

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
5600 Cox Road, Glen Allen, Virginia 23060**

**CONTRACT #FAM-26-033-01**

**Between the**

**Virginia Department of Social Services**

**and**

**City of Charlottesville, Virginia  
Department of Human Services**

This Memorandum of Agreement (hereinafter referred to as the “MOA”, “Contract” or “Agreement”) is made as of the date of the final signature below by and among the Commonwealth of Virginia, Department of Social Services (hereinafter referred to as “VDSS” or the “Department”) and the City of Charlottesville, Virginia, Department of Human Services, (hereinafter referred to as the “Contractor”) and provides the conditions, stipulations, and responsibilities of each Party.

## **I. PURPOSE**

The purpose of this Agreement is to support the establishment and implementation of a Resource Family Collaborative Program in which Local Departments of Social Services (LDSS) form partnerships to provide services designed to strengthen the recruitment and retention of kinship and non-relative foster families, leading to more opportunities for placement of children and youth in a family setting.

### **INFORMATIONAL PURPOSES:**

**UNITE US** – Contracted service providers are highly encouraged to join Unite Virginia, a statewide coordinated care network of health and social service providers. Partners in the network send and receive closed-loop, secure, electronic referrals across multiple sectors and organizations through the shared Unite Us platform. The platform enables providers to track every person’s total health journey and report on tangible outcomes.

Unite Us is the vendor selected by the state to power the Unite Virginia network and is partnering with the Office of the Virginia Secretary of Health and Human Resources, Virginia Department of Social Services, the Virginia Department of Health, Optima Health, Kaiser Permanente, the Virginia Mental Health Access Program, Partnering for a Healthy Virginia, and Virginia Hospital & Healthcare Association, among others. The platform is available at no cost to nonprofits and many organizations that are part of the safety net, like community health centers and mental health centers. For more information and to join, please visit <https://virginia.uniteus.com>

## **II. PERIOD OF AGREEMENT**

This initial Agreement shall become effective upon the date of the final signature below and continue through October 31, 2026 with four (4) optional successive one (1) year renewals.

### III. SCOPE OF WORK and DELIVERABLES

The Contractor shall be responsible for the following requirements:

- A. The Contractor shall be responsible for adhering to all the general and special terms and conditions included in this MOA. The following Agreement documents shall be part of the MOA:

Attachment A – Budget  
Attachment B – Narrative  
Attachment C – Implementation Plan  
Attachment D – Recruitment and Retention Plan  
Attachment E – Evaluation Plan

- B. The Contractor shall develop and obtain signatures for an MOA with a least two (2) LDSS outlining the Agreement, roles, and responsibilities of each Resource Family Collaborative. The MOA should be updated annually. Copies of MOAs should be sent to the Contract Administrator (CA) annually.
- C. The Contractor shall function as the fiscal and programmatic agent for the LDSS Collaborative to ensure all contract deliverables are completed by established deadlines. The Contractor serves as the Lead Agency for the Collaborative.
- D. The Contractor must conduct annual in-person or virtual site visits to Subcontractors to ensure allocated funds are spent according to approved budgets and work plans, if applicable.
- E. The Contractor shall ensure that a Program Coordinator is hired to supervise all aspects of the LDSS Collaborative and implementation of the LDSS Collaborative's goals and objectives outlined in Attachment C. Implementation Plan, Attachment D. Recruitment and Retention Plan, and Attachment E. Evaluation Plan, attached hereto and incorporated herein.
- F. The Contractor must ensure they and their subcontractors and Collaborative LDSS members adhere to the federal, state, and local policies, regulations, and laws pertaining to family engagement, resource and kinship family approvals, monitoring, and reapprovals.
- G. The Contractor shall coordinate monthly or quarterly meetings with LDSS Collaborative members to ensure fidelity to the Implementation Plan, Recruitment and Retention Plan, and Evaluation Plan. The agenda, attendees, and a summary of the meeting shall be available for review by CA and LDSS Collaborative members when requested.
- H. The VDSS shall approve any adjustments made to the Contractor's LDSS Collaborative Implementation Plan, Evaluation Plan and the Recruitment and Retention Plan. Revisions must be submitted in writing to the VDSS CA for review and approval at least two (2) weeks before changes become effective.
- I. The Contractor and their LDSS Collaborative members shall meet virtually or in-person with VDSS CA staff on an agreed upon meeting schedule to discuss progress, program development, monitoring, barriers to overcome, identifying and testing solutions, and evaluation on a schedule agreed upon by all parties.
- J. The Contractor shall maintain a comprehensive list of approved, real-time, and available foster homes within partnering jurisdictions. Lists should include family name, address, phone number, email address, and number of open placements available in the home. Lists should be available and accessible 24/7 to LDSS Collaborative members.

- K. The Contractor shall share foster homes with Collaborative members, across jurisdictions to identify and secure placements for children in a scope and manner identified by the Collaborative.
- L. The Contractor will target efforts to increase families for older youth, children with special needs, and children living in congregate care settings.
- M. The Contractor shall develop and maintain an annual foster parent retention plan outlining services and support to be provided to families within the Collaborative.
- N. The Contractor shall update annually, the Implementation Plan, Evaluation Plan, and Recruitment and Retention Plan and submit to VDSS CA for approval, at least two (2) weeks prior to the renewal of the Contract.

#### IV. REPORTING REQUIREMENTS

- A. **Monthly Reports:** The Contractor shall submit accurate, programmatic and fiscal monthly reports including outputs and outcomes that outline all of the Collaborative activities in a format provided by VDSS CA. Monthly reports shall be submitted by the 30<sup>th</sup> of each month following when services are rendered. Reports should be submitted with monthly invoices.
- B. **Annual Reports:** The Contractor shall submit an annual report within thirty (30) days after the Contract period ends in a format provided by VDSS CA. The Annual Report should detail program services, outputs and outcomes for the Contract period.
- C. **Additional Reports:** The Contractor shall provide additional reports as needed and as requested by VDSS CA.

#### V. POINTS OF CONTACT

##### A. **VDSS Home Office:**

Leonard Recupero, Contract Administrator  
Telephone: 804-944-7563  
5600 Cox Road, 3<sup>rd</sup> Floor  
Glen Allen, VA 23060  
Email: [leonard.recupero@dss.virginia.gov](mailto:leonard.recupero@dss.virginia.gov)

##### B. **City of Charlottesville, Virginia:**

Project Contact: Reginald Allen, Human Services Planner  
Department of Human Services  
Community Attention Foster Families  
Telephone: 434-282-4434  
414 4<sup>th</sup> Street, NE  
Charlottesville, VA 22902  
Email: [allenr@charlottesville.gov](mailto:allenr@charlottesville.gov)

## VI. COMPENSATION AND METHOD OF PAYMENT

- A. Compensation:** VDSS agrees to pay Community Attention Foster Families \$125,754.06 for completion of the work described in Section III. Scope of Work and Deliverables.
- B. Method of Payment:** Payment will be in accordance with the Commonwealth of Virginia's Prompt Payment Act. If errors are found in the invoice, the thirty (30) days will be from the date a corrected invoice is received. Payment may be made by check or Electronic Data Interchange (EDI) through the Virginia Department of Accounts. Electronic detailed invoices shall reference the Contractor's complete name, the contract number, Contractor's FIN number, the purchase order number, invoice date, total cost and be accompanied by any supporting documentation.
1. The Contractor must be prepared to pay expenses as they are incurred and then submit expenditure requests for funds on a monthly basis to VDSS CA for reimbursement.
  2. Monthly invoices are due by the 30<sup>th</sup> of each month following the month when services were provided in a format approved by the VDSS CA or their designee. Invoices shall be submitted electronically to the Contract Administrator at [DSS-FS-Contracts.Invoices@dss.virginia.gov](mailto:DSS-FS-Contracts.Invoices@dss.virginia.gov).
  3. Contractor Remittance Address for Payment (should match address on invoice and W-9.)
  4. The Contractor shall adhere to State travel, lodging and meal reimbursement regulations. VDSS cannot reimburse over the federal mileage rate, State lodging or meal per diem rate as indicated in the U.S. General Services Administration (GSA) Per Diem Rates.

## VII. GENERAL TERMS AND CONDITIONS

- A. ETHICS IN PUBLIC CONTRACTING:** Upon signing the Contractor certifies that this contract is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other source, supplier, manufacturer or subcontractor in connection with this contract and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- B. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- C. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.
- D. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt, unless the Contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the Contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one (1) of the following methods:
  - a. By mutual agreement between the parties in writing; or
  - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or
  - c. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

**E. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.

**F. CONTRACT EXTENSIONS:** In the event that the original term and all renewals of this contract expire prior to the award for a new contract for similar goods and/or services, the Commonwealth of Virginia may, with written consent of the Contractor, extend this contract for such a period as may be necessary to afford the Commonwealth of Virginia a continuous supply of the identified goods and/or services.

**G. FORCED OR INDENTURED CHILD LABOR:** During the performance of this contract the use of forced or indentured child labor is prohibited. Any Prime Contractor shall include such prohibition in every subcontract that exceeds \$10,000 and shall be binding upon each subcontractor or vendor.

For the purposes of this section, “forced or indentured child labor” means all work or service exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties.

## VIII. SPECIAL TERMS AND CONDITIONS

- A. AUDIT:** The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. CANCELLATION OF CONTRACT:** The Purchasing Agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. RENEWAL OF AGREEMENT:** This Agreement may be renewed by the Purchasing Agency upon written agreement of both parties for four (4) successive one (1) year renewal periods, under the terms of the current Agreement, and at a reasonable time (approximately 90 days) prior to the expiration.
- D. PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that it may utilize, using its best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that it is as fully responsible for the acts and omissions of its subcontractors and of persons employed by it as it is for the acts and omissions of its own employees.
- E. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the Purchasing Agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the Purchasing Agency the names, qualifications, and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- F. eVA ORDERS AND CONTRACTS:** The Contract will result in multiple purchase order(s) with the applicable eVA transaction fee assessed for each order if applicable.
- G. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The Contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual’s and the agency’s written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

**H. AUTHORITIES:** Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other Party beyond the scope of services contained herein.

**I. PERFORMANCES:** All services provided by the Contractor pursuant to this Agreement shall be performed to the satisfaction of VDSS, and in accordance with the applicable federal, state, and local laws, ordinances, rules, and regulations. the Contractor shall not receive payment for work found by VDSS to be unsatisfactory, or performed in violation of federal, state, or local laws, ordinances, rules, or regulations.

**J. OWNERSHIP OF MATERIALS AND DOCUMENTS:** Ownership of all data, material, reports, studies, or other documents prepared by the Contractor in the performance of its obligations under this Agreement shall remain the property of VDSS and shall not be copyrighted by the Contractor. The Contractor shall not use, willingly allow, or cause to have used such material or data for any purpose other than the performance of the Contractor’s obligations under this Agreement without the prior written consent of VDSS. VDSS will exercise all due diligence in approving the Contractor’s access to any reports produced during this Agreement that could be deemed public information and would otherwise be available for dissemination or use in academic or similar contract pursuits.

Unless otherwise specified in this document regarding the provision of this contract’s deliverables, the Contractor will provide electronic copies of all supporting and actual records, files, and data/information captured and created relating to this engagement within thirty (30) days of the project’s close date.

**K. SECURITY AND TRANSFER OF DATA:** VDSS will not share any Agency-owned data with the Contractor.

**IN WITNESS WHEREOF,** the Parties have caused this Contract to be duly executed intending to be bound thereby. Persons signing this Contract are authorized representatives of each Party to this Contract and acknowledge that each Party agrees to be bound by the terms and conditions of the Contract.

**City of Charlottesville, Virginia**

**Commonwealth of Virginia  
Department of Social Services**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: Taylor Harvey-Ryan  
\_\_\_\_\_  
(Print)

Name: \_\_\_\_\_  
\_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Note:** This public body does not discriminate against any Contractor in accordance with the *Code of Virginia*, § 2.2-4343.1 or because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, political affiliation, veteran status, status as a military family or any other basis prohibited by state law relating to discrimination in employment.

## BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

<b>SUBGRANTEE NAME</b>	Charlottesville Department of Human Services	
<b>Grant Period</b>	11/1/2025 - 10/31/2026	
<b>Contract #</b>	FAM-26-033-01	
<b>Attachment #</b>	A	
<b>BUDGET CATEGORY</b>	<b><u>TOTAL PROGRAM BUDGET</u> (Including amount requested from VDSS)</b>	<b><u>TOTAL VDSS REQUEST</u></b>
SALARIES	\$59,870.00	\$59,870.00
EMPLOYEE BENEFITS	\$32,184.06	\$32,184.06
RENT		\$0.00
OFFICE & PROGRAM		\$0.00
EQUIPMENT		\$0.00
SUBCONTRACTING		\$0.00
TRAINING/TRANSPORTATION		\$0.00
OTHER	\$33,700.00	\$33,700.00
<b>Total</b>	<b>\$ 125,754.06</b>	<b>\$ 125,754.06</b>
<b>Percentage of Total Program Budget Requested from DSS</b>		100%

\* Awarded funds cannot be used to supplant existing funds.



SUBGRANTEE		Community Attention Foster Families																		
Grant Period:		11/1/2025 - 10/31/2026																		
Name of Employee	TBH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Title	Ask	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total FICA per employee</b>	\$ 4,580.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
% requested from DSS	100%																			
<b>Amt requested from DSS</b>	\$ 4,580.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,580.06
<b>Total RETIREMENT</b>	\$ 13,171.00																			
% requested from DSS	100%																			
<b>Amt requested from DSS</b>	\$ 13,171.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,171.00
<b>Total LIFE INSURANCE</b>	\$ 433.00																			
% requested from DSS	100%																			
<b>Amt requested from DSS</b>	\$ 433.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 433.00
<b>Total UNEMPLOYMEN</b>																				
% requested from DSS	100%																			
<b>Amt requested from DSS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total WORKERS COMP</b>																				
% requested from DSS	100%																			
<b>Amt requested from DSS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total HEALTH INSURANCE</b>	\$ 14,000.00																			
% requested from DSS	100%																			
<b>Amt requested from DSS</b>	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00
<b>Total OTHER BENEFITS</b>																				
% requested from DSS																				
<b>Amt requested from DSS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits per employee</b>	\$ 32,184.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,184.06
<b>Total benefits requested from DSS</b>																				\$ 32,184.06

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES			
SUBGRANTEE Name:		Community Attention Foster Families	
Grant Period:		11/1/2025 - 10/31/2026	
LINE ITEM	Amount Requested	LINE ITEM	Amount Requested
1. RENT -- Office		4. SUBCONTRACTING OF <u>PROGRAM SERVICES</u>	
		5. <u>STAFF TRAVEL &amp; TRAINING</u>	\$ -
		Travel	
2. OFFICE and PROGRAM EXPENSES	\$0.00	Training	
Printing			
Postage		6. OTHER	\$ 33,700.00
Supplies		Office Supplies	\$ 2,500.00
Utilities		Training	\$ 4,000.00
Phone		Room and board	\$ 2,000.00
Program Expenses - Participant Support Costs		Community training	\$ 10,000.00
Program Expenses (Specify)		Administration	\$ 11,200
Program Expenses (Specify)		Travel	\$ 4,000.00
Program Expenses (Specify)		Other (Specify)	
Program Expenses (Specify)			
3. EQUIPMENT	\$ -		
Place <u>each</u> individual equipment purchase <u>over</u> \$5,000 below. Each equipment purchase under \$5,000 should be placed under Supplies above. Place each equipment purchase with a service life of one year or less (no matter the cost) under Supplies as well.			
Equipment <u>Purchase</u> (Specify)			
Equipment <u>Purchase</u> (Specify)			
Equipment <u>Leases</u>		Total	\$ 33,700.00

\* Awarded funds cannot be used to supplant existing funds.

**BUDGET NARRATIVE**

<b>SUBGRANTEE Name:</b>	Community Attention Foster Families	
<b>Grant Period:</b>	11/1/2025 - 10/31/2026	
<b>Line Item</b>	<b>Budget Request</b>	<b>Narrative Description</b>
<b>SALARIES</b>		
	\$59,870.00	
<b>BENEFITS</b>		
	\$32,184.06	
<b>RENT</b>		
	\$0.00	
<b>OFFICE AND PROGRAM</b>		
Printing	\$0.00	
Postage	\$0.00	
Supplies	\$0.00	
Utilities	\$0.00	
Phone	\$0.00	
Program Expenses - Participant Support Costs	\$0.00	
Program Expenses (Specify)	\$0.00	
<b>EQUIPMENT PURCHASES</b>		
Equipment Purchase (Specify)	\$0.00	
Equipment Purchase (Specify)	\$0.00	
Equipment Leases	\$0.00	
<b>SUB CONTRACT SERVICES</b>		
	\$0.00	
<b>TRAVEL &amp; TRAINING</b>		
Travel	\$0.00	
Training	\$0.00	
<b>OTHER</b>		
Office Supplies	\$2,500.00	Office supplies are necessary to support the daily operations and administrative functions of the project. Items such as paper, pens, folders, printing cartridges, and other materials enable staff to efficiently manage documentation, data collection, reporting, and communication.
Training	\$4,000.00	Trainings are essential to ensure that team members are equipped with the latest knowledge, skills, and best practices to effectively support kinship families. These trainings enhance staff competence in areas such as trauma-informed care, family engagement, cultural responsiveness, and policy compliance.
Room and board	\$2,000.00	Room and board expenses are necessary to support staff and participants during multi-day community trainings, site visits, and outreach activities. These costs ensure that individuals can fully participate in essential in-person events without the burden of travel-related financial strain—particularly those traveling from rural or underserved areas.
Community training	\$10,000.00	Community training is a core component of this project, aimed at strengthening the knowledge, skills, and support systems of kinship caregivers, community leaders, and service providers. These trainings provide culturally responsive education on navigating kinship care, accessing available resources, and understanding the legal, emotional, and practical challenges faced by kinship families.
Administration	\$11,200.00	Administration fees are necessary to cover the costs associated with managing and overseeing the project. These fees support essential functions such as financial management, reporting, communication, and coordination among project staff and partners.  By allocating funds for administration, we ensure the project operates smoothly, complies with grant requirements, and achieves its goals efficiently and effectively.
Travel	\$4,000.00	Travel funds are necessary to support in-person engagement with kinship families, community partners, and service providers. These visits help build trust, assess needs, and deliver culturally appropriate support that is difficult to achieve remotely. Travel also allows staff to attend key meetings, trainings, and site visits that directly contribute to the success and impact of the project.
Other (Specify)	\$0.00	
<b>Total</b>	<b>\$125,754.06</b>	

## Resource Family Collaborative Application

### Narrative – Attachment

The LDSS applying for the grant should be the designated fiscal and lead agency for the Collaborative.

Please answer the following questions. Be clear and succinct in your responses.

1. Tell us why you are applying for this grant. Please include information around your vision for this collaborative and information on why the agencies included in this application want to collaborate.

The CAFF/Department of Human Services is applying to be a recipient of this Collaborative Grant to support the recruitment and hiring of a dedicated staff member specializing in family finding. This position will enhance our efforts to identify and support kinship families for youth within our catchment area and surrounding communities. Our current partners—Greene, Albemarle, and Charlottesville LDSS—strongly support this application. They recognize that increased family finding capacity will help transition more youth from resource family homes to kinship placements, directly aligning with the Virginia Department of Social Services (VDSS) *Kin First Now* mission. Additionally, implementing a more robust recruitment strategy will enable our partners to place children in homes within their communities when immediate kinship placement is not possible. Looking ahead to expanding our collaborative efforts, Fluvanna LDSS has expressed interest in joining this effort. They are committed to shifting toward more kinship placements but face capacity and staffing challenges that hinder their ability to identify viable kinship providers. Fluvanna recognizes that this grant would provide much-needed support for family finding, allowing them to better align with the *Kin First Now* mission and serve children in their care more effectively.

2. Please provide the following information about the LDSS requesting to participate in this collaborative grant: the number of estimated youth in care for all collaborating agencies, the number of existing resource families approved by each agency, and the current kinship placement rates of each collaborating agencies.

In our current collaboration with the Department of Social Services (DSS) in Charlottesville, Albemarle County, and Greene County, we have a total of 123 children enrolled in the program. The collaboration has approved 74 resource families, with 38 children placed in resource family homes. Additionally, there are 85 children in the program living in relative or kinship homes. Of these, 32 children are in kinship homes through Albemarle County DSS, 47 children are in kinship homes through Charlottesville DSS, and 6 children are in kinship homes through Greene County DSS.

As we navigate additional partnership with Fluvanna County DSS we have learned that they currently have 19 children experiencing foster care with 4 youth in independent living, 1 child in residential care, 2 children in kinship care, 3 children on trial home visits and 9 youth in resource family/TFC/LCPA homes. Fluvanna has a total of 14 resource families that they have approved and monitor.

3. As the lead agency, please describe your experience implementing and evaluating child welfare programs in your region.

Community Attention Foster Families (CAFF) brings over 20 years of experience in evaluating and implementing child welfare programs across our region. Throughout this time, our agency has adapted and evolved our programming to meet the changing needs of children and families, consistently providing responsive and effective support to our partner LDSS offices. Across its various iterations, CAFF has remained grounded in evidence-based practices and informed by local data. Our approach has always prioritized keeping youth connected to their communities, recognizing that these connections lead to better long-term outcomes for children and their families. In 2009, CAFF launched the *Fostering Local* initiative—an intentional effort to recruit foster families within our communities and ensure that youth in foster care maintain relationships with familiar, trusted adults and remain in environments that support their well-being. This initiative also encompasses training, approval, and ongoing support for kinship caregivers. As a result of this longstanding work, our partner localities now lead the state in the percentage of youth placed with kinship families. Together, we continue to look ahead, identifying innovative ways to expand services and strengthen supports for families, always with the goal of keeping children safe, connected, and close to home.

- 4. Tell us how you will use grant funds to support your Collaborative, At a minimum, agencies must have an identified program coordinator, but Collaboratives are encouraged to be creative and tailor the use of funds to what will be serve their Collaborative's ability to recruit and retain both non-relative and kinship families. Funds can be used for Collaborative staff, travel (staff, resource families, Collaborative members, trainers), recruitment efforts for resource families, family finding efforts for kinship placements, support groups for resource families (both non-relative, and kinship), meeting space rental, computer supplies (laptop, internet access), cell phone, meeting supplies, meals when resource families are required to attend trainings or other Collaborative business, etc.**

Our collaborative will utilize grant funds to enhance existing services with a specific emphasis on family finding for both new and ongoing cases. The funding will allow CAFF to hire a dedicated staff member specializing in Family Finding to support the Charlottesville, Albemarle, Greene, and Fluvanna Departments of Social Services. This individual will undergo specialized training in the Family Finding model and will work closely with each local Department of Social Services (LDSS). They will engage with cases as early as possible to identify potential relative caregiver placement options.

The funds will be allocated for salary, travel, individual and community training, office supplies and furniture, computer and cell phone procurement, as well as advertising, marketing materials, and administrative fees.

- 5. Answer only if you or your collaborative LDSS partners are currently a member of an existing Collaborative. Describe how the Collaborative will utilize grant funds to expand existing services. Funding cannot be used to supplement already existing funding but should be used to expand the agencies included in the existing Collaborative.**

Our collaborative will use grant funds to expand existing services by placing a targeted focus on family finding for both new and ongoing cases. Specifically, the funding will enable CAFF to hire a dedicated staff member specializing in Family Finding to serve Charlottesville, Albemarle, Greene, and Fluvanna Departments of Social Services. This individual will receive specialized training in the Family Finding model and will collaborate closely with each LDSS, engaging as early as possible in each case to identify potential relative caregiver placement options. In instances where kinship placement is not immediately available and a child must enter a resource family home, the Family Finding staff member will maintain ongoing involvement—persistently revisiting and re-engaging the family finding process throughout the life of the case. This continuous effort ensures that kinship and relative placement options remain a top priority, aligning with the VDSS *Kin First Now* mission and reinforcing our commitment to keeping children connected to family whenever possible.

6. What is your plan for recruitment, training, supervision, and evaluation of program staff? This can include the hiring of shared staff or plans to subcontract with a private agency.

CAFF will recruit and hire a Family Finding staff member through the City of Charlottesville's Human Services Department. Given that this position will support multiple LDSS partners, we will leverage their networks and outreach capabilities to ensure a broad and competitive applicant pool, allowing us to identify and hire the most qualified candidate. Grant funding will ensure that the selected staff member receives training in the most current and effective Family Finding practices. In addition, they will complete all standard training required of Human Services/CAFF employees, including but not limited to Trauma-Informed Care and Mental Health First Aid. The staff member will receive regular supervision from a CAFF Program Director, with ongoing evaluation of their effectiveness conducted through scheduled supervision sessions, monthly coordination meetings with partner LDSSs, and quarterly check-ins aligned with grant reporting requirements and data collection benchmarks.

7. How will you recruit, mobilize, share, and retain non-relative resource families among Collaborative partners?

With support from this grant, CAFF will be able to allocate resources toward enhancing our community visibility through expanded branding and outreach efforts. This will include the development of promotional materials such as car magnets, flyers, signage, and potentially a billboard. Strengthening our marketing presence will support targeted recruitment of non-relative foster families—providing additional placement options for our partner LDSSs when kinship caregivers are not immediately available. In addition to recruitment, grant funding will allow CAFF to offer a wider range of relevant training opportunities for non-relative caregivers, equipping them with tools to better support the youth in their homes. These trainings include, but are not limited to, Trust-Based Relational Intervention (TBRI) and Compassionate Caregiving, with a specific focus on supporting neurodivergent youth. Importantly, this funding will allow CAFF to expand access to TBRI training beyond our internal staff to include foster families across our partner localities. Furthermore, the grant will enable us to train and certify a staff member as a TBRI trainer, ensuring our ability to offer ongoing, sustainable TBRI training to families within our current LDSS partnerships and additional localities, including Fluvanna. As we continue to grow and strengthen our partnerships, CAFF will also maintain and expand our current supports, including **(\*Please note the following supports would not be covered by these grant funds):**

- Monthly support groups
- In-service trainings
- The annual “*Let’s Talk About Race*” cohort for foster families that discusses how foster families can support children from different cultures, experiences and backgrounds in their homes.
- Three annual events celebrating foster families and the children they support: the Fall Event, Holiday Dinner, and Spring Celebration

These opportunities will be extended not only to our existing partners but also to Fluvanna DSS, ensuring all participating localities benefit from enhanced training, support, and recognition initiatives.

8. How will you share responsibilities for approving and supporting kinship resource families and how will you increase the overall kinship rate of your overall collaborative?

CAFF currently provides approval, training, and ongoing case management services for both resource and kinship foster families utilized by our partner LDSSs. With the support of this grant, we will be able to hire a dedicated staff member—trained or to be trained in Family Finding—who will work directly with our current collaborative partners as well as Fluvanna DSS to prioritize identifying and supporting kinship caregivers. This staff member will focus on both new foster care entries and existing cases where

youth have not yet been placed with relative caregivers. Their role will include early intervention to explore kinship options at the onset of cases, as well as sustained efforts to revisit and re-engage the family finding process over time. By having a designated Family Finding specialist available to all participating LDSSs, our collaborative will be better equipped to increase the number of children placed with kinship caregivers—ensuring more youth remain connected to their families and communities across our service area.

9. What other resources will your LDSS and Collaborative partners add to the development, implementation, operation, and evaluation of your Resource Family Collaborative?

CAFF remains committed to providing in-service training, support groups, and family-focused events to our current LDSS partners. With the support of this grant, we will be able to extend these offerings to Fluvanna LDSS as well. Additionally, we will increase CAFF's visibility within Fluvanna County through strategic outreach efforts—including signage, car magnets, and flyers—aimed at recruiting foster and kinship families within the locality. These efforts are part of a broader strategy to build strong relationships and sustainable infrastructure for long-term collaboration with Fluvanna LDSS. Our goal is to lay the foundation for CAFF to support Fluvanna on a case-by-case basis through the use of CAFF's approved resource families, kinship family approval processes, and ongoing case management services. Ultimately, with this grant's support, CAFF aims to formally expand our partnership to include Fluvanna DSS as the fourth full member of our collaborative, further strengthening our regional approach to kinship care and foster family support.

10. Describe how you will ensure quarterly reports, monthly invoices, and other contract deliverables are submitted by the established deadline. Who in your LDSS Collaborative will be responsible for these routine submissions?

CAFF and all partner LDSSs are committed to ensuring the timely submission of reports and monthly invoices in accordance with the deadlines outlined in the grant proposal. CAFF currently meets monthly with each LDSS individually, as well as in a collaborative setting. These regular meetings will provide dedicated time and structure to collect all required data and ensure accurate, on-time reporting. Each participating locality will supply the necessary quarterly data points, including information on youth currently in resource family homes who may need relative placements, as well as updates on those placed with kinship caregivers. The Collaborative Grant Project Manager will be responsible for compiling this data and using it to complete all required quarterly reports, invoices, and other contract deliverables.

Item #	Who's Responsible	Task (What needs done)	Needs communicated?	Start Date	Implement Date	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Update on implementation 30 Day	Update on implementation 60 Day	Update on implementation 90 Day	Update on implementation 6 Months	Update on implementation 1 Year
1	Tiffany Polychrones	Hiring a staff member to be trained in and focused on Family Finding																				
		<b>Action Item to Accomplish Task</b>	<b>Communicate?</b>	<b>Start Date</b>	<b>End Date</b>																	
		1. Job listing posted within 3 months																				
		2. Staff Member Hired																				
		3. Staff member onboarded to department and scheduled for applicable trainings.																				
<b>#</b>	<b>Who</b>	<b>Task</b>	<b>Communicate?</b>	<b>Date</b>	<b>Date</b>													<b>30 Day</b>	<b>60 Day</b>	<b>90 Day</b>	<b>6 Months</b>	<b>1 Year</b>
2	Tiffany Polychrones, LDSS Supervisors and New Hire	Hired staff member assesses family finding/kinship needs with partner localities.																				
		<b>Action Item to Accomplish Task</b>	<b>Communicate?</b>	<b>Start Date</b>	<b>End Date</b>																	
		1. Staff member engaged in standing partnership meetings																				
		2. Staff member utilizing trainings to support cases identified through partner assessments																				
<b>#</b>	<b>Who</b>	<b>Task</b>	<b>Communicate?</b>	<b>Date</b>	<b>Date</b>													<b>30 Day</b>	<b>60 Day</b>	<b>90 Day</b>	<b>6 Months</b>	<b>1 Year</b>
3	Tiffany Polychrones, FCDSS	Scheduled trainings to prepare and support kinship families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for																				
		<b>Action Item to Accomplish Task</b>	<b>Communicate?</b>	<b>Start Date</b>	<b>End Date</b>																	
		1. CAFF will provide at least quarterly training and monthly group opportunities to encourage retention and empowerment of kinship families.																				
		2. CAFF will include Fluvanna County DSS in training and support group opportunities																				
<b>#</b>	<b>Who</b>	<b>Task</b>	<b>Communicate?</b>	<b>Date</b>	<b>Date</b>													<b>30 Day</b>	<b>60 Day</b>	<b>90 Day</b>	<b>6 Months</b>	<b>1 Year</b>











#	Who	Task	Communicate?	Date	Date													30 Day	60 Day	90 Day	6 Months	1 Year	
38																							
		Action Item to Accomplish Task	Communicate?	Start Date	End Date																		
#	Who	Task	Communicate?	Date	Date													30 Day	60 Day	90 Day	6 Months	1 Year	
39																							
		Action Item to Accomplish Task	Communicate?	Start Date	End Date																		
#	Who	Task	Communicate?	Date	Date													30 Day	60 Day	90 Day	6 Months	1 Year	
40																							
		Action Item to Accomplish Task	Communicate?	Start Date	End Date																		

LEGEND	
GR	Timeline for completion
G	On track
Y	Concern or behind schedule
R	Critical issue - can't move forward
B	Completion
C	Clear indicates - No action needed at this time

<b>Task/Action Item</b>	<b>Audience</b>	<b>Key Message</b>	<b>Delivery Method</b>	<b>Person Responsible</b>	<b>Person Delivering</b>	<b>Date of Communication</b>
<i>Add tasks/action items in this column that need to be communicated.</i>	<i>List all the audiences that need to be told about the task, action item or outcome of the task/action item</i>	<i>What the audience needs to know. Use what, when, where, why and how to help draft. There may be more than one key message.</i>	<i>letter, newsletter, email, in-person, website, press release, social media, etc.</i>	<i>Who will develop and ensure communication is delivered</i>	<i>Who is responsible for communicating the message. There may be more than one person</i>	<i>Identify when the communication should occur</i>
Hiring a staff member to be trained in and focused on Family Finding	HR, Leadership, LDSS's	What: That there is an open position in our department When: as soon as it can get through the approval process Where: It will be posted in the typical spaces city job postings are advertised. Why: will be shared to cast a wider net for applicants.	Notification to entities will be through email, it will be posted in the spaces used by city HR.	Tiffany Polychrones and other leadership	Tiffany Polychrones and other leadership	unsure- depends on grant funding
Hired staff member assesses family finding/kinship needs with partner localities.	Tiffany Polychrones, Identified LDSS liasons	New hire will notify their supervisor and the liasons for the LDSS's of family finding/kinship assessment results. This will be communicated within a week of assessments. This will allow the team to make a plan for what steps should occur to support kinship and family finding efforts to the LDSS's.	These notifications will happen in person and via email/reports	New hire and their supervisor	New Hire	unsure- depends on grant funding
Scheduled trainings to prepare and support kinship families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for	Tiffany Polychrones, CAFF Retention Team, Identified LDSS liasons	Identified entities will curate a schedule of training and support opportunities that will be offered a no cost to kinship families that are caring for children in which they need more tangible assistance in parenting. This is will assist in placements being longer term and more stable.	The information will be shared through monthly meetings and emails as needed to garner a more thorough list and update partners	CAFF Retention Team, CAFF Senior Team	CAFF Retention Team, CAFF Senior Team	Monthly at advisory board and LDSS partner specific meetings
Targeted recruitment of foster families that are able and willing to support sibling groups of all sizes, various ages and diverse backgrounds	Recruitment Team	A curated list of people, organizations, churches and businesses that will receive intentional outreach (tangible and verbal) about the need for families that support children in care in remaining in their sibling group and being supported no matter what their background is. This will assist in keeping children closer to their locality of origin and reduce the use of non-local homes and increase the probability of a successful return home goal/permanency goal.	The information will be shared through monthly meetings and emails as needed to garner a more thorough list and update partners	CAFF Retention Team, CAFF Senior Team	CAFF Retention Team, CAFF Senior Team	Monthly at advisory board and LDSS partner specific meetings



Charter Goals	Definition of Goal	Baseline	Goal	30 day	60 day	90 day
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6 month	1 year
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**Strategic Recruitment, Development, and Support (Retention) Plan**  
Virginia Template – 2025  
**Community Attention Foster Families**

ATTACHMENT D

The overall goal of this plan is to help each agency develop a comprehensive recruitment and retention plan informed by local data/needs as well as known practices that promote permanence.

**I. Child Data**

First, the plan will ask you to gather local data regarding the children in your locality’s care, their general characteristics and needs, and their current placement status. You will use this to develop “targets” – the kinds of kids for whom you most need to find families. Be sure to look at the needs of children who are in congregate care or TFCs where permanence is less likely to be achieved.

**II. Family Data**

Second, the plan will direct you to examine your family data to see how it meets with your current child needs, who is being utilized, and what your current true capacity is across families that are currently approved. Looking at overall number of opened/closed homes over time will also provide needed information as you move forward in the plan.

*These two pieces of data—child, and family—are then put together to develop strategic recruitment and retention plans.*

**III. Recruitment Planning**

The third section of the plan features a review of best practice strategies for three types of recruitment—general, targeted, child-specific—and offers guidelines of how to structure your recruitment campaigns. A sample recruitment strategy is included, along with a blank template for your agency to create a plan. Each activity will have a defined goal, potential partners, and a proposed timeline and budget.

**IV. Retention Planning (Training, Development, and Support)**

Finally, in section four, the plan asks you to look back at your family data to develop retention and support activities. This is a critical part of increasing competence in your existing families and making intentional use of support and in-service to (1) reduce disruptions and (2) increase family retention. This plan should also include the training and support needs of new families.

**Timeline:** *(ideally, for CAFF, the below tasks will be completed before the end of our fiscal year—July)*

Child Data to be completed by:   8/8/2025   Family Data to be completed by:   8/8/2025  

First Recruitment Plan Draft Due:   8/14/2025   First Training/Retention Plan Draft Due:   8/14/2025

## Section I: Child Data Analysis

In this section, you will be using local data to develop a better picture of the children and families in your system and to guide you in the best way to meet their needs through resource family recruitment and support efforts. Potential sources of data may include recent surveys of families, OASIS data, anecdotal data from those who do placements in your agency, etc.

### A. Breakdown of Children in Care

Information is current as of 8/6/2025

Age Group	# of children (in out of home placement)	Demographic Data		Sibling Group Size and Placement	Placement Breakdown
<b>All Ages</b>	122 # of children (in CAFF program)  Total # of youths in CARE for 3 collaboratives: Alb- 97 Cville- 106 Greene- 40 Fluvanna- 19 Grand total: 243  <b>Fluvanna: 19</b>	_51# Male  _69# Female  2# Non-Binary  <b>Fluvanna: 10 male 9 female</b>	44# African-American 36# Bi/Multi-Racial 39# Caucasian 2# Hispanic 1# American Indian or Alaskan Native ___# Other  <b>Fluvanna: 3# Black 1# Multi Racial 14# Caucasian 1# Hispanic</b>	60 # One child (no siblings in care)  21 # sets with 2 children  4 # sets with 3 children  0 # sets with 4+ children  4 # sibling groups <i>not placed together</i> (count sets of siblings, not individual children)  <b>Fluvanna: 1-sibling group of 2 (PFC and IL still living with the LDSS foster family since entering care) 1-sibling group of 2 are currently on a Trial Home Visit 1-sibling group of 2 (1- kinship placement, 1- residential) 1-Sibling group of 3 in a LDSS placement</b>	37# General (unrestricted) homes  85# Child-specific (ICPC/kinship/etc.)  ___# TFC  ___# Residential/Group Home  ___# Other  <b>Fluvanna: 1 residential 4 Independent Living 2 kinship placement 3 Trial Home Visit 7 LDSS Home 1 LCPA 1 PFC</b>
<b>Less than 1 year</b>	9# of children	3# Male  6# Female	2# African-American 4# Bi/Multi-Racial 3# Caucasian	_6_ # one child only (no siblings)  _2 # placed with at least one sibling	5# General (unrestricted) homes  4# Child-specific (ICPC/kinship/etc.)

	7% of total children <i>(# of children in age group divided by total # of children)</i>  <b>Fluvanna: 1</b>	<b>Fluvanna: 1</b> Male	___ # Hispanic ___ # Other  <b>Fluvanna: 1#</b> Caucasian	__1_ # placed with none of her/his siblings (individual children, not number of sibling sets)  <b>Fluvanna: No</b> siblings	___ # TFC  ___ # Residential/Group Home  ___ # Other <b>Fluvanna:</b> 1# General (unrestricted) Home
<b>1 – 5 years</b>	57# of children  47% of total children <i>(# of children in age group divided by total # of children)</i>  <b>Fluvanna: 7</b>	25# Male  32# Female  <b>Fluvanna:</b> 4#male 3#female	17# African-American 23# Bi/Multi-Racial 15# Caucasian 2# Hispanic ___ # Other  <b>Fluvanna:</b> 4# Caucasian 2# African American 1# Bi/Multi Race	__30_ # one child only (no siblings)  __27_ # placed with at least one sibling  __1_ # placed with none of her/his siblings (individual children, not number of sibling sets)  <b>Fluvanna:</b> 2 # one child (no siblings) 4# placed with at least one sibling 1#placed with no siblings	19# General (unrestricted) homes  38# Child-specific (ICPC/kinship/etc.) ___ # TFC ___ # Residential/Group Home ___ # Other  <b>Fluvanna:</b> 3# general (unrestricted) home 1# child specific (kinship) 3# trial home placements
<b>6 – 9 years</b>	22# of children  20% of total children <i>(# of children in age group divided by total # of children)</i>  <b>Fluvanna: 1</b>	14# Male  8# Female  <b>Fluvanna:</b> 1# Male 0# Female	8# African-American 4# Bi/Multi-Racial 12# Caucasian ___ # Hispanic ___ # Other  <b>Fluvanna:</b> 1#Hispanic	__6_ # one child only (no siblings)  14 ___ # placed with at least one sibling  __2_ # placed with none of her/his siblings (individual children, not number of sibling sets)  <b>Fluvanna:</b> 1 # Child only (no siblings)	5# General (unrestricted) homes  17# Child-specific (ICPC/kinship/etc.) ___ # TFC ___ # Residential/Group Home ___ # Other  <b>Fluvanna:</b> 1# General (unrestricted) home
<b>10 – 12 years</b>	9# of children  7% of total children <i>(# of children in age group divided by total # of children)</i>	4# Male  5# Female	4# African-American 2# Bi/Multi-Racial 2# Caucasian _1_ # Hispanic ___ # Other	__8_ # one child only (no siblings)  ___ # placed with at least one sibling  __1_ # placed with none of her/his siblings (individual children, not number of sibling sets)	4# General (unrestricted) homes  5# Child-specific (ICPC/kinship/etc.) ___ # TFC ___ # Residential/Group Home ___ # Other

	<b>Fluvanna:</b> 0				
<b>13 – 15 years</b>	6# of children  4% of total children <i>(# of children in age group divided by total # of children)</i>  <b>Fluvanna:</b> 2	1# Male  5# Female  <b>Fluvanna:</b> 2#Female	1# African-American 1# Bi/Multi-Racial 2# Caucasian 1# American Indian or Alaskan Native ___# Hispanic ___# Other  <b>Fluvanna:</b> 2#Caucasian	_4_ # one child only (no siblings)  _1_ # placed with at least one sibling  _1_ # placed with none of her/his siblings (individual children, not number of sibling sets)  <b>Fluvanna:</b> 1# placed with at least one sibling 1# not placed with siblings	___# General (unrestricted) homes  6# Child-specific (ICPC/kinship/etc.) ___# TFC ___# Residential/Group Home ___# Other  <b>Fluvanna:</b> 1# General (unrestricted) homes  1# residential facility
<b>16 – 18 years</b>	16# of children 13% of total children <i>(# of children in age group divided by total # of children)</i>  <b>Fluvanna:</b> 5	6# Male  8# Female  2#Non binary  <b>Fluvanna:</b> 3# male 2# female	11# African-American 1# Bi/Multi-Racial 4# Caucasian ___# Hispanic ___# Other  <b>Fluvanna:</b> 5#Caucasian	__12_ # one child only (no siblings)  __2_ # placed with at least one sibling  __2_ # placed with none of her/his siblings (individual children, not number of sibling sets)  <b>Fluvanna:</b> 3# one child, no sibling in care 2# placed with at least one sibling	3# General (unrestricted) homes  13# Child-specific (ICPC/kinship/etc.) ___# TFC ___# Residential/Group Home ___# Other  <b>Fluvanna:</b> 3# General (unrestricted) homes 1# child specific (kinship)home 2# Independent Living
<b>Age 19 and over</b>	1# of children 1% of total children <i>(# of children in age group divided by total # of children)</i>  <b>Fluvanna:</b> 2	1# Male  ___# Female  <b>Fluvanna:</b> 2# male	1# African-American ___# Bi/Multi-Racial ___# Caucasian ___# Hispanic ___# Other  <b>Fluvanna:</b> 2# Caucasian	__1_ # one child only (no siblings)  ___# placed with at least one sibling ___# placed with none of her/his siblings (individual children, not number of sibling sets)  <b>Fluvanna:</b> 1# one child (no siblings) 1# placed with at least one sibling	___# General (unrestricted) homes __1_ # Child-specific (ICPC/kinship/etc.) ___# TFC ___# Residential/Group Home ___# Other  <b>Fluvanna:</b> 2# Independent living/fostering futures

## **B. General Observations**

*Based on the data above, what are your general observations about your jurisdiction's child welfare population – consider not only future needs, but also the needs of your current youth who may be in more restrictive (or less permanent) placements.*

*(e.g. “We see that 70% of our children are over 15.” Or “Sibling groups of 3 or more are never placed together.”)*

- 1. Youth entering care are often in young sibling groups of one to three ranging from the ages of 1-9; often, resource nor kinship families have the ability to house the whole group. The largest population of children in the CAFF program (47%) and (37%) of youth placed through Fluvanna DSS are youth ages 1-5 years old.**
- 2. Older youth with more significant trauma histories, multiple placements and/or whom have exhibited undesirable behaviors are also challenging to find homes for. Only 4% of the youth population of CAFF and 1% of youth at Fluvanna DSS are in the age range of 13-15 years old and only 13% of the CAFF and 26% of Fluvanna population consists of 16-18 year old youth.**
- 3. Children who are in care already and in need of family placements may enter the CAFF program and Fluvanna DSS as part of sibling groups or partial sibling groups. Relative placement homes as well as the children's relatives are unable to house the entire sibling group due to lack of resources, space, time (due to employment) or even a vehicle to transport them and thus siblings are sometimes unable to be placed together, especially for relative caregivers who were unexpectedly asked to become foster parents.**

*With your observations in mind, you can now create some “targets,” the kinds of children/youth for whom you most need to recruit. Knowing who you are recruiting for keeps you focused, feeds your facts, and tells you what your materials need to look like – even more, it gives you a goal from which you can derive a plan.*

## **C. Narrow Down Your Targets**

*Based on your observations, you can create target groups -- the key children and youth you need to recruit for, who naturally has a connection to or skills with that group, and what are the key characteristics you need to consider when recruiting. Your target can be broad – such as teenagers, sibling sets of 3+, or youth currently in group care – or narrow, such as pregnant girls who will be keeping their infants, boys ages 10-12 with younger siblings, or kids with Autism Spectrum Disorders. (It may also be useful to consider if there any trends in CPS that you may need to keep in mind when recruiting.)*

**Example:** Teenage boys 14+. Common characteristics of those currently in care:

- most have a mental health diagnosis (ADHD, anxiety, & PTSD are the most common)
- many are currently in group care, rather than family settings
- over half are legally available for adoption

- most have significant school needs
- criminal backgrounds are not common, but having one generally means the youth will be going straight to group care because we have zero willing families

*Use the space below to create your targets!*

**Youth of all ages with a diagnosis of moderate autism spectrum disorder, moderate neurodivergent tendencies, or any moderate physical disabilities are challenging to find suitable homes for.**

**Youths (ages 1 through 9 and some older) in sibling groups of 2-3 need placement together and thus require families who feel comfortable housing them and caring for them collectively.**

**Youth 12 and over with any indication of undesirable behavior are hard to place. Relative homes often assist more than resource family homes, however, are leery and less likely to tolerate what they perceive as “disrespect”. Resource family homes often express discomfort around caring for teenagers due to “lack of experience” or because they teen “does not fit into birth order” with their biological children.**

## Section II: Family Data and Analysis

This section explores who your families are, how they have been utilized, what kinds of children they prefer/are able to care for, trends over time, etc.

### A. Overall trends of families in the system over time

Year	# of Total Resource Families		# of Resource Homes Closed		# of New Resource Families	
	General	Child-Specific	General	Child-Specific	General	Child-Specific
YTD-2025	74	59	6	23	8	34
2024	73	60	11	48	13	42
2023	85	31	8	32	9	26
2022	82	44	17	41	14	19

*Based upon the above resource family data, what are a few trends that stand out to you?*

(e.g. “Every year for the last three years we have approved more relative/child-specific homes but fewer general resource families.)

**In the last few years, we have doubled our numbers of kinship family approvals; however, the numbers for resource family approvals have remained relatively the same. In 2022, we had a boost in resource family approvals likely due to restrictions of COVID being lifted.**

*If you are closing more homes than you open, what are the most common reasons for closing (such as family adopted and cannot care for more children, family requested to be closed because dissatisfied, agency closed family for lack of compliance, etc.)?*

**The majority of resource families who decide to close do so because they have adopted children or have had their own children, and they feel they are at capacity in caregiving or space in their homes.**

**B. SAMPLE Review and Instructions: Utilization of currently approved families**

This review helps ensure the accuracy of information about families for use, identifies foster/adoptive families who can no longer be used, identify placement resources that have been unused but that could be available, and identify possible placements for children being “stepped down” from institutional care.

For “Recommended Capacity,” indicate the *realistic maximum number* of children that you recommend could be cared for by the family – either in general, or at this time (if there are specifics to the recommendation regarding age, ethnicity, gender, etc., please note). This number may be different from the number for which the home is *approved*.

**C. TEMPLATE: Utilization of currently approved families**

DATE LAST UPDATED: 8/15/25 PERSON COMPLETING INFORMATION: Tiffany P

Page 1 of 7  
(add pages as needed)

Resource Family or Individual Name	Initial Approval Date:	Last Placement (In or Out)	Available space/ Capacity	Gender	Age Range	Placement Comments	Special Skills?	Declined requests?	What is needed for useage?
Amegashie, Diana and Dunu, Alfred	5/21/2014	2/6/2025	2 of 3	Female	13 to 18	For placement & respite up to 2, 13 years old, prefer female but will discuss male and also will discuss Sibling group. No significant behaviors (i.e. aggression) or supervision needs. 2 bedrooms available with queen size mattresses in each. Must attend Albemarle County schools (i.e. Stone Robison, Burley Middle, or Monticello High School) as family is unable to transport to schools outside of their area at this time. Age 10 years and older. Diana works every other weekend.	patient acceptance for teenagers and challenging behaviors	multiple youths	largest challenges for sibling groups is supervision due to Su's work schedule.
Atkins, Kathryn and Ian	6/18/25		1	either	0-5	They are willing to consider sibling groups but would prefer a baby/ young child.	have adopted a youth through foster care before- was a safe haven baby	"new" so they have not been turned down yet	Education about behaviors and attachment

Barrow, Melissa and Thomas	Initial app: 2/19/2020	1/12/2024	1 of 2	Either	0 to 7	The Barrows are willing to take 1 - 2 children under the age of 5yo. They are also willing to take a drug exposed or medically fragile infant, including during the current pandemic. They are also willing to take a kiddo for respite within the same parameters. Melissa is a stay-at-home parent, and her husband seems very flexible.	complex needs, currently fostering a youth with intensive needs knowledge of medical needs	currently feeling stressed with the youth, they are fostering and their biological children	more natural and regular support
Benson, Heather and Benson Jr., Donald	3/22/21	6/26/2024	1 of 2	Either	0 to 5	Preference for working with medically fragile children both long-term and respite care; have experience with feeding tubes and other medical devices. Placement: 0-5yo; take case-by-case based on needs; open to conversations. Respite Only: available for older youth depending on needs. Heather and Donald are open to working with children with a variety of issues but are currently unwilling to work with children who are cruel to animals, juvenile sex offender, or fire setter. Due to the number of available bedrooms, Heather and Donald can only foster same sex sibling groups.	Flexible schedule willing to work with some special medical needs	had a rough experience with teenagers; have turned down older youth more recently- can be rigid	increase parenting skills and in assist in developing self-care/ expanding bandwidth
Beyer, Anne and Turner, Dennis	9/25/23	2/16/2024	3 of 4	Either	0 to 3	Anne and Erich would like to foster one child under three. They are open to considering a sibling group after they gain some experience. Anne and Erich are open to expending their profile once they gain more parenting experience and are confident that in time, they will also be open to doing respite for children of any age.	mostly stay at home willing to consider sibling groups-never parented until now with the youth currently placed in their home	youth over 3 and sibling groups	increase parenting skills and in assist in developing self-care/ expanding their profile and understanding of older youth's needs
Bischof, Angela and Stephen	1/17/24	12/2/2024	2 of 3	Either	0 to 3	Family wants a child between the ages of 5 and 10. Would prefer a boy. Family prefers children that do not need daycare/childcare. Mom is a stay-at-home mom and their son is homeschooled.	experience supporting youth with medical needs and disabilities	youth that they don't feel would get along with their older child. also, they have a new baby- so time to settle	support in self-care and boundaries/

Brown, Shondail	6/21/23	2/12/2024	2 of 3	Either	0 to 18	Shondail is mostly wanting to foster Black children. She has one queen bed available but would be willing to get bunk beds to accommodate a same-sex sibling group.	cultural competency for youth identifying as AA. Flexible schedule	multiple youth due to lack of space and she's a single woman	financial education and housing stability; education around behaviors of youth from hard places
Burden, Susan and Newberg, William	6/21/23	8/28/2024	1 or 2	Either	0 to 4	Susan and Bill would like to foster two children between the ages of 1-4 years old pre-school and younger) They are open to considering a sibling group of two children with some flexibility in age, if one sibling is slightly older. They have one bedroom available and could accommodate a same sex sibling group. Room includes 2 beds and 2 cribs.	they are retired; live in Greene county and are able to stay home with babies/ non-school aged youth	not interested in youth with significant needs or any youth old enough for school	better understanding of child development with exposure to trauma. Assessment of motivation and recalibration of expectations around fostering-finding homes for YOUTH not for their preferences
Carter, Sarah and DeVarion	2/9/24	6/24/24-current	1	either	any	Currently fostering a sibling group of 3. They are	extremely knowledgeable and skilled in caring for children with complex needs and	currently they have a sibling group of three and their own 3 children- their home and vehicles are full	Ongoing learning about adolescent development may be helpful
Coley-Whalen, Tiffanie and Whalen, Jovohn	1/01/2006	8/8/2025	1 of 3	Either	0 to 3	The Whalens are an experienced foster family and have space for 3-4 children at this time though they would prefer to foster one child. They would be open to a child 0-3 (non-school aged) of either sex. There are six other children in their home, ages 9-22yo. Prefer to only be called for placements.	experience with all aged youth of varying cultures and ethnicities	at this point- the Whales have a large number of youth in their home- biological, adopted and two foster youth. They are limited on space	Meshing youth with challenges in their home/ how to support all needs.
Coyne, Bethany and Barcia, John	12/20/2016	2/20/2025	2 of 4	Either	0 to 10	Open to foster or provide respite for child(ren) 0-10yo. Have space for a sibling group of 3 or 4 for respite. Open to 1-2 children for long-term placement.	Experience with medical issues	Older youth, large sibling groups- (they already have twin infants with medical needs)	Unsure- but always can benefit from cultural humility/ child development/ behaviors
Feggans, Ingrid	4/7/22	6/17/2025	2 of 3	Either	2 to 14	Single child of either gender, school aged to 18. Her preference is higher functioning tween/teens who can attend school. is open to respite for children and sibling groups 4-18 of any gender or race.	long-time foster parent with experience and willingness to work with teens	young children are more challenging for her as they have more personal care needs	parenting strategies and support for teen development

Gibbs, Diane and Delarm, Megan Meg	10/22/2020	8/13/2023	1 of 2, Prefers max 3	Either	0 to 21, Prefers 0 to 2	Able to foster one child 0-2. They have space to foster 1 child for a long-term placement. They will need daycare. Open to any age for respite	family is welcoming to LGBTQIA youth and have experience with challenging behaviors	currently are having a challenging time with oldest son they adopted-difficult behaviors so they've been hesitant to take on any other youth right now	push towards older youth- parenting strategies and education on adolescent development
Gordon, Kristen-Paige and Chris	2/25/25		1 or sibling group of 2	Either	0 to 3	Kristen-Paige and Chris are best prepared to meet the needs of child in foster care who are under the age of three. No Sibling groups. They do not have a preference in gender but could accommodate a male child more easily	have parented before-foster mom works from home and has a flexible schedule	Newly approved and timid- have said no due to vacation plans and youth slightly outside of their age range	developmental trainings-normalizing behaviors, and strategies to work through those
Holden, Erin and Michael	6/18/25		prefer 1- but open to sibling group of 2	Either	0 to 4	The Holdens would like to keep birth order and work with children who are below school age. They are open to sibling groups, however, only have one available bedroom and a small home.	Teachers and speak some foreign languages; to include conversational Spanish	newly approved-may say not to kids out of their age range	push towards accepting LGBTQIA+ youth/ all youth have the propensity to identify differently
Johnson, Taylor	10/30/24	12/2/24 6/6/24 to current	1 to 2 youth	either-more comfortable with females	2	Taylor is a mother and is currently foster two youths- one teen and one younger child.	Taylor is knowledgeable and understands the complex behaviors and needs that may come up.	Her home is full at the moment as she's fostering two youth	Ongoing trainings on adolescent development and attachment injuries
Kehoe, Rebecca and Jason	2/19/25	3/21/2025	1 of 4	Either	0 to 8	The Kehoe's are interested in fostering children of any gender birth through seven or 8. Are willing to take older children if they are part of a sibling group. Are open to sibling groups, however, have not parented before. They have alternating work schedules such that a parent is always home currently.	medical training and ability to care for child with needs	They are newly approved and already have a sibling set of 3 living in their home	child development/ behavioral support and education
Lefcourt, Melissa	2/19/2025	2/27/25	1	either	2	Melissa has personal experience with adoption and has fostered and adopted through another agency.	She's an excellent child advocate and understanding neurodivergence. Great with biological parent connection.	She's a single foster mother and has two small children	Build comfortability around child and adolescent development-explore broadening her profile

Leytham, Emily	11/15/23	6/9/2024 to current	3 of 4	Either	0 to 18	Emily is a single parent living in Charlottesville, just behind CHS. She is able to transport to several nearby schools. She works for UVA and can adjust her schedule as needed to get children to school or appointments. Her preference is for children 4-18, but she is open to younger children. She has space for up to 4 children and is willing to work with sibling groups.	Willingness to work with teens and passion for helping others	She may so no if she feels another child may upset the youth she's presently fostering	attachment and trauma-based interventions
Luck, Emily and Steven	9/18/19	6/6/2025	1 of 1	Either	0 to 10	Emily and Steven would like to foster one child under 10 yrs old. They would prefer a child who is school age. They are willing to consider respite for kids of any age and can provide respite for a sibling group of 2. Would consider a pregnant teen or teen parent who needs a shorter term placement.	Willingness to work with teens and passion for helping on short term/ to month long placements	children that won't fit into their household well given their current family construct	behavioral interventions and responding to challenging attachment injury related behaviors
McDonald, Breanna and Stephen	7/16/2025		prefer 1- but open to sibling group of 2	Either	0 to 5	Breanna and Stephen would like to keep the birth order of their biological children and stated they feel comfortable fostering children under the age of five. They are willing to consider sibling groups of two. They are open to either gender and, any race.	have parented before and are eager to help	Newly approved- have not been asked about many youth, however, their profile is a bit limited	Education about development of youth from hard places; suggestions on how to parent challenging behaviors
Nuss, Hannah and Joshua	9/18/2024	3/12/2025 to current	Would most easily help with one child	Either	0 to 7	Open to children birth to age 6/7. Willing to consider sibling groups.	solid parenting experience and foster/ adoptive experience- large # of kids in their biological family and helpful support network	have said no to what they perceive as challenging behaviors sets	tips about parenting from a trauma lens and helpful recommendations
Oakley, Melissa and Thomas	11/18/2020	6/12/2025 to current	1 of 2	Either	0 to 8	Open to a child 8 yrs and under for placement and respite. Have one BR available with twin bed, crib and a versatile trundle bed that can turn into a queen bed. Preference for fostering one child. Do not have a vehicle that could transport more than 5 people at one time. Family lives in Greene County.	parenting and educational background	They are firm on staying within their profile due to busy work and life schedules- don't want to over commit	TBRI or other supportive trainings can be helpful in bolstering confidence.

Parker, Christina and George	5/15/2019	12/7/2024	1 of 2	Either	0 to 5	They can accommodate an infant (6 months and under) due to only having space for a crib in their bedroom. Preference for short-term/emergency placement.	Teaching background, strong faith and lots of FC experience	Only due to space and bandwidth	self-care and tangible supports around behavioral challenges
Parks, Cheryl and Stephen	8/25/2010	6/12/2025	1 baby-preferably	Either	0 to 2	For placements, the Parks are available for 1 or 2 kids, ages 0-2. For respite, they may be more flexible but it will just depend on the needs of the kids.	foster parent co-trainer and years of experience as a social worker and foster/adoptive mother	they are not super interested in long term placements of active youth-space may also be a factor.	supportive interventions and trainings to include helpful suggestions around development and behavior
Reaves, Sharon	10/19/2022	6/17/2024	1 child	Either	6 to 8	Interested in fostering one child between 6-8yo. She prefers school aged children as she works fulltime and is concerned about being a single parent	compassionate and caring; yet can be firm and stern when needed	Single woman with full-time job. She's already fostering one child and has no other space for more	Child development education could ease her mind and provide support
Reifsnyder, Claire and O'Malley, Peter	1/16/2029	1/30/2019	1 child	Either	0 to 8	Family is most comfortable accepting placement of a child ages 0-8. Seem prepared to manage mild to moderate emotional/behavioral needs.	have knowledge of youth and parenting	really only want to continue to foster the child that's been with them for 5 years.	unsure if anything will bring them along to foster more youth; education about child and adolescent development for youth from tough places/ and attachment can be helpful.
Schmidt, Rebecca and Cunningham, Eamon	7/19/17	2/1/2022	1 child	Either	0 to 3	Rebecca and Eamon are unable to have children and adopted Ana and Tali. They are open to kids younger than their children due to attachment injuries. k. He has a more flexible work schedule. They do not have any pets.	parenting , biological parent engagement, medical knowledge – very helpful to the organization and other foster families	no to most- they have 3 kids in their home- two they've adopted	refreshers on trainings
Smith, Jennifer and Dallas	1/18/17	3/18/2025	1 child	Either	0 to 18	Placement profile: prefer 4-15yo. but willing to take a younger/older child if a part of a sibling group. Very interested in working with sibling groups. NO TEEN GIRLS. Respite profile: 0-18yo. Fairly conservative family with 2 teenage boys in the home.	desire to assist- and strength in fostering	currently fostering two boys- at their bandwidth	trainings that provide support offer tangible support and tips on navigating behavior

Villalobos, Nicole and Daniel	12/18/24	3/13/2025	1 child or small sibling group	Either	0 to 3	The Villalobos would like to foster a child or sibling group 0-3 years old. They can accommodate a sibling group of two. Open to children with anxiety, depression, ADHD/ADD.	passion to help out and care for youth- Foster mother has flexible schedules	no to older youth	comfortability around development , behavior and meshing other kids with theirs
Welch, Katherine and Devin	7/20/2022	10/18/2024	1	Either	0 to 3	Alex and Devin would like to foster one child under the age of 3yo. They are very adamant that their son always be the oldest child in the home and that birth order is maintained	Helpful with younger children	no to children older than their son	helping them consider youth outside of birth order/ child development/ education around attachment
Whittington, Matthew and Lauren	1/15/20	11/26/2024	1 child	Either	0 to 7	Lauren and Matt are interested in fostering one child of either gender under the age of 7yo. For respite they have bed space available for a sibling group of two but prefer to only have one child at a time.. Respite: up to two children, 0-12yo; open to discuss respite. Open to providing an emergency, short-term placement for older kids.	have experience fostering youth of various ages	they have said to youth older than their daughter	helping them consider youth outside of birth order/ child development/ education around attachment
Woodson, Marquell	8/16/23	4/25/2025	1	Either	0 to 11	Marquell is open to one child of either gender, ages 0-11 for placement. He will consider a sibling group within that same age range. He would prefer a child who attends Charlottesville or Albemarle County schools as he works at Journey Middle school, behind AHS. Has not parented but has taught and mentored children for many years. Open to LGBTQ+ children	teaching background, calm and mild	often says no because of busy schedule or worries about the needs of youth	interventional training and tangible techniques may be helpful
Yost, Hannah	11/21/18	2/16/2025	1 of 3	Either	0 to 7	0-5 years old; preference for younger than school age. 1-2 children; 1 bedroom available so siblings would need to be same sex.	experience with sibling groups; great collaboration with birth parents	single parent-only says no when she's already fostering two youth	Developmental trainings/thoughts of pushing her towards older youth

**Unlisted:**

19 Families who have requested to be on hold for various reasons such as surgeries, sick family members, childbirth, etc.

20 Families listed as respite only.

**Section III: Recruitment Planning**  
**C. TEMPLATE: Strategic Recruitment Plan**

Recruitment Plan for 2025-2026- CAFF

Last updated: 8/15/2025

By: Tiffany P

Targeted groups	Who is likely to connect with this group?	Where do we find such people?	Specific Places and Contacts	Our Recruiting Partners and Connections	Planned Activity and Timeline <small>When/how often will event take place?</small>	Cost / Budget
Sibling groups of 2-3 needing placement together	Large families with older children whom understand sibling connections & how to care for a larger # of children  Early intervention providers and preschool/ elementary school teachers	Church groups  Schools  Early learning centers	CAFF has a list of local churches from another venture  Local schools can be researched- to include the name of the best contact.  Local daycare's can be found online and on the VDSS website	CAFF resource parents (ask which churches and who the contact folks are)  CAFF to utilize online tactics to capture all of the schools and daycares in Albemarle, Charlottesville, Greene and Fluvanna.	In addition to monthly information sessions, CAFF will reach out to local schools via their principals so ask about sending mailers AND if they'd be okay with one of us providing an in-service presentation to their school (between Sept- Nov and again in April for Child Abuse awareness)  Staff could give Car magnets to staff and resource families to provide subliminal messaging/ airtime (December)  Church Mailers and asks to speak to congregations in May- July (Foster Care awareness month)	\$100 mailers  \$100 staff gas  \$ 450 for 25 car magnets  \$150 -200 (Flyers/ mailers/ postage)
Youth's with diagnosis of autism or severe medical health needs/ neurodivergences	Teachers  Those experienced with Autism-VIA	Teachers throughout the service regions we support- Green, Charlottesville, Albemarle and Fluvanna.  Doctors/ Nurses/ therapists- Those in the medical field	Schools in Greene, Albemarle, Charlottesville and Fluvanna Co's  Pediatric offices/ dentist offices/	Foster care liaisons- Jody Murphy/ Kevin Kirst and resource parents working in the school system or connect through staff's children (teachers/ etc.)	February-March:  Flyers, emails to share (with work groups willing to hear from CAFF)  Visits to schools with flyers in hand	Captured above  Radio advertisements – Cville radio group and WNRN- \$530

	<p>Family members who do not wish to see youth struggle</p>		<p>hospitals/ physical therapy offices/ etc.</p>	<p>Stephanie McNerny-UVA Alexis Tew- therapy office (PT, OT, Speech)</p> <p>Connections through Piedmont Peds/ Pediatric Associates/ Charlottesville Dentistry/ etc.</p>	<p>Emails and mailers to doctor/ dental offices- again with an ask if they'd be willing to host a private information session with refreshments (provided by CAFF)</p>	<p>(Cville radio) and \$150 for WNRN) per month</p> <p>Total for Cville: 6,360</p> <p>Total for WNRN: 1800</p> <p>Refreshments for any in person info sessions:</p> <p>\$100-450 (\$75 per session)</p> <p>\$150 for staff gas/ travel</p>
<p>Youth 12 and over with any indication of undesirable behavior are hard to place</p>	<p>Families who have parented teens</p> <p>Highschool teachers/ coaches/ athletic directors/ extracurricular teachers (band, choir, drama) at high schools</p>	<p>Highschool parents, parents who have youth on sports teams, teachers and athletic directors, athletic event attendees, band/ choir/ drama parents/ staff/ and audience</p>	<p>High school principals/ staff/ athletic dept. (director/ coaches)/ drama dept/ band/ choir/ etc.</p>	<p>Contacts will need to be made- CAFF staff- personal contacts; and create a list of heads of programs</p>	<p>Advertisements and visual presence on event programs/ rosters/ billboards/ banners (will likely require sponsorship-</p> <p>BREAKDOWN: Football season usually August through November (pep/ marching band and football—any other fall sport will see the football banner)</p> <p>Theater (for CHS/ AHS—maybe others)—when performances occur (elect 1 to 2x a year)</p>	<p>usually (\$300-\$500) to place an advertisement via sponsorship- thus (\$600-1000 needed - select 2 high schools)</p> <p>Select 1-2 School drama departments to sponsor and place advertisements (\$250-\$500) thus (\$1000</p>

ATTACHMENT D

					Marching Band, Concert Band, Jazz Band- Tiffany to contact band directors to understand best attended events	Select 1-2 high school band departments to sponsor and place advertisements (\$250-500) Thus potentially up to \$1000)
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### Section IV: Family Development, Training, and Support (Retention)

Having the development, training, and support needs of families *in your plans before they enter pre-service* ensures that the groups you are targeting will gain additional skills & minimize disruptions/system-caused trauma to children and youth). This plan also allows you to consider current families who may need to increase their skills in order to remain active and meet the needs of the children the agency’s custody.

#### B. TEMPLATE: Strategic Retention Plan

Last updated: \_\_\_\_\_8/13/2025\_\_\_\_\_ By: \_\_\_\_\_Tiffany P\_\_\_\_\_

Targeted skill set and competencies	Which families need this training and support?	List options: Specific speakers, online courses, videos, etc.	Activity Details What is the activity? When will it occur? Where will it be?	Budget What is needed and how much will it cost?	Tasks and Timeline What steps must occur, who is responsible for each step, and what is the timeframe?
Understanding Neurodivergent tendencies and diagnoses in youth; how to best support them	All families- Resource and Kinship  To include Fluvanna DSS Families  Staff (in order to best assist families in caring for this population)	Shonnet Brand from Blue Ridge Behavioral Consortium to provide a presentation on Neurodivergency - education and support  Compassionate Care Giving  1.5 hours	Fall 2025 – Virtual Webinar (recording will be taken)	\$250-500	Tiffany from CAFF:  Discuss and Finalize details with Shonnet  Collaborate with local agencies (CASA, CDSS, GREENE, ACDSS, and Fluvanna DSS) to encourage their staff to attend.  Create zoom registration link, flyer and share with partners and families  Submit invoice for payment to Shonnet  Create recording link to be saved to Training Menu for future use  Attendance is documented in family files

<p>Fall Festival for enjoyment, connectedness, and appreciation as well as an opportunity for birth families to join and share in the experience</p>	<p>All Families (kinship, resource and birth families)  To include Fluvanna DSS Families</p>	<p>Partnership with the Church of Latter-day Saints- Youth leadership to provide fun games and experiences for our youth &amp; families</p>	<p>Fall Festival Location – Charlottesville- TBD  Mid -October  Carnival type events (gym class/ school carnival style)  Snacks, cupcakes or sweet and beverages</p>	<p>If we rent a space it can cost: \$150-200 (may find free space)  Snacks, Drinks, pizza, paper plates: \$450  Supplies for games: \$0-100 (church may donate)</p>	<p>Tiffany (CAFF) to meet with Depaul (Jennifer Anderson) and Church rep. (Kari Hardy) and others to discuss plans and create tasks around what was decided  Once plans are finalized- create a registration list (for RSVPs) to be distributed to CAFF families, LDSS’s (to include Fluvanna) and DePaul Family Services as their families are being included this year  Create and distribute a flyer along with the registration list (invitations also extended to other TFC’s and local foster care related agencies)  Purchase snacks, beverages and pizza.  Week of: Collect materials and tabling items needed.  On the day- arrive early to set up, staff the event, and clean up</p>
<p>CAFF Connections</p>	<p>Offered to all kinship and</p>	<p>CAFF staff to provide a space for families to collaborate, share</p>	<p>Once per month- typically the 3<sup>rd</sup> Thursday. Every other</p>	<p>Food and beverages bimonthly: \$350</p>	<p>Staff collaborate in July on dates and who will be available. Calendar invites are created and registration</p>

<p>and support groups</p>	<p>resource parents</p> <p>To include Fluvanna DSS families</p>	<p>stories, needs and supports</p>	<p>month is in person; every other month is virtual (to be equitable to kinship families who live further away)</p>		<p>links are made on ZOOM for the virtual meeting dates.</p> <p>2.5 weeks prior to in-person events, childcare is assigned to willing staff members.</p> <p>Reminders are sent via email for both groups- a registration link it sent for the virtual groups</p> <p>RSVP emails and reminders are sent to folks</p> <p>For in person groups- food is purchased the night before and day of.</p> <p>Just before arrival the food and space is set up for families to attend and clean up/ break down happens afterwards</p> <p>Fluvanna DSS/ their families will be included in the invitations.</p> <p>Attendance is documented in parent files and follow up is sent to case managers if necessary</p> <p><b>**a new potential collaboration is occurring with a church group for in person meetings**</b> piloting soon- TBD on ongoing change</p>
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<p>Let's Talk about Race OR Do the Work Group- transracial foster and adoption/ cultural humility/etc.</p>	<p>All families- however, most specifically those who are currently fostering transracially</p>	<p>Currently Meredith, Charlsie and foster parent co-trainers who facilitate a curriculum</p>	<p>Begins Fall and extends for a series of months- a virtual program with one in person meeting</p>	<p>Food for final session: \$300  Curriculum/ materials: \$200  Foster parent co-trainers receive compensation: \$50 per session (totaling \$600)  <b>*FUNDING VIA GRANT NOT REQUESTED</b></p>	<p>Charlsie and Meredith gather with Foster parent co-trainers to discuss curriculum and schedule.  A flyer is created and sent via email and in CAFF's private Facebook group -- All foster families are invited (with a caveat that they need to commit to attend all sessions); Specific families are discussed and personally asked to attend  Attendance is documented in their file  Will be offered to resource and kinship families at Fluvanna DSS</p>
<p>Holiday Party for Families for connectedness, enjoyment, and togetherness</p>	<p>Kinship and Resource families</p>	<p>CAFF Staff to prepare a location to serve dinner and provide activity to families</p>	<p>One evening (typically 5-7:30 or 5:30-8) on the Second week in December- likely at Carver Rec Center, dinner is served, photo space is made, activities and crafts are available for youth and a catered meal is provided</p>	<p>Catered meal and dessert: \$3000-3500 (around 200 people)  Crafts and materials: \$300  Foster parent gifts: \$300 (has been a make your own</p>	<p>Tiffany gathers interested staff members to plan and divvy tasks.  Location is selected  Caterer arrangements are made  Supply lists are created; supplies are gathered or purchased.</p>

				<p>cookie jar type thing)</p> <p><b>*FUNDING VIA GRANT NOT REQUESTED</b></p>	ATTACHMENT D
					<p>Once plans are finalized- create a registration list (for RSVPs) to be distributed to CAFF families, LDSS's (to include Fluvanna)</p> <p>All arrangements with partnering parties are made; all staff are informed of their roles</p> <p>Day of- staff set up the space beforehand; CAFF staff support families, serve food, and assist with activities.</p> <p>After the event, items are broken down, the area is cleaned.</p>
Understanding behaviors and needs resulting from trauma and how best to care for youth from hard places	All families and staff (kinship/ resource) and staff to include LDSS partners and Fluvanna	CAFF	Extremely dependent upon receiving this grant funding, however, tentatively planning for the first iteration of training this Spring (April or May of 2026).	First iteration: Total for selected staff from CAFF (18 need training total-however only a few will be selected initially) and reserve slots for 1 of 3 staff at Greene, 3 of 6 staff	<p>Tiffany has held conversation with the Phoenix Collaborative- if monies are awarded- staff and foster parents can be trained at \$225 per person for a 24hour training to learn TBRI basic functioning but NOT be trained to train.</p> <p>If 2 staff members are unable to take the train the trainer course in time to provide training this fiscal year, CAFF will inquire with Phoenix Collaborative.</p>

<p>(utilizing TBRI training)</p>			<p>It is a large time commitment- around 16 hours</p>	<p>at Charlottesville, Albemarle has been trained, and 1 of 3 staff at Fluvanna</p> <p>\$225 x 10 staff members = \$2250 (for first round of staff)</p> <p>Reserving 10-15 “slots” for targeted families who are identified to largely benefit from this training and assistance in supporting the youth in their home</p> <p>\$225 x 10 or 15=</p> <p>\$2250- \$3375</p>	<p>Dates and times for the training will be discussed with the staff member to be trained.</p> <p>Staff to be trained will be notified of the train the trainer dates and times.</p> <p>Once Staff is trained, calendar invites will be sent to ensure family attendance.</p> <p>Staff from the three current collaboratives and Fluvanna will be asked to share any families who may be good candidates for this training and support.</p>
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				<p>TOTAL for first iteration if we are unable to send staff members for the train the trainer course in time to provide training this calendar year.</p> <p>\$4,500-5,625</p> <p>2<sup>nd</sup> iteration (OR if we are able to send 2 staff members to be trained as trainers):</p> <p>2 staff members to be trained as trainers- \$3,500 each- \$7,000 total; from there CAFF can continue to train staff and foster families ongoing at no charge on a regular</p>	
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				basis. ** this does not include travel expenses	
<p>Child Development with emphasis on:</p> <p>Impact of FASD and Trauma</p> <p>Development and behaviors/ curiosities</p> <p>Adolescent development and sexuality</p> <p>Emphasis on: .LGBTQIA knowledge, information and support</p>	<p>All families and staff— kinship families</p> <p><b>(to include Fluvanna)</b></p>	<p>Request a free training from UVA – Multicultural Student Services</p> <p>Inservice from Child Development experts/ investigate UVA Professor OR CAFF may re-engage Barb Clark (Trainer from National Council For Adoption) regarding FASD and development</p>	<p>Target for virtual Training in the Spring of 2026</p> <p>If CAFF is able to obtain the free Safe Space training from UVA; we will work to schedule another trainer (specialist in child development and/or Barb Clark)</p> <p>Potentially two virtual training options for Families</p>	<p>Compensation for trainers:</p> <p>(if free- CAFF donates \$100-250)</p> <p>If cost associated to compensate trainers:</p> <p>\$2500-\$3000 (Barb Clark’s previous rates)</p>	<p>Tiffany to reach out the UVA Multicultural Center to ask about scheduling a training in the Spring (or best availability).</p> <ul style="list-style-type: none"> <li>- Collaborate with UVA to seek out the best to contact at UVA regarding child development specialists who may provide a training for foster families and staff (ask Stephanie McNerney, Carissa Temerson,</li> </ul> <p>-Contact Barb Clark to collaborate on training to meet the need of supporting and educating our families on all parts of development/ FASD/ and trauma (CAFF still has a recording of the “Trying Differently Rather than Harder” behavior-based training she provided</p> <p>-Flyers and invitations will be created and sent out to all families, staff, LDSS’s partners (to include Fluvanna and their families)</p>

<p>Spring Gathering for Families for connectedness, enjoyment, and togetherness</p> <p>And in correlation with Foster Care Awareness and Appreciation Month</p>	<p>Kinship and Resource families/ Foster Care staff as well to include Fluvanna DSS families and staff</p>	<p>CAFF Staff to prepare a location to serve dinner and provide activity to families; typically, a local/ centralized city park</p>	<p>One evening (typically 5-7:30 or 5:30-8) on the Second week in May (May 2026)- at a local park with shelters- dinner is served, photo space is made, activities and crafts are available for youth and a catered meal is provided</p>	<p>Catered meal and dessert: \$3000-3500 (around 200 people)</p> <p>Crafts and materials: \$300</p>	<p>Tiffany gathers interested staff members to plan and divvy tasks.</p> <p>Location is selected</p> <p>Caterer arrangements are made</p> <p>Supply lists are created; supplies are gathered or purchased.</p> <p>Once plans are finalized- create a registration list (for RSVPs) to be distributed to CAFF families, LDSS's (to include Fluvanna)</p> <p>All arrangements with partnering parties are made; all staff are informed of their roles</p> <p>Day of- staff set up the space beforehand; CAFF staff support families, serve food, and assist with activities.</p> <p>After the event, items are broken down, the area is cleaned.</p>
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# Project R.E.A.C.H. (Relatives Empowered and Actively Creating Homes) Evaluation Plan Template

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[August 15, 2025]

# R.E.A.C.H. Evaluation Plan

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# R.E.A.C.H. Evaluation Plan

## PROJECT SNAPSHOT

Project Snapshot	
Vision: To support our collaborative partners in finding relative family homes for children experiencing foster care, with immediacy and persistence.	
Strategic Objectives	Key Initiatives (6–18 month activities)
Project Goal 1: Increased number of children in kinship family home in our partner localities	
1. Hiring a staff member to be trained in and focused on Family Finding.	1. Creating job description that is encompassing of necessary tasks and duties.
	2. Posting open position broadly to capture a diverse applicant pool
	3. Complete interviewing and selection process to hire the most appropriate and capable candidate.
	4. Staff member onboarded to department and oriented to partner agencies and role.
	5. Trained in evidence-based Family Finding and Kinship support curriculums.
2. Hired staff member assesses family finding/kinship needs with partner localities.	1. Staff member will begin to engage in standing partnership meetings with localities
	2. Staff will set up additional meetings with partner localities to ensure assessments are complete and data around specific needs is collected
	3. Staff will begin to utilize trainings to support specifically identified cases of local partner agencies.
3. Scheduled trainings to prepare and support kinship families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.	1. Utilizing with more fidelity current trainings in cultural humility, gender identity acceptance, and foundations and racial implications in foster care
	2. Expanding training options to include but not limited to, challenging behaviors, child development, neurodivergences, and supporting children with special needs
	3. Expanding our training reach by including Fluvanna County DSS staff and families in scheduled training offerings and current foster family retention groups

## R.E.A.C.H. Evaluation Plan

<b>Project Goal 2: Increase recruitment and retention of resource families that can support the children and families our partner localities encounter.</b>	
1.Targeted recruitment of foster families that are able and willing to support sibling groups of all sizes, various ages and diverse backgrounds	1. Utilizing new and current community connections to engage targeted groups in information sessions to provide information about our agency, foster care in this area and open conversation about how they can be a support.
	2. Increase the use of recruitment materials and branded swag to bring more intentional attention to our agency from individuals who are most likely to connect with the groups and demographics of children we are looking to support.
2.Targeted recruitment of foster families that can support youth with higher acuity needs (i.e. neurodivergence, physical disabilities, moderate challenging behaviors)	1. Utilizing new and current community connections to engage targeted groups in information sessions to provide information about our agency, foster care in this area and open conversation about how they can be a support.
	2. Increase the use of recruitment materials and branded swag to bring more intentional attention to our agency from individuals who are most likely to connect with the groups and demographics of children we are looking to support.
3.Scheduled trainings and retention groups to prepare and support resource families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.	1. Utilizing with more fidelity current trainings in cultural humility, gender identity acceptance, and foundations and racial implications in foster care
	2. Expanding training options to include but not limited to, challenging behaviors, child development, neurodivergences, and supporting children with special needs
	3. Expanding our training reach by including Fluvanna County DSS staff and families in scheduled training offerings and current foster family retention groups

## PLAN TO MEASURE AND REPORT KEY DATA

Strategic Objectives	What				When	Who
	Output or Outcome Measure Description	Target	Measure Definition	Data Collection Method	Data Collection Frequency	Person Responsible for Data Gathering
<b>Project Goal 1: Increased number of children in kinship family home in our partner localities</b>						
1. Hiring a staff member to be trained in and focused on Family Finding.	1. Job listing posted within 3 months	December 31, 2025	Job listing will be posted in various spaces to receive applications	Check list	Collected once, check for completion	Tiffany Polychrones
	2. Staff Member Hired	March 31, 2026	Best and most suited applicant chosen and accepted position. Start date in place.	Check list	Collected once, check for completion	Tiffany Polychrones and hiring panel
	3. Staff member onboarded to department and scheduled for applicable trainings.	May 31, 2026	Staff member completed basic department onboarding trainings. Trainings for Family Finding and other relevant trainings will be scheduled	Check list	Collected one, check for completion	Tiffany Polychrones and new hire
2. Hired staff member assesses family finding/kinship	1. Staff member engaged in standing partnership meetings	April 30, 2025	Staff member present and involved in monthly	Check list	Collected monthly, checked off for completion or	Tiffany Polychrones and new hire

## R.E.A.C.H. Evaluation Plan

needs with partner localities.			partnership meetings		explanation of needed rescheduling	
	2. Staff member utilizing trainings to support cases identified through partner assessments	July 31, 2026	Staff member has one identified case per locality to support with family finding efforts	Spreadsheet	Collected monthly, Documentation of needs and progress tracked through, contact notes reports and spreadsheets	Tiffany Polychrones, partner locality supervisor (advisory board member)
3. Scheduled trainings to prepare and support kinship families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.	1. CAFF will provide at least quarterly training and monthly group opportunities to encourage retention and empowerment of kinship families.	November 31, 2025	CAFF will have various trainings scheduled for families to address their needs and provide necessary support.	Brief report	Collected Quarterly, list of groups and brief description of group intention	Tiffany Polychrones
	2. CAFF will include Fluvanna County DSS in training and support group opportunities	November 31, 2025	CAFF will have various trainings scheduled for families to address their needs and provide necessary support and will extend these offerings to FCDSS	Brief report	Collected Quarterly, list of groups and brief description of group intention and number of FCDSS families and/or staff that attended	Tiffany Polychrones/FCDSS Staff

## R.E.A.C.H. Evaluation Plan

<b>Project Goal 2: Increase recruitment and retention of resource families that can support the children and families our partner localities encounter.</b>						
1. Targeted recruitment of foster families that are able and willing to support sibling groups of all sizes, various ages and diverse backgrounds	1. Increase the use of recruitment materials and branded swag	January 1, 2026	CAFF will create new branded materials to use strategically in the community and surrounding areas to promote becoming a foster parent and information sessions.	Brief report	Collected quarterly, a list of recruitment materials utilized and how	Tiffany Polychrones/ recruitment team
	2. Increase the use of radio and marketing/advertising airtime	January 1, 2026	CAFF will increase the frequency of advertisement via radio and internet to promote information sessions and encourage recruitment of foster families	Brief report	Collected quarterly, a list of recruitment advertisement means utilized, how and with what frequency	Tiffany Polychrones/ recruitment team
2. Targeted recruitment of foster families that can support youth with higher acuity needs (i.e.	1. Increase the use of recruitment materials and branded swag	January 1, 2026	CAFF will create new branded materials to use strategically in the	Brief report	Collected quarterly, a list of recruitment materials utilized and how	Tiffany Polychrones/ recruitment team

## R.E.A.C.H. Evaluation Plan

neurodivergence, physical disabilities, moderate challenging behaviors)			community and surrounding areas to promote becoming a foster parent and information sessions.			
	2. Increase the use of radio and marketing/advertising airtime	January 1, 2026	CAFF will increase the frequency of advertisement via radio and internet to promote information sessions and encourage recruitment of foster families	Brief report	Collected quarterly, a list of recruitment advertisement means utilized, how and with what frequency	Tiffany Polychrones/ recruitment team
3. Scheduled trainings and retention groups to prepare and support resource families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.	1. CAFF will provide at least quarterly training and/or monthly group opportunities to encourage retention and empowerment of resource families.	November 31, 2025	CAFF will have various trainings scheduled for families to address their needs and provide necessary support.	Brief report	Collected Quarterly, list of groups and brief description of group intention	Tiffany Polychrones
	2. CAFF will include Fluvanna County DSS in training and support group opportunities	November 31, 2025	CAFF will have various trainings scheduled for families to address their	Brief report	Collected Quarterly, list of groups and brief description of group intention	Tiffany Polychrones/FCDSS Staff

### R.E.A.C.H. Evaluation Plan

			needs and provide necessary support and will extend these offerings to FCDSS		and number of FCDSS families and/or staff that attended	
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### EVALUATION RESULTS SCORECARD

Strategic Objective	What		When	Results				
	Output or Outcome Measure Description	Target	Frequency	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Annual
<b>Project Goal 1: Increased number of children in kinship family home in our partner localities</b>								
1. Hiring a staff member to be trained in and focused on Family Finding	1. Job listing will be posted in various spaces to receive applications	December 31, 2025	Collected once, check for completion					
	2. Best and most suited applicant chosen and accepted position. Start date in place.	March 31, 2026	Collected once, check for completion					
	3. Staff member completed basic department onboarding trainings. Trainings for Family Finding and other relevant	May 31, 2026	Collected one, check for completion					

## R.E.A.C.H. Evaluation Plan

	trainings will be scheduled							
2. Hired staff member assesses family finding/kinship needs with partner localities.	1. Staff member present and involved in monthly partnership meetings	April 30, 2025	Collected monthly, checked off for completion or explanation of needed rescheduling					
	2. Staff member has one identified case per locality to support with family finding efforts	July 31, 2026	Collected monthly, Documentation of needs and progress tracked through, contact notes reports and spreadsheets					
3. Scheduled trainings to prepare and support kinship families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.	1. CAFF will have various trainings scheduled for families to address their needs and provide necessary support.	November 31, 2025	Collected Quarterly, list of groups and brief description of group intention					
	2. CAFF will have various trainings scheduled for families to address their needs and provide necessary support and will extend these offerings to FCDSS	November 31, 2025	Collected Quarterly, list of groups and brief description of group intention and number of FCDSS families and/or staff that attended					

## R.E.A.C.H. Evaluation Plan

<b>Project Goal 2: Increase recruitment and retention of resource families that can support the children and families our partner localities encounter.</b>								
1. Targeted recruitment of foster families that are able and willing to support sibling groups of all sizes, various ages and diverse backgrounds	1. CAFF will create new branded materials to use strategically in the community and surrounding areas to promote becoming a foster parent and information sessions.	January 1, 2026	Collected quarterly, a list of recruitment materials utilized and how					
	2. CAFF will increase the frequency of advertisement via radio and internet to promote information sessions and encourage recruitment of foster families	January 1, 2026	Collected quarterly, a list of recruitment advertisement means utilized, how and with what frequency					
2. Targeted recruitment of foster families that can support youth with higher acuity needs (i.e. neurodivergence, physical disabilities, moderate challenging behaviors)	1. CAFF will create new branded materials to use strategically in the community and surrounding areas to promote becoming a foster parent and information sessions.	January 1, 2026	Collected quarterly, a list of recruitment materials utilized and how					
	2. CAFF will increase the frequency of advertisement via radio and internet	January 1, 2026	Collected quarterly, a list of recruitment					

### R.E.A.C.H. Evaluation Plan

	to promote information sessions and encourage recruitment of foster families		methods, spaces and efforts.					
3. Scheduled trainings and retention groups to prepare and support resource families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.	1. CAFF will have various trainings scheduled for families to address their needs and provide necessary support.	November 31, 2025	Collected Quarterly, list of groups and brief description of group intention					
	2. CAFF will have various trainings scheduled for families to address their needs and provide necessary support and will extend these offerings to FCDSS	November 31, 2025	Collected Quarterly, list of groups and brief description of group intention and number of FCDSS families and/or staff that attended					

### DASHBOARD FOR KEY MEASURES

Output or Outcome Measure Description	Target	Frequency	Results				Trending
1. Job listing posted within 3 months	December 31, 2025	Collected once, check for completion					
Strategic Objective: Hiring a staff member to be trained in and focused on Family Finding Measure Definition: Job listing will be posted in various spaces to receive applications Method of Tracking: Check list							

## R.E.A.C.H. Evaluation Plan

2. Staff Member Hired	March 31,2026	Collected once, check for completion					
<p>Strategic Objective: Hiring a staff member to be trained in and focused on Family Finding                  Measure Definition: Best and most suited applicant chosen and accepted position. Start date in place.                  Method of Tracking: Check list</p>							
3. Staff member onboarded to department and scheduled for applicable trainings.	May 31, 2026	Collected one, check for completion					
<p>Strategic Objective: Hiring a staff member to be trained in and focused on Family Finding                  Measure Definition: Staff member completed basic department onboarding trainings. Trainings for Family Finding and other relevant trainings will be scheduled                  Method of Tracking: Check list</p>							
4. Staff member engaged in standing partnership meetings	April 30, 2025	Collected monthly, checked off for completion or explanation of needed rescheduling					
<p>Strategic Objective: Hired staff member assesses family finding/kinship needs with partner localities.                  Measure Definition: Staff member present and involved in monthly partnership meetings                  Method of Tracking: Check list</p>							
5. Staff member utilizing trainings to support cases identified through partner assessments	July 31, 2026	Collected monthly, Documentation of needs and progress					

## R.E.A.C.H. Evaluation Plan

		tracked through, contact notes reports and spreadsheets					
<p>Strategic Objective: Hired staff member assesses family finding/kinship needs with partner localities.</p> <p>Measure Definition: Staff member has one identified case per locality to support with family finding efforts</p> <p>Method of Tracking: Spreadsheet</p>							

6. CAFF will provide at least quarterly training and monthly group opportunities to encourage retention and empowerment of kinship and resource families.	November 31, 2025	Collected Quarterly, list of groups and brief description of group intention					
<p>Strategic Objective: 1. Scheduled trainings to prepare and support kinship families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.</p> <p>2. Scheduled trainings and retention groups to prepare and support resource families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.</p> <p>Measure Definition: CAFF will have various trainings scheduled for families to address their needs and provide necessary support.</p> <p>Method of Tracking: Brief report</p>							
7. CAFF will include Fluvanna County DSS in training and support group opportunities	November 31, 2025	Collected Quarterly, list of groups and brief description of group intention and					

## R.E.A.C.H. Evaluation Plan

		number of FCDSS families and/or staff that attended					
<p>Strategic Objective: 1. Scheduled trainings to prepare and support kinship families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.                  2.Scheduled trainings and retention groups to prepare and support resource families in caring for the specific demographics of youth identified in our partner localities as challenging to find long-term placement for.                  Measure Definition: CAFF will have various trainings scheduled for families to address their needs and provide necessary support and will extend these offerings to FCDSS                  Method of Tracking: Brief report</p>							
8. Increase the use of recruitment materials and branded swag	January 1, 2026	Collected quarterly, a list of recruitment materials utilized and how					
<p>Strategic Objective: 1. Targeted recruitment of foster families that are able and willing to support sibling groups of all sizes, various ages and diverse backgrounds                  2. Targeted recruitment of foster families that can support youth with higher acuity needs (i.e. neurodivergence, physical disabilities, moderate challenging behaviors)                  Measure Definition: CAFF will create new branded materials to use strategically in the community and surrounding areas to promote becoming a foster parent and information sessions.                  Method of Tracking: Brief report</p>							
9. Increase the use of radio and marketing/advertising airtime	January 1, 2026	Collected quarterly, a list of recruitment advertisements					

## R.E.A.C.H. Evaluation Plan

		t means utilized, how and with what frequency				
<p>Strategic Objective: 1. Targeted recruitment of foster families that are able and willing to support sibling groups of all sizes, various ages and diverse backgrounds                  2. Targeted recruitment of foster families that can support youth with higher acuity needs (i.e. neurodivergence, physical disabilities, moderate challenging behaviors)</p> <p>Measure Definition: CAFF will increase the frequency of advertisement via radio and internet to promote information sessions and encourage recruitment of foster families                  Method of Tracking: Brief report</p>						

## COMMUNICATION PLAN FOR KEY RESULTS

Key Measure Description	Audience of Communication	Mode of Delivering Information	Frequency of Delivering Information	Person Responsible for Communication
1. All Key Measure’s results will be shared in the same way in each category	<ul style="list-style-type: none"> <li>Agency Partners</li> </ul>	<ul style="list-style-type: none"> <li>Advisory Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> <li>When needed for VDSS reporting needs</li> </ul>	<ul style="list-style-type: none"> <li>Tiffany Polychrones</li> <li>Designated LDSS Partners’ staff</li> <li>Reggie Allen</li> <li>Charlsie Stratton</li> </ul>