

**ANNUAL REPORT OF SERVICES FUNDED BY THE  
SOCIAL SERVICES BLOCK GRANT (SSBG)**



**COMMONWEALTH OF PENNSYLVANIA**

**STATE FISCAL YEAR 2007-2008**

**(July 1, 2007 through June 30, 2008)**

**SUBMITTED BY THE  
PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE**

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Part A. Expenditures and Provision Method

OMB NO.: 0970-0234

EXPIRATION DATE: 05/31/2008

STATE: Pennsylvania	FISCAL YEAR: 2007-2008	REPORT PERIOD: 7/1/2007-6/30/2008
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Agency: DPW	Submission Date:	

Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision Method	
	SSBG Allocation	Funds transferred into SSBG*			Public	Private
1 Adoption Services						
2 Case Management	4,345,000			4,345,000	x	
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children		30,977,000	328,888,345	359,865,345	x	x
7 Education and Training Services						
8 Employment Services						
9 Family Planning Services	3,845,469		53,711,799	57,557,268		x
10 Foster Care Services--Adults						
11 Foster Care Services--Children						
12 Health-Related Services						
13 Home-Based Services						
14 Home-Delivered Meals						
15 Housing Services	4,183,000		28,683,000	32,866,000	x	x
16 Independent/Transitional Living Services						
17 Information & Referral	1,917,000			1,917,000	x	
18 Legal Services	4,207,500		2,646,000	6,853,500		x
19 Pregnancy & Parenting						
20 Prevention & Intervention						
21 Protective Services--Adults	7,262,140		50,402,886	57,665,026	x	
22 Protective Services--Children	13,184,860		1,862,304,243	1,875,489,103	x	x
23 Recreation Services						
24 Residential Treatment	10,000,000		70,522,000	80,522,000	x	x
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation						
29 Other Services***	19,457,035		2,172,657,514	2,192,114,549	x	x
30 SUM OF EXPENDITURES FOR SERVICES	68,402,004	30,977,000	4,569,815,787	4,669,194,791		
31 Administrative Costs	3,641,000					
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	72,043,004	30,977,000				

\* From which block grant(s) were these funds transferred? TANF

\*\* Please list the sources of these funds:

\*\*\* Please list other services:

Part B. Recipients

OMB NO.: 0970-0234

EXPIRATION DATE: 05/31/2008

STATE: Pennsylvania
FISCAL YEAR: 2007-2008

Service Supported with SSBG Expenditures	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
1 Adoption Services						
2 Case Management	879,693	1,020,179	276,680		1,296,859	2,176,552
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children	93,890					93,890
7 Education and Training Services						
8 Employment Services						
9 Family Planning Services		310,560			310,560	310,560
10 Foster Care Services--Adults						
11 Foster Care Services--Children						
12 Health-Related Services						
13 Home-Based Services						
14 Home-Delivered Meals						
15 Housing Services	47,078			63,236	63,236	110,314
16 Independent/Transitional Living Services						
17 Information & Referral	388,241	450,243	122,110		572,353	960,594
18 Legal Services	2,159	66,665	10,853		77,518	79,677
19 Pregnancy & Parenting						
20 Prevention & Intervention						
21 Protective Services--Adults		86,753	1,838	359	88,950	88,950
22 Protective Services--Children	315,663					315,663
23 Recreation Services						
24 Residential Treatment	606					606
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation						
29 Other Services	10,758	33,142	4,804	36,912	74,858	85,616
30 SUM OF RECIPIENTS OF SERVICES	1,738,088	1,967,542	416,285	100,507	2,484,334	4,222,422

## **APPENDIX A**

### **2 CASE MANAGEMENT SERVICES**

Pennsylvania Services Included (Definitions in Appendix B):

County Assistance Office Service Planning/Case Management

Definition of Child/Adult:

For County Assistance Office Service Planning/Case Management services, a child is defined as a person under age 18, and an adult is anyone over age 18.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

Federal Sources:	
Title XX	\$4,345,000

The following is the estimation method for the average SSBG adult/child expenditures:

The County Assistance Offices (CAOs) used a random moment sample to determine the percentage of time spent on case management activities. This service is only funded through SSBG funds. Using the average number of recipients that would avail themselves of this service in the CAOs and the total SSBG expenditures, the average SSBG amount for adult/child was determined.

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### **6 DAY CARE SERVICES - CHILDREN**

Pennsylvania Service Included (Definition in Appendix B):

Subsidized Child Care Service

Definition of Child/Adult:

A child is defined as a person under age 13 for Subsidized Child Care Service.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

State Funds	\$144,563,560
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Federal Sources:

Title XX-TANF Transfer	\$30,977,000
TANF Cash Grant	\$2,000,000
CCDF	\$182,324,785

## **APPENDIX A**

### **9 FAMILY PLANNING SERVICES**

Pennsylvania Service Included (Definition in Appendix B):

Family Planning Services

Definition of Child/Adult:

The Commonwealth's Family Planning Program serves individuals age 16 and older. These individuals are all defined as adults since their activity is "adult" in nature.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

State Funds

Women's Medical Services	\$4,655,000
Breast Cancer Screening	\$1,297,000

Federal Sources:

Title XX	\$3,845,469
Title XIX	\$47,759,799

## **APPENDIX A**

### **15 HOUSING SERVICES**

Pennsylvania Service Included (Definitions in Appendix B):

Homeless Assistance Service

Definition of Child/Adult:

The Homeless Assistance Program serves adults, defined as individuals age 18 and over, and families with children under age 18.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

State Funds	\$26,700,000
Federal Sources:	
Title XX	\$4,183,000
Substance Abuse Block Grant	\$1,983,000

## **APPENDIX A**

### **17 INFORMATION AND REFERRAL SERVICES**

Pennsylvania Service Included (Definition in Appendix B):

Information and Referral Services

Definition of Child/Adult:

For Information and Referral Services provided through the County Assistance Offices, a child is defined as a person under age 18, and an adult is anyone over age 18.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

Federal Sources:  
Title XX

\$1,917,000

The following is the estimation method for the average SSBG adult/child expenditures:

The County Assistance Offices (CAOs) used a random moment sample to determine the percentage of time spent on information and referral activities. This service is only funded through SSBG funds. Using the average number of recipients that would avail themselves of this service in the CAOs and the actual SSBG expenditures, the average SSBG amount for adult/child was determined.

## **APPENDIX A**

### **18 LEGAL SERVICES**

Pennsylvania Service Included (Definition in Appendix B):

Legal Service

Definition of Child/Adult:

A person under age 18 is a child; one who is over age 18 is an adult.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

State Funds	
General Fund	\$2,646,000
Federal Sources:	
Title XX	\$4,207,500

## APPENDIX A

### 21 PROTECTIVE SERVICES FOR ADULTS

Pennsylvania Services Included (Definitions in Appendix B):

Protective Service - Domestic Violence

Protective Service - Rape Crisis

Definition of Child/Adult:

For Protective Service - Domestic Violence and Rape Crisis, anyone over the age of 18 is an adult.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

State Funds	
Act 44	\$15,725,980
Marriage License Fees	\$674,360
Grants for Shelter	\$368,000
TANF	\$82,800
Federal Sources:	
Title XX	\$7,262,140
Family Violence Prevention and Services	\$2,760,000
Preventive Health/Health Services Block Grant	\$360,547
Other Expenditures	
United Way, fundraising, foundations	\$30,431,199

The following is the estimation method for the average SSBG adult expenditures:

For Domestic Violence/Rape Crisis, the SSBG expenditures for adults are estimated by multiplying the actual expenditures by the proportion of counseling hours used to serve adults.

## APPENDIX A

### 22 PROTECTIVE SERVICES FOR CHILDREN

Pennsylvania Services Included (Definitions in Appendix B):

Child Welfare Service

Protective Service - Domestic Violence

Protective Service - Rape Crisis

Definition of Child/Adult:

For Child Welfare Social Service, Protective Service - Domestic Violence, and Protective Service - Rape Crisis, anyone younger than age 18 is a child.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

#### State Funds

State Act 148	\$951,803,642
State Share YDC/YFC	\$48,948,290
Act 44	\$2,576,020
Marriage License Fees	\$58,640
TANF/OIM	\$7,200
Grants for Shelter	\$32,000

#### Federal Sources:

Title XX	\$13,184,860
Title XIX	\$1,776,472
TANF	\$67,869,803
Title IV-B	\$8,869,998
Title IV-E	\$303,563,148
Family Violence Prevention and Services	\$240,000
Preventive Health/Health Services Block Grant	\$90,192

#### Local Funds

County Funds Reimbursable	\$338,612,058
County Funds Non-Reimbursable	\$40,945,133
County Share YDC	\$32,632,193

## APPENDIX A

Other Sources-Program Income (e.g., income from fees; unrestricted donations; parental support payments (Title IV-D); SSI, Social Security, interest, etc.)	\$64,279,454
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The following is the estimation method for the average SSBG per/child expenditure:

Although the SSBG expenditures for this service category are *actual*, the number of children served through each funding stream is not tracked separately, but in total. The number of children served through each funding stream (including the SSBG) is estimated based in proportion to the funding. Therefore, the average SSBG expenditure for each child was determined by dividing the actual SSBG expenditures by the estimated number of children receiving the SSBG services.

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### 24 RESIDENTIAL TREATMENT SERVICES

Pennsylvania Services Included (Definitions in Appendix B):

Residential Social Services for Adjudicated Delinquents

Definition of Child/Adult:

For Residential Social Services for Adjudicated Delinquents, a child is defined as an individual who: 1) is under the age of 18 years; 2) is under the age of 21 years who committed an act of delinquency before reaching the age of 18 years; or 3) was adjudicated dependent before reaching the age of 18 years and who, while engaged in a course of instruction or treatment, requests the court to retain jurisdiction until the course has been completed, but in no event shall a child remain in a course of instruction or treatment past the age of 21 years.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

State Funds	
General Fund	\$69,797,000
Federal Sources:	
Title XX	\$10,000,000
Food Nutrition	\$725,000

The following is the estimation method for the average SSBG adult/child expenditures:

For Residential Social Services for Adjudicated Delinquents, the number of juveniles in the facilities was divided into the total dollars (Title XX) for the service to obtain the average per juvenile for the year.

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### 29 OTHER SERVICES

Pennsylvania Service Included (Definitions in Appendix B):

Community Mental Health Services

Community Mental Retardation Services

Definition of Child/Adult:

This service defines a child as a person under age 18 and an adult as a person 18 years of age and over.

Eligibility Requirements:

Please reference the General Eligibility Requirements and Program Definitions in Appendix B.

Sources of Funds:

State Funds	
General Fund	\$1,181,031,323
Federal Sources:	
Title XX	\$19,457,035
Title XIX	\$859,490,856
CMHSBG	\$6,521,716
Other	\$19,158,178
Local Funds	
County Match	\$15,140,600
Ineligible Costs	\$11,205,841
Other Sources (program services fees, private insurance, revenues, interest, etc.)	
Program Service Fees	\$3,953,000
Private Insurance	\$311,000
Room and Board	\$47,134,000
Interest	\$10,800,000
Other	\$17,911,000

## **APPENDIX B**

### **GENERAL ELIGIBILITY REQUIREMENTS FOR 2007-2008**

Eligibility requirements are contained in specific program regulations of the Department of Public Welfare. The following general provisions will apply to all providers who use SSBG funds for social services.

#### **NONDISCRIMINATION**

Individuals applying for, and receiving, services may not be discriminated against because of race, color, religious creed, ancestry, national origin, age, sex, handicap, sexual orientation, or disability.

#### **DEPARTMENTAL FAIR HEARING**

The Department's Appeal and Fair Hearing Regulations, contained in The Pennsylvania Code, Title 55, Part 2, Chapter 275, apply to the provision of Title XX Social Services unless otherwise provided by specific requirements.

## APPENDIX B

### **SSBG PROGRAM/SERVICE DEFINITIONS**

#### **CHILD WELFARE PROGRAM**

Services under the Department's Child Welfare Program are provided through grants to County Children and Youth Social Service Agencies.

**Service:** Child Welfare Social Service.

**Service Definition:** Child Welfare Social Service includes certain activities performed by County Children and Youth Social Service agencies to alleviate or prevent conditions of dependency and delinquency of children and to strengthen the functioning of their families. Activities are defined in Title 55 PA Code, Chapter 3130 – Administration of County Children and Youth Social Services Programs.

**Eligibility:** Service is provided without regard to income to children and their families who are in need of the service. The need for the service is determined in accordance with the definitions in Title 55 PA Code, Chapter 3130 – Administration of County Children and Youth Social Services Programs and other applicable program regulations.

**Fees:** Fees, if established, are based on the scale established by each County Children and Youth Social Service Agency under Title 55 PA Code, Chapter 3130.21(h)(3) – Administration of County Children and Youth Social Services Programs, if appropriate.

**Application for Service:** Requests/referrals for service are made through each County Children and Youth Social Service Agency.

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### **COMMUNITY MENTAL RETARDATION PROGRAM**

Services for persons with mental retardation are provided by the Department of Public Welfare through the County Mental Health/Mental Retardation (MH/MR) Program.

**Services:** Community Mental Retardation Services.

#### **Service Definitions:**

##### **Community Mental Retardation Services**

Community Mental Retardation Services consist of a comprehensive array of services and supports for people with mental retardation which are either administered or operated by county MH/MR programs or by contracted private service providers.

Specific activities and services include, but are not limited to:

- adult developmental training;
- community residential services;
- community employment and employment related services;
- facility-based vocational rehabilitation;
- family support services, including respite care; family aid; family education/training, recreation/leisure-time activities; homemaker services; in-home therapy; and special innovative services; and
- supports coordination (case management).

More detailed information regarding service definitions is available in MR Bulletin 00-07-03, Revised Service Definitions.

**Eligibility:** Persons who are diagnosed with mental retardation by the County MH/MR Program are eligible for full or partial support and services based on their assessed needs.

**Fees:** Liability is based on the MH/MR Title 4305 Client Liability Regulations.

**Application for Service:** Persons may apply through the County MH/MR Program.

## **APPENDIX B**

### **COUNTY ASSISTANCE OFFICE (CAO) SERVICE MANAGEMENT PROGRAM**

Title XX funds are used by County Assistance Offices to assure that public assistance recipients have access to needed community services.

**Services:** CAO Service Planning/Case Management and Information and Referral.

#### **Service Definitions:**

##### **CAO Service Planning/Case Management**

CAO Service Planning/Case Management consists of staff activities to assess need, arrange for, or follow-up on, services provided by other community agencies which are necessary to enable public assistance recipient families and/or individuals to achieve Federal Title XX goals.

Service activities may include:

- an exploration of service needs, and discussion with the client of available and acceptable service options;
- arrangement for the provision of needed medical, functional, psychological, psychiatric, social, or vocational diagnostic assessments;
- prompt arrangement for delivery of the requested services, taking into account the client's choice of service provider, if possible;
- liaison with all providers serving the client;
- personal advocacy, if needed, to ensure the satisfactory delivery of services;
- monitoring of the continuity or continued appropriateness of services; or
- follow-up to ensure client satisfaction and to offer additional services as needed.

##### **Information and Referral**

Information and Referral Service consists of the direct provision of information about social and other human services to all persons requesting it, and before any determination of eligibility is made. It may be provided only by agencies with a defined responsibility and staff identified for providing this service.

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Service activities include:

- a brief assessment (not diagnosis and evaluation) of the person's problem to make appropriate referral possible;
- provision of relevant information on, and referral to, community resources providing, or making available, the needed service; and
- follow-up, as appropriate.

Service activities do not include provision of information through the mass media or general public information methods, except for the costs of advertising for the service itself.

**Eligibility:** Persons are eligible for Information and Referral Service without regard to income.

Persons financially eligible for Service Planning/Case Management are:

- current recipients of Temporary Assistance for Needy Families (TANF);
- current recipients of Supplemental Security Income (SSI);
- current recipients of state-funded General Assistance;
- current recipients of Medical Assistance; and
- current recipients of food stamps.

Specific regulations are contained in 55 PA Code, Chapters 105, 107, 141, 275, 297, 451, and 505-599.

**Fees:** None.

**Application for Service:** Persons desiring service may apply at any County Assistance Office.

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### **DOMESTIC VIOLENCE PROGRAM**

Title XX funds Protective Service to victims of domestic violence through a contract with a statewide coalition which, in turn, subcontracts for services at the local level. Victims of domestic violence may contact provider agencies to request legal representation under the Protection from Abuse Act.

**Service:** Protective Service - Domestic Violence.

**Service Definition:** Protective Service is a system of activities to assist persons who are in situations of actual or threatened abuse.

The service is provided as intervention in a crisis situation and includes all activities necessary to alleviate the problem or to remove the individual from the dangerous situation as detailed in the individual's written service plan.

Service activities include, but are not limited to:

- making referral for financial aid, either in the form of emergency aid or in the form of ongoing income maintenance;
- providing assistance to obtain public benefits;
- arranging for or providing to an individual and his/her dependents for no more than 30 days in any six-month period, emergency shelter or housing, in the form of room and board, transportation services, and if other resources including Titles XVIII and XIX of the Social Security Act are not available, emergency health services and financial aid;
- providing or arranging for services necessary to enable the person to remain in his/her own home;
- providing outreach services;
- arranging for medical, mental health, and/or mental retardation assessments;
- arranging or referring persons for services, on the basis of assessment;
- arranging or referring for provision of legal services/assistance, including the preparation of legal documents and direct representation in cases of exploitation, abuse, and/or neglect;
- providing accompaniment to police, hospital, court, and/or social services and providing victim advocacy;

## **APPENDIX B**

- providing supportive counseling, both in person and via telephone, and protective casework for as long as necessary to implement the individual service plan;
- providing preventative services for potential domestic violence victims, and educating other service providers about dealing with victims of domestic violence;
- providing a 24-hour hotline service to victims; and
- recruiting and training volunteers to provide service.

**Eligibility:** Persons are eligible without regard to income.

**Fees:** None.

**Application for Service:** Individuals may request service at local domestic violence provider agencies under contract with the Department.

## **APPENDIX B**

### **FAMILY PLANNING PROGRAM**

Service under the Department's Family Planning Program is provided in all 67 counties through contracts with four regional management agencies, Family Planning Councils, which contract with local family planning agencies.

**Service:** Family Planning Service.

**Service Definition:** Family Planning Service meets contraceptive needs through the provision of educational, medical, and social services. The service enables individuals to determine family size, to space children, and to prevent unplanned pregnancies.

**Eligibility:** Persons 16 and 17 years of age are eligible without regard to income.

Service is provided to persons 18 years of age and older who are:

- current recipients of Temporary Assistance for Needy Families (TANF);
- current recipients of Supplemental Security Income (SSI);
- current recipients of state funded-General Assistance; and
- those not described under this section whose family monthly gross income does not exceed 100 percent of the Federal Poverty Income Guidelines adjusted according to family size.

**Fees:** None.

**Application for Service:** Persons may apply at local family planning agencies.

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### HOMELESS ASSISTANCE PROGRAM

Services under the Department's Homeless Assistance Program (HAP) are provided through grants to the County Commissioners who sub-contract with local provider agencies.

**Service:** HAP Service is provided through the following five service components:

- Case Management - Provides assistance to HAP clients to access and to coordinate activities and services needed to work towards permanent housing and self-sufficiency.
- Rental Assistance - Provides assistance to individuals and families to prevent or to end homelessness or near homelessness. Assistance may be provided in the form of rent, mortgage arrearage, utility, or security deposit payments. Homelessness is ended by moving the clients out of temporary living situations or shelters into permanent housing. Evictions are prevented by providing payments for rent or mortgage arrearages so that individuals and families are able to maintain their own residences.
- Bridge Housing - Assists homeless individuals and families for up to 18 months by providing housing and case management with the goal of returning the clients to the most independent life situation possible.
- Emergency Shelter - Adult Protective Service - Provides shelter to persons in immediate need who have no permanent residence. Service components include mass and individual shelter in congregate settings and individual shelter paid through a voucher system to house clients in hotels, motels, or boarding homes.
- Innovative Supportive Housing Services - Allows counties to develop supportive housing services to address unique county needs which are not met within the other eligible HAP service components.

**Service Definition:** Homeless Assistance Program Service makes available a continuum of service components to homeless and near homeless individuals and families. These services help individuals and families in Pennsylvania who are homeless, at risk of becoming homeless, or near homeless find refuge and care, and are able to move toward self-sufficiency.

**Eligibility:** To receive HAP services, a person must be low-income, in immediate need of shelter, or at risk of becoming homeless or be homeless or near homeless. People seeking Emergency Shelter services as a result of a disaster or domestic violence are not required to meet income guidelines.

Individuals or families are HOMELESS if they:

- reside in a group shelter, domestic violence safe home, hotel or motel paid for with public or charitable funds, a mental health, drug or alcohol facility, jail, or hospital with no place to reside, or living in a home, but due to domestic violence, need a safe place to reside;
- verify that they face foster care placement of their children solely because of lack of adequate housing or need housing to allow reunification with children who are in foster care placement;

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- are living in a doubled-up arrangement for six months or less on a temporary basis;
- are living in a condemned building;
- are living in housing in which the physical plant presents life and/or health threatening conditions; or
- are living on the streets, in cars, doorways, etc.

Individuals and families are NEAR HOMELESS if they are facing eviction.

**Fees:** Counties utilizing the Bridge Housing component of the HAP are permitted to charge fees for room and board in accordance with the fee scale developed by the county and service provider. No fees are charged under any other service component. However, if the HAP county contact and service provider determine that it is operationally and programmatically necessary to charge a fee to access emergency shelter, the HAP county contact must submit a waiver request to the Department. This request, must describe how a fee will improve administrative efficiency and the health and safety of clients, and foster client independence.

**Application for Service:** Persons seeking service may apply at local HAP service provider agencies designated by the County Commissioners/County Executive.

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### LEGAL SERVICE PROGRAM

Title XX Legal Service is provided by local legal services programs through a contract with the Pennsylvania Legal Services.

**Service:** Legal Service.

**Service Definition:** Legal Service is provided by lawyers and paralegal aides under their supervision to resolve or prevent the civil legal problems of an eligible person or several eligible persons sharing the same legal problem or circumstances. The provision of Legal Service must be consistent with the Code of Professional Responsibility and the Disciplinary Rules of the Supreme Court of Pennsylvania and/or other applicable rules of professional conduct. The service does not include political activities or the provision of direct service to organizations. Class action lawsuits are governed by special criteria available through the Department. The substantive services provided primarily fall within core areas which include: termination of employment and unemployment compensation; custody and other family law matters; insurance; health care; income and income supports; discrimination due to race, age, sex, or handicap; wage and pension claims; housing; taxation; wills and estates; Social Security; disability; and debtor-creditor issues. It also includes protective services under the Protection from Abuse Act.

Service activities include:

- consultation and advice; and
- representation of persons which includes, but is not limited to, legal assessment, negotiation, research and representation before district justices, courts and administrative agencies.

Legal Service is provided neither in fee-generating cases, nor in cases where the Commonwealth of Pennsylvania or political subdivisions of the Commonwealth have an obligation to provide counsel to the indigent. Legal Service is not provided in criminal matters or in matters which, in the professional judgment of an attorney, are of little merit or which, under all circumstances presented by the person, are of no benefit to the person. A fee-generating case means any case or matter which, if undertaken on behalf of an eligible client by an attorney in private practice, reasonably may be expected to result in a fee for legal services to be paid from a monetary award made by a court or an administrative agency. The term "fee-generating case" does not include cases in which representation is permitted by 45 CFR §1609.4.

The objective of Legal Service is to resolve civil legal problems, thus helping persons to reach one or more of the five federal goals.

**Eligibility:** Persons financially eligible are:

- current recipients of Temporary Assistance for Needy Families (TANF);

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- current recipients of Supplemental Security Income (SSI);
- current recipients (both children and adults) who receive protective services under the Protection from Abuse Act;
- current recipients of Medical Assistance;
- current recipients of state-funded General Assistance; and
- those not described under this section whose family monthly gross income does not exceed 125 percent of the Federal Poverty Income Guidelines adjusted according to family size.

Individuals also must meet one of the two Categories of Need: (1) emergency situations; and (2) termination of employment and unemployment compensation; custody and other family law matters; insurance; income and income supports; health care; discrimination due to age, race, sex, or handicap; wage and pension claims; housing; taxation; wills and estates; Social Security; disability; and debtor-creditor issues.

**Fees:** None.

**Application for Service:** Individuals desiring service may apply at local legal service provider agencies under contract/subcontract with the Department.

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### MENTAL HEALTH PROGRAM

Mental Health Services are provided by the Department of Public Welfare through grants to County Mental Health/Mental Retardation (MH/MR) Programs.

**Services:** Community Mental Health Services.

**Service Definitions:** Community Mental Health Services provides a range of services and supports.

- Community Residential Rehabilitation services provide intensive, goal-directed supports in a non-medical setting enabling clients to achieve their maximum possible independence within a community.
- Vocational services enable individuals with mental disabilities to prepare for, secure, and retain employment.
- Service Planning/Case Management services provide coordination, monitoring, and advocacy among all the services received by the individual.
- Social Rehabilitation services improve an individual's functioning in society by developing skills in areas including social competence, communication, and daily living.

**Eligibility:** Persons who are diagnosed as having a mental health problem by the County MH/MR Program and who are eligible for full or partial support based on the MH/MR Title 4305 Client Liability Regulations.

**Fees:** Liability is based on the MH/MR Title 4305 Regulations.

**Application for Service:** Persons may apply through the County MH/MR Program.

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### RAPE CRISIS PROGRAM

The SSBG provides funding for Protective Service to victims of rape crisis/sexual assault through a contract with a statewide coalition which, in turn, subcontracts for services at the local level.

**Service:** Protective Service - Rape Crisis.

**Service Definition:** Protective Service - Rape Crisis is a system of activities to assist persons who are in situations of actual or threatened abuse.

The Service is provided as intervention in a crisis situation and includes all activities necessary to alleviate the problem or to remove the individual from the dangerous situation as detailed in the individual's written service plan.

Service activities include, but are not limited to:

- making referral for financial aid, either in the form of emergency aid or in the form of ongoing income maintenance;
- with client consent, arranging alternate care;
- arranging for emergency health services, and financial aid;
- providing outreach services;
- arranging for medical, mental health, and/or mental retardation assessments;
- arranging or referring persons for services, on the basis of assessment;
- arranging or referring for provision of legal aid, including the preparation of legal documents and direct representation in cases of exploitation, abuse, neglect, involuntary commitment, and competency proceedings;
- arranging with or referring the individual to appropriate agencies or individuals for initiation of guardianship proceedings;
- providing accompaniment to police, hospital and court, and providing victim advocacy;
- providing supportive counseling, both in person and via telephone, and protective casework for as long as necessary to implement the individual service plan;
- educating service provider agencies to more effectively support victims of rape;

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- providing a 24-hour hotline service to victims of rape and/or to the significant others of victims; and
- recruiting and training volunteers to provide service.

**Eligibility:** Persons are eligible without regard to income.

**Fees:** None.

**Application for Service:** Individuals may request service at local Rape Crisis provider agencies under contract with the Department.

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### SUBSIDIZED CHILD CARE PROGRAM

Subsidized Child Care Services are provided through a system of grants to public and private agencies administered through the Office of Child Development and Early Learning, Bureau of Subsidized Child Care Services.

There is a Child Care Information Services (CCIS) Agency in each of the 67 counties that administers the parent-choice system. The CCIS Agency purchases services from providers who the eligible parent has chosen. The CCIS Agency establishes provider agreements with any licensed, registered, and legally unregulated provider who agrees to participate. A parent may choose care from any of these facilities.

**Service:** Subsidized Child Care Service.

**Service Definition:** Subsidized Child Care Service is care provided for part of a 24-hour day to children of low-income families whose parent(s)/caretaker(s) are working or receiving training.

Care is provided to children up to the age of 13. This service does not include care provided by parents. This service may not be provided as a substitute for publicly funded education programs such as kindergarten or other specialized treatment programs. Subsidized child care service is provided to children in child care centers, group child care homes, family child care homes regulated by the Department, and legally unregulated care.

Types of services provided to:

- Infant (0-12 months);
- Toddler (13 months to 36 months);
- Preschool (37 months to entry into first grade);
- School-Age (first grade to age 13);
- Special Needs (as documented).

The goal of Subsidized Child Care Service is to provide low-income families with quality child care for their children to enable the parent(s)/caretaker(s) of these children to work or receive training.

Service activities include:

- maintaining a safe and healthful environment for the child;
- implementing a written plan of daily activities and routines for the child;
- maintaining and updating child and employee records; and
- providing care which promotes the affective, cognitive, communicative, perceptual-motor, physical, and social development of the child.

**Eligibility:** The parent(s) or caretaker(s) must:

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- have a total family income which does not exceed 200 percent of the Federal Poverty Income Guidelines to enter the program or 235 percent of the Federal Poverty Income Guidelines to remain in the program, and
- work at least 20 hours per week or be in a full-time educational program leading to a high school diploma or general educational development certificate.

If the need for service is greater than the availability of funds in a county, the CCIS Agency is required to maintain a waiting list of eligible children based on application date.

**Fees:** Fees are charged to all families, beginning at \$5.00 per week and increasing at \$5.00 increments as the family's income increases. The fee is based on the family's monthly gross income and is adjusted for family size. The fee is a family fee regardless of the number of children in care.

**Application for Service:** Persons desiring service may apply to a CCIS Agency in all 67 counties or through the Philadelphia School District.

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### **YOUTH DEVELOPMENT SERVICES PROGRAM**

The Department of Public Welfare operates residential facilities which provide services for the rehabilitation of youth who have been adjudicated delinquent.

**Service:** Residential Social Services for Adjudicated Delinquents.

**Service Definition:** The Youth Development Centers and Forestry Camps provide residential social services for the rehabilitation of delinquent youth who require care, guidance and control. Services are designed to meet the social, emotional, vocational and educational needs of youth in care while ensuring accountability on the part of the youth to the victim, the community, the court and family. Services are designed to enable youth to return to the community more capable of being law abiding and productive members.

Services include, but are not limited to:

- Diagnostic assessments of each delinquent youth;
- Preparation, implementation, and monitoring of individual treatment service plans;
- Provision of individual, group, and family counseling;
- Psychological/psychiatric services;
- Teaching of basic social, interpersonal, and living skills;
- Provision of training in the development of job-related skills needed to obtain employment; and
- Provision of socialization and recreation activities to foster individual growth and enable youth to reach maximum functioning while in placement and upon return to the community.

**Eligibility:** All youth who are adjudicated delinquent and placed in a Youth Development Center or Youth Forestry Camp are eligible without regard to income as provided in the Juvenile Act, 42 PA C.S. § 6301 et seq. as amended.

**Fees:** None.

**Application for Service:** Admission to the facilities which provide this service is by court order in compliance with the Juvenile Act, 42 PA C.S. § 6301 et seq. as amended. Service is based on programmatic decisions made by staff of the facility from an assessment of client need.