Action's overall comprehensive support services.
2. Perform an initial assessment of the needs with the individual.
3. Complete an initial Household Stability Scale.
4. Provide comprehensive support services and family support for eligible individuals. This includes short and long term employment goal setting and establishing a plan of action to improve their employment status. Family Support Specialists will work with the individual to reduce barriers to achieving goals.
5. Help eligible individuals in accessing employment resources and training in order to increase employment skill sets.
6. Provide on-going support services to help in the development of individual employment skills; monitor income and employment progress using the Household Stability Scale.
7. Work with the individual until her/his income is increased due to earnings, increased hours and/or benefits.
8. Document increased employment and benefit earnings through pay stubs in the client file, verification from employer or Program Participant self-report.
9. Provide incentives to individuals according to policy to encourage active participation and to acknowledge progress. Document provision of incentives on gift-cards log and in Program Participant case file.
10. DCCA will refer and work in conjunction with WIOA partners to enhance employment opportunities for Program Participants.
11. DCCAD will coordinate services with the local Workforce Innovation and Opportunity Act Board through a signed Memorandum of Understanding.
12. Administrative Assistant will work with employers, the local Chambers of Commerce and the community to assist with job searches and job placement for program participants.
13. DCCAD will offer "Getting Ahead" curriculum for program participants to help individuals in poverty build their resources for a more prosperous life for themselves, their families, and their communities
14. Direct Financial Assistant to clients who meet a set criteria and are recommended by their family support specialist to include areas of assistant with rent, utilities, automobile repair, food/clothing or as a reward/stipend for assisting with Community Action initiatives such as the "Getting Ahead" classes.

### Customer Steps

1. Contact DCCA to schedule an appointment for an initial assessment.
2. Indicate interest in FED activities at assessment or subsequent sessions.
3. Participate in the creation of a Goal Action Plan (GAP) that utilizes the individual's strengths and addresses barriers to employment.
4. Meet with the Family Support Specialist regularly to discuss individual's employment situation and progress.
5. Complete action steps to accomplish employment goals as identified on a current GAP.
6. Evaluate own progress toward employment goals and determine accomplishment of these goals.
7. Work with a Family Support Specialist until her/his income is increased due to earnings, additional hours and/or benefits.
8. If recommended by Family Support Specialist, program participant will provide information regarding need for emergency client assistance including need for rent, utilities, emergency automobile repair, food/clothing needs.
9. For Program Participants that volunteer to assist with Community Action initiatives, such as the "Getting Ahead" curriculum, they can qualify for a stipend.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Employed participants who increased benefits related to employment	4	1
Employed participants who increased income from employment through hours worked increase	4	1

Employed participants who increased income from employment through wage or salary amount increase.	4	1
Unemployed adults who obtained employment (up to a living wage)	28	8

**CSBG GOAL NUMBER**

01

**CSBG GOAL**

Individuals and Families with low incomes are stable and achieve economic security.

**Method Of Tracking**

1. Verify income levels using individual's paycheck stubs/benefits statement, verification from employer or Program Participant self-report.
2. Use household stability scale to monitor progress with emphasis on increased income through employment.
3. Incentives: Documentation of the gift cards will be kept in the central office. The unique identifier number on each card will be noted and each Program Participant will write their name and sign that they have received an incentive card. Family Support Specialists will also provide their signature to indicate that card was provided to that Program Participant.
4. Receipt of an incentive card will be noted in each Program Participant's case file.
5. Billings and payment receipts for DCCAD's fair share cost for the One-Stop Center in North Aurora.
6. Invoices and receipts for an direct client assistance.
7. Receipt of a volunteer stipend will be placed in each program participants file that participates in initiatives.

**Other Funding Sources**

DCCA receives gift cards from a local church to provide as incentives to Program Participants.

Program Support	Client Assistance	Administration	Special	Total
\$ 24,858.88	\$ 19,738.00	\$ 1,900.00	\$ 27,050.00	\$ 73,546.88

# CSBG WORK PROGRAM DETAIL SHEET

2018

<b>Title</b>	02.061 Educational Financial Aid Assistance (1)
<b>Program Category</b>	Education and Cognitive Development
<b>Glossary Number</b>	02.061
<b>Total Persons Served</b>	3
<b>Total Outcome Target</b>	3

## Summary

Provide scholarships for CSBG eligible persons for post-secondary education.

## Objective

Participate in the scholarship program made available with CSBG 5% discretionary funding. The scholarship program is designed to provide financial assistance to low-income and disadvantaged persons of high academic attainment or potential, with preference given to applicants of racial or ethnic minorities. Assure that:

1. The scholarship provides formal education or occupational training at an accredited Illinois institution to CSBG eligible clients, with particular consideration given to fields of study in high technology areas or other growth occupations.
2. The education and training made possible through the scholarship includes either general education to achieve functional literacy skills, short-term training (2 years or less) in growth occupation skills, or general post-secondary education. (The agency should assist recipients of post-secondary scholarships in obtaining other educational grants and aid in order to complete their education).
3. Documented fairness exists in the scholarship recipient selection process, and, where possible, preference is given to applicants of racial minorities.
4. The scholarship program generates documented publicity for the participating agency, the CSBG program and the Department. For example, all program notices, publicity releases, etc., should include the names of the local agency and the Department of Commerce & Economic Opportunity, and reference the Community Services Block Grant funding source.
5. Where occupational training is involved, there is formal coordination with the local Workforce Investment Act program.

## Agency Activities

A written report will be submitted to the Department, within 30 days after the award of the scholarship, indicating the method of conducting this program and how the general guidelines were addressed. The report will include:

1. The scholarship recipient's name and home mailing address.
2. The amount of the scholarship, what it pays for (i.e., tuition, fees, room, board, day care, transportation, etc.) and how the funds are disbursed (by agency directly to client, to school or training center in client's name, to school or training center in lump sum, etc.).
3. The school or training center the scholarship recipient will attend.
4. The type of education or training (course of study) that will be provided. (When occupational training is provided, there must be a statement of how the grantee coordinates this training with similar training provided through WIOA).
5. The method used to select scholarship recipients.
6. Documented publicity of the program that includes the name of the grantee, the Department, and the CSBG program.

## Customer Steps

1. Go to DCCA website for scholarship application.
2. Complete application and submit to CAA.
3. Meet with Family Support Specialist to review application including all requested documentation and family situation.
4. If awarded, will receive a certificate and take a photo to publish on DCCA's website and social media.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Individuals who made progress to a post secondary degree	2	2
Individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills	1	1

**CSBG GOAL NUMBER**

01

**CSBG GOAL**

Individuals and Families with low incomes are stable and achieve economic security.

**Method Of Tracking**

1. Scholarship application and documentation of scholarship award to college, technical institution or university.
2. Family Support Specialist will follow up with scholarship recipient and accredited school in order to insure educational follow through if intended program outcome.

**Other Funding Sources**

None.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
<b>\$ 2,029.30</b>	<b>\$ 3,000.00</b>	<b>\$ 1,900.00</b>	<b>\$ 0.00</b>	<b>\$ 6,929.30</b>

# CSBG WORK PROGRAM DETAIL SHEET

2018

<b>Title</b>	07.011 Case Management (1)
<b>Program Category</b>	Services Supporting Multiple Domains
<b>Glossary Number</b>	07.011
<b>Total Persons Served</b>	125
<b>Total Outcome Target</b>	75

## Summary

Assist low-income households to increase their stability and self-sufficiency through ongoing comprehensive support services.

## Objective

Households will increase their overall stability and self-sufficiency as a result of comprehensive supportive services.

## Agency Activities

1. Inform the DeKalb County community, including social service providers and low income residents, of DeKalb County Community Action's overall comprehensive support services. The Administrative Assistant will perform target outreach activities to increase knowledge of services.
2. Perform initial strength-based assessment of households coming in for appointments.
3. Provide on-going comprehensive support services to all households eligible for services.
4. Family Support Specialist will assist the family to identify needs.
5. Family Support Specialist will assist the family to identify goals for the household to meet needs, increase stability and self-sufficiency.
6. Family Support Specialist will assist the family to identify tasks for completion. Indicate which tasks are assigned to the Program Participant and which are assigned to the Family Support Specialist.
7. Provide advocacy and assist client with task completion as needed.
8. Reassess household situation and appropriateness of identified goals through regular appointments and follow-up phone calls.
9. Provide agreed-upon incentives, and documentation of the Program Participant's receipt of those incentives, for achieving participation and task-related goals, as outlined by DCCAD policy.
10. Provide Program Participant survey regarding their opinion of self-sufficiency relative to program start.
10. DCCA will refer and work in conjunction with WIOA partners to enhance employment opportunities for Program Participants.
11. Family Support Specialists will identify program participants who qualify for direct client assistance either through documented need and proof of meeting set criteria, or program participants that volunteer for Community Action initiatives and qualify for a stipend.

## Customer Steps

1. Contact DCCA for an appointment to meet with a Family Support Specialist
2. Complete initial assessment process with Family Support Specialist.
3. Attend on-going Family Support meetings.
4. Participate in the creation of a Goal Action Plan (GAP).
5. Work on mutually agreed upon action tasks to achieve goals to increase household stability and self-sufficiency.
6. Evaluate progress toward goals and re-evaluate with the Family Support Specialist as needed.
7. Receive incentives for attendance and completion of goals and activities outlined in the GAP.
8. Complete tracking survey regarding progress toward increased household stability and self-sufficiency.
9. Program participants can request direct client assistance if they meet a set criteria and are nominated by their Family Support Specialists. Will need to provide invoice, bill or proof of participation to qualify for financial assistance.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains (Individuals)	125	75

**CSBG GOAL NUMBER**

01

**CSBG GOAL**

Individuals and Families with low incomes are stable and achieve economic security.

**Method Of Tracking**

1. Changes on the Family Household Stability Scale over time to indicate a higher level of sufficiency while receiving comprehensive support services.
2. At least 50% of program participants will report that their households are more stable than they were when they entered services at DCCAD.
3. Incentives: Documentation of the gift cards will be kept in the central office. The unique identifier number on each card will be noted and each Program Participant will write their name and sign that they have received an incentive card. Family Support Specialists will also provide their signature to indicate that card was provided to that Program Participant.
4. Receipt of an incentive card will be noted in each Program Participant's case file.

**Other Funding Sources**

DCCA receives gift cards from a local church to provide as incentives to Program Participants.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
<b>\$ 143,826.35</b>	<b>\$ 19,738.00</b>	<b>\$ 3,800.00</b>	<b>\$ 0.00</b>	<b>\$ 167,364.35</b>

# CSBG WORK PROGRAM DETAIL SHEET

2018

<b>Title</b>	07.031 Referrals (1)
<b>Program Category</b>	Services Supporting Multiple Domains
<b>Glossary Number</b>	07.031
<b>Total Persons Served</b>	0
<b>Total Outcome Target</b>	1150

## Summary

Information and referral linking persons to needed services and providing support and coordination with and between agencies in DeKalb County which provide services to poverty families and individuals. Providing information on DCCA and Community Action programs to the community in meetings, workshops, etc.

## Objective

Low-income clients will have access to critical services through information and referral services. The social services system in DeKalb County will become more effective and efficient through the efforts to coordinate and assist local service providers. A dedicated Administrative Assistant will be available to assist individuals through community outreach and office reception.

## Agency Activities

1. Provide information and referral services to clients either in person during their initial assessment or through the Info Line phone service.
2. Update and publicize on DCCA's web site a directory of service providers.
3. Publicize DCCA services to clients and service providers.
4. Staff will be available to give presentations to agencies, community groups, etc. regarding DCCA services.
5. Staff will also have detailed information to handout at community events.
6. Staff will refer clients to the appropriate child support agencies to pursue entitled child support payments.

## Customer Steps

1. Program participants and other community members will contact the DeKalb County Community Action Office either in person, by phone, or by email to request information.
2. Program participants and other community members will be given information at community meetings, events and DCCA presentations.

Outcome Measure(s):	Persons Served	Outcome Target Success
Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage	0	1150

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Program Participant case notes and phone log.

## Other Funding Sources

None.

Program Support	Client Assistance	Administration	Special	Total
\$ 37,541.98	\$ 0.00	\$ 1,900.00	\$ 0.00	\$ 39,441.98



# CSBG WORK PROGRAM DETAIL SHEET

2018

<b>Title</b>	09.011 Agency Capacity Building Activities (1)
<b>Program Category</b>	Agency Capacity Building
<b>Glossary Number</b>	09.011
<b>Total Persons Served</b>	0
<b>Total Outcome Target</b>	1100

## Summary

DCCAD will coordinate and partner with other organizations and coalitions within the Community System to progressively and proactively provide supportive interventions that support holistic stability.

## Objective

Expand Opportunities through Community-Wide Partnerships.

## Agency Activities

1. DCCAD will work with Kishwaukee College and their WIOA programs to ensure that Program Participants have access to education and training programs.
2. DCCAD partners with the DeKalb County Continuum of Care and the Housing Authority of the County of DeKalb on both program and board levels. We will continue to embrace opportunities to participate in the development of additional decent and affordable housing units within the county and hope to provide supportive services to those households to further support increased self-sufficiency.
3. DCCAD supports efforts of DeKalb County Community Gardens for access to healthy local produce, as well as support a free produce table on site for Program Participants to use.
4. DCCAD will coordinate with other agencies and will create well-defined partnership agreements with which to guide the work of supporting low income families. As a part of creating this effective framework, emphasis on developing staff that are well-trained in cultural competency and special needs of vulnerable populations.
5. Work with Voluntary Action Center (VAC) and other Human Service Providers, as well as consumers of public transit, to gather information about the unmet needs in the use of the system. DCCAD will also work with the DeKalb Sycamore Area Transit Study group to utilize gathered data that may be able to provide important information about public transportation as well as other utilized modes of transportation in County.
6. DCCAD will actively participate in the DeKalb County Juvenile Justice Council and work as a part of the Early Risk Assessment Program (ERAP) to reduce the number of youth who are truant and/or become involved in the juvenile justice system.
7. DCCAD staff will attend general meetings.
8. DCCAD will coordinate services with the local Workforce Innovation and Opportunity Act Board through a signed Memorandum of Understanding.
9. DCCAD will cultivate community outreach and activities in target areas.
10. DCCAD will work with area Chambers of Commerce and the DeKalb County Economic Development Corporation to build relationships.
11. Agency will meet with Northern Illinois University data analysis consult to review all DCCAD data to identify areas of need, trends and gaps where data is missing. Will work with consultant to make share all relevant data is being captured and analyzed.

## Customer Steps

N/A.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Hours of Agency Staff in capacity building activities	0	1100

## CSBG GOAL NUMBER

00

## CSBG GOAL

CSBG Eligible Entity Capacity Building

**Method Of Tracking**

1. Community Meeting Logs
2. Memorandums of Understanding
3. List of community meetings, events attended, and presentations given.
4. Hours spent in community partnerships and collaborations.
5. Hours logged in STARS.
6. Final data audit report from NIU Data Consultant.

**Other Funding Sources**

None.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
<b>\$ 27,141.83</b>	<b>\$ 0.00</b>	<b>\$ 24,700.00</b>	<b>\$ 0.00</b>	<b>\$ 51,841.83</b>

# CSBG WORK PROGRAM DETAIL SHEET

2018

<b>Title</b>	09.011 Agency Capacity Building Activities (1)
<b>Program Category</b>	Agency Capacity Building
<b>Glossary Number</b>	09.011
<b>Total Persons Served</b>	380
<b>Total Outcome Target</b>	380

## Summary

T/TA dollars will be used to address agency needs to increase infrastructure and overall organizational health with special regard for the new OCS standards.

DCCAD staff will attend trainings, webinars, conferences, workshops, etc. to increase capacity to further the mission of DCCAD.

## Objective

Increase compliance with new standards.

Increase the capacity of staff and board members to further mission of DCCAD.

## Agency Activities

Identify areas within the agency that require additional infrastructure and can help to meet the guidelines in the new standards. Use T/TA funds to cover the cost of training and assistance to address these needs. In addition, DCCAD will use these dollars to cover the travel expenses for participation including ROMA cohort face-to-face sessions, needs assessment training, etc. These funds will also be used to pay for an outside consultant to facilitate strategic planning sessions and produce a plan that will guide the agency for the next 3-5 years. Any T/TA needs that are identified in the Strategic Plan will also use these dollars to address those needs.

DCCAD staff and board members will attend general trainings, workshops, conferences, webinars, etc.

## Customer Steps

n/a

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Hours of Agency Staff in capacity building activities	80	80
Hours of Agency Staff in capacity building activities	260	260
Hours of Board members in capacity building activities.	40	40

## CSBG GOAL NUMBER

00

## CSBG GOAL

CSBG Eligible Entity Capacity Building

## Method Of Tracking

Documentation of T/TA and other training and assistance activities as well as associated travel. These will be outlined in the meeting log kept at the agency as well as through appropriate invoices and travel claims. Hours spent using these funds and other trainings will also be tracked in STARS.

## Other Funding Sources

None.

**Program Support**

**Client Assistance**

**Administration**

**Special**

**Total**

**\$ 18,263.66**

**\$ 0.00**

**\$ 3,800.00**

**\$ 11,185.00**

**\$ 33,248.66**

[\*Return\*](#)