

*Fayette County*  
**Department of Job & Family Services**  
133 S. Main Street  
Washington Court House, Ohio 43160

*Commissioners*  
Dan Dean  
Jack DeWeese  
Tony Anderson

*Director*

Lori J. Hellenthal

(740) 335-0350  
FAX (740) 333-3572

June 8, 2012

Office of Contracts and Acquisitions  
Ohio Department of Job & Family Services  
30 East Broad Street, 31<sup>st</sup> Floor  
Columbus, OH 43215-3414

Re: Access and Visitation Services Grant RFGA# JFS-R-1213-09-80332

Dear Sir or Madam,

Enclosed is the Fayette County Child Support Enforcement Agency's grant proposal. If you have any questions, please feel free to contact me at 740-335-0350 ext 271.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Hellenthal", is written over the typed name.

Lori Hellenthal  
Director

Enclosures

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Applicant Qualifications**

- Ia. Mandatory Qualifications
- Ib. Applicant Qualifications
- Ic. Organizational Experience and Capabilities of the Direct Services Provider
- Id. Key Staff Experience and Capabilities

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Mandatory Qualifications**

Sub-Tab 1a

FAYETTE COUNTY CSEA  
TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Mandatory Qualifications (Sub-Tab 1a)**

The Fayette County Visitation and Exchange Center addresses the following three program components in the grant application, Neutral drop-off and pick-up, Supervised Visitation and Parenting Classes. The mission of the Fayette County Visitation and Exchange Center is to support children and families that experience divorce, separation, abuse, neglect or domestic violence. Through education and provision of a safe, secure, and comfortable environment, our focus is to promote family engagement and healthy, meaningful adult and child relationships. The Center presently is providing Supervised Visitation Services to Fayette County. Upon receiving the Access and Visitation Grant, the Center would be able to increase the availability of services provided to include Neutral drop off and pick-up (Exchanges) and Parenting Classes.

The safety of the families utilizing the Center is of the utmost importance. The Fayette County Visitation and Exchange Center requires an orientation for each participating party before services can begin. During this orientation, staff reviews in detail the policies and guidelines that participants must follow. At the completion of the orientation, participating families receive a copy of the Center Handbook that entails all of the information reviewed and they sign an agreement that they have received the Handbook and that they understand the policies and guidelines set by the Visitation Center. Parties utilize separate entrances when arriving or departing which further ensures parties will remain separate physically and visually. The Non-Custodial Party uses the back door entrance. The Custodial Party uses the front door entrance. Families utilizing the Center may not wait in the parking lot or spaces before, during or after a visit/exchange. The center doors remain locked at all times. If there is suspicion of alcohol or drugs upon arrival, the visit or exchange will not take place and the referring party informed. The Center does not tolerate fighting, threats of violence, loitering or confrontation with any staff member, child or adult in the vicinity of the Fayette County Visitation Center. Behaviors of this nature will result in immediate visitation or exchange termination. This

includes the transitions before and after visits and exchanges. Security has the right to search for weapons or other dangerous items. If there is ever a possession of a weapon of any kind it will result in immediate termination of the visit or exchange. There is to be no derogatory or negative remarks about either parent or guardian. The Center prohibits children from questioning about their residence, court cases, counseling, Children Services case custody, visitation, etc. When inappropriate discussions become a concern there is immediate intervention by the Visitation Monitor.

For supervised visitation, the non-custodial party must arrive at the fifteen minutes prior to the scheduled beginning of the visitation. The visiting party is to sign in and staff escort s to the room assigned for the visit to take place in. The custodial party then arrives at the Center, signs the child(ren) in and immediately departs the premises. A staff member will escort the child to the waiting parent in the visitation room. The custodial party is to return at the exact time designated for the visitation to end, receive the child(ren) and immediately depart. The visiting party is to remain in the visitation room until the monitor dismisses them. The Fayette County Visitation and Exchange Center offers four levels of Supervised Visitation services. The court or the referring agency determines the level. *Level one* is the most restrictive as the visit is monitored at all times. *Level two* is monitored at ten minute checks. *Level three* is monitored at thirty minute checks. *Level four* is the least restrictive with a monitor only being present as needed. The Center is equipped with a surveillance system where the front and back entrances are in view on a monitoring screen at all times. In addition, the system allows the monitor to hear all conversations during visits no matter what the level of supervision may be. There are four panic buttons placed throughout the building directly linked to local law enforcement. Staff always checks gifts, bags, and toys upon entrance and purses are subject to search at anytime. Visiting parties may not use cell phones when visiting. Center Staff will escort children to the restroom unless the child is of appropriate age to go alone. If the child requests or needs assistance the visiting party may assist only if the monitor can observe the child and parents behavior and only if there is no history of sexual abuse. Center staff may end a visit at any time if the policies and guidelines are not being followed, a family member or a child is violent, disruptive or disrespectful to others or it is in the best interest of the child(ren).

Supervised Exchanges take place at the Center with the purpose to alleviate problems between the residential and non-residential parties by assuring there is no interaction between

them. This further ensures that the children are not subject to witnessing conflict between their parents. For supervised exchanges, the party receiving the child must arrive at the Center fifteen minutes prior to the scheduled exchange time. The receiving party is to sign in and remain in the waiting room. The delivering party is to arrive at the Center at exactly the time of the exchange, sign in the child(ren), and immediately depart the premises. The receiving party will remain in the waiting room with the child until the monitor dismisses them.

The Center has as a security system which consist of 4 buttons, that when pushed put out a message to all the radios of the county sheriff and city police that an officer is needed at the Center. The Center is located within 1 block of both the Fayette County Sheriff's office and the Washington Court House Police Department.

The surveillance system is a computerized system with cameras in the waiting room, kitchen, visitations rooms and outside entrances. The cameras in the visitation rooms and the kitchen include audio. The system is set up in desktop computers and a laptop, and also in the Sheriff's office. At any time, any one of those computers can be used to view the Center and hear what is going on in those areas. This provides additional security because the Sheriff's office can see what is going on at the Center while they are responding to a call from the Security System. By having the system available on a laptop, the Center Coordinator can monitor the facility at all times, any where. The Center conducts regular tests with the panic button system to ensure the system is functioning correctly.

Security policies and procedures are reviewed annually through the Community Advisory Board.

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Applicant Qualifications**

Sub-Tab 1b

FAYETTE COUNTY CSEA  
TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFQA # JFS-R-1213-09-8032

**Applicant Qualifications (Sub-Tab 1b)**

The Fayette County Visitation and Exchange Center is in partnership with numerous agencies and systems through out the county. The Center is under the umbrella of Fayette County Job and Family Services. Children Services, Child Support Enforcement and Income Maintenance have access to make referrals to our program for Supervised Visitation and Exchanges. FCVEEC has existing partnerships with Municipal, Juvenile and Common Pleas Court, local law enforcement agencies and various organizations in the Fayette County community. Courts and agencies through out the community refer families to the Center to make it possible for child(ren) to establish or have a continued relationship with the non-custodial parent when it otherwise may not be possible. Upon the implementation of parenting classes, these agencies will have the ability to submit referrals for this service as well. Law Enforcement additionally collaborates with the center to ensure the safety of all program participants. They assist the Center with security policies and procedures, support with maintenance of the surveillance system and providing in house security as needed.

The Center maintains a Community Advisory Board that convenes on a quarterly basis. This board consists of Law Enforcement, Juvenile and Domestic Relations Court Judges, Family Adult and Children First Council, a local attorney and a designated individual from each division of Fayette County Job and Family Services, including CSEA. The purpose of the advisory

board is to facilitate communication between the service providers and the Center to determine the needs of the community and how the Center can support those needs.

The Center maintains an active membership with the Supervised Visitation Network, which provides valuable training and resource tools. The Center follows the Standards, Code of Ethics and Guidelines for Best Practice set forth by the Network.

The above mentioned partners collaborated with the Fayette County CSEA in 2006 with the Child Support Access/Visitation Services grant, of which was awarded.

Project implementation will be staffed by hiring two additional monitors. Each monitor will be required to have an educational background in education.

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Organizational Experience and Capabilities of the  
Direct Services Provider**

Sub-Tab 1c

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Organizational Experience and**  
**Capabilities of the Direct Services Provider**  
**(Sub-Tab 1c)**

The Fayette County Visitation and Exchange Center is the only center that provides a safe environment for children and families to visit, exchange, or gather services, so that reunification of family dynamics can be established or healed. The Center opened in 2002 and was first funded by a one time child welfare grant. Since then, the Center has operated by TANF, Children's Trust Fund, and a variety of other grants under the supervision of the Fayette County Community Action. In March 2012, the Fayette County Commissioners entered into an agreement with the Fayette County Department of Job & Family Services to oversee the operations of the Center.

The Center provides a safe place for custodial and non-custodial parents to exchange children for visitation; provides a supervised environment for non-custodial parents to maintain contact with their children and will provide parenting classes for both non-custodial parents who are working toward reunification with their children, and for family members who are themselves caregivers for the children. In collaboration with the CSEA, these components will increase the amount of child support paid to a custodial parent, as they are actively involved with their children. The target population is families that are divided due to abuse, neglect, divorce and/or some form of Court or Child Protective Services intervention.

The Center currently schedules visits and exchanges two days a week. It is currently staffed by the Center Coordinator, plus a college intern. Supervised visits are tiered by the amount of supervision needed. Some visits require a monitor to be in the room at all times. Others can be observed through a window or camera, while the least restrictive require a monitor to check on the visit every 30 minutes.

The Visitation Monitor is responsible for observing parenting time and monitored exchanges, keeping program participant's safe, and documenting what he or she sees or hears throughout the visitation or exchange. The Visitation Monitor is also responsible for all scheduling and case management duties. All records are maintained in a confidential manner and are kept in a safe and secure locked filing system. The monitor is trained to document all services in a completely neutral manner, with no expressions of judgment being made. Records are submitted to the court or referring agency only when the program participant signs a release of information. However, if the court subpoenas the records the Center is obligated to release the records.

The building site is owned by the Fayette County Board of Commissioners and the county oversees the maintenance of the building, as well as ensures that the site is current with all fire, safety and health codes. Written protocols are posted in all visitation rooms and entrances of the Center for fire and tornado instructions.

Fayette County is a rural county located in the southwest quadrant of the state. It has 406 square miles, much dedicated to agriculture and its population is 29,030. 94.6% of the population is Caucasian and Black and Hispanics make up most of the minority population. According to the 2010 census, 17.4% of the population lives below poverty level.

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Key Staff Experience and Capabilities**

Sub-Tab 1d

FAYETTE COUNTY CSEA  
TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Key Staff Experience and Capabilities**  
**(Sub-Tab Id)**

In March of 2012, the Fayette County DJFS contracted with Amy Koenig as the Center Coordinator to operate the program site. She is responsible for the daily administrative activities, monitors families and supervises exchanges. Amy received her Bachelor of Science in Human and Consumer Sciences with a major in Family Studies from the Ohio University Athens, Ohio and holds a certification in Mediation through the Ohio Supreme Court and has five years experience working in the Mental Health field. She was a visitation monitor for 8 years with Fairfield County DJFS and has been a visitation monitor for The Buckeye Ranch and Big Brothers Big Sisters since 2010.

The grant manager is Lori Hellenthal, Director of the Fayette County Department of Job & Family Services/Children Services/Child Support Enforcement/Workforce.

The project manager is Amy Koenig, the Center Coordinator.

There is not a staff accountant employed with the Center. All financial management will be done through the Fayette County CSEA/DJFS fiscal officers and director. The CSEA/DJFS fiscal officers and director have many years of experience managing federal grants.

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Narrative Description of Proposed Project**

Tab 2

FAYETTE COUNTY CSEA  
TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Narrative Description of Proposed Project**  
**(Tab 2)**

The Fayette County Visitation and Exchange Center provides limited service hours due to the operation having one part time program coordinator and typically one program volunteer per college semester. The Center collaborates with surrounding colleges to provide students working toward a degree in a social service field the opportunity to complete an internship. The students must complete an interview process and be thoroughly trained by the Center Coordinator to be qualified. With the addition of two hired monitors the services provided to families would be substantially improved, including the safety of families due to the monitors being experienced and adequately trained. The Center wants to increase the number of supervised visits and exchanges by 15%.

The Center is currently in the process of purchasing and implementing two separate parenting class curriculums. One parenting class curriculum being basic Parent Education that will teach parenting skills. Classes will focus on the needs of the families served, most of them being involved with human services organizations throughout our community. The class will be an eight week curriculum for one hour one day per week. Classes will focus on Discipline, Child Safety/Car Seat Safety, Nutrition, Budgeting, Drugs/Alcohol and the effects on children, Child Development, Hygiene and Housekeeping. Classes will also be enhanced through presentations by local agencies such as Help Me Grow, The Recovery Center and Extension Office. The second parenting class curriculum will be a Co-Parent Education class that parents are ordered to

complete by Domestic relations Court upon divorce or separation and when a visitation order is implemented. This class would teach parents how to be “co-parents” even though parents are no longer together. The Center has a classroom to accommodate individuals participating. Parenting classes would be either court ordered or implemented into a Case Plan through the referring agency. Individuals may also volunteer to participate in these classes. Participants in parenting classes would be required to pay a fee for the service unless income was determined to fall below the poverty guidelines.

Timeline for Supervised Visits and Exchanges

- Ongoing: Supervised visits and exchanges at the Center
- Ongoing: Referrals from CSEA to both refer its paternity and child support cases to the Center and to assist families utilizing the Center in establishing paternity and/or child support or receive child support.
- Monthly: Written reports to the CSEA
- Quarterly: Meeting of Visitation Center Advisory Board

October 2012: Hire two additional monitors

Parenting Classes

- August 2012: Purchase curriculum materials and supplies
- Weekly: Parenting Classes held at the Visitation Center

The Center Coordinator maintains all data and will prepare all reports to the CSEA for reporting to the State. The Center Coordinator will also maintain a spreadsheet that will reflect

parenting times for non-custodial parents to show whether or not parenting time has increased.

The CSEA will maintain a database with the names of the individuals utilizing the Center and track the services being provided and any support being paid or received. An outcome based report will be prepared that will show the number of individuals, but what service they received and long term gains by the individuals participating in the program. Information that is captured on the Appendix E will also be collected and maintained in the database. The SETS system will be utilized to obtain the child support obligation due and the amount collected three months prior to the non custodial parent beginning the access/visitation program, and child support obligation due and the amount collected three months after the noncustodial parent leaves the program. This information will be input into the outcome based report.

Any unanticipated problems will be reported immediately by the Center Coordinator to the DJFS Director, so that resolution can begin immediately. A summary of the problem(s) and resolution will be included in the monthly summary report to the CSEA.

Currently, funding for the Visitation Center is provided by the Fayette County Department of Job & Family Services. The Visitation Center will begin applying for additional grant opportunities and begin community outreach and seek donations.

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Deliverables**

Tab 3

FAYETTE COUNTY CSEA  
TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Deliverables**  
**(Tab 3)**

The first goal is to expand available service hours for Supervised Visitation services. Presently the Center is serving ten families per week for supervised visitation. With the addition of a part time visitation monitor, an additional five to seven families per week would receive Supervised Visitation Services. This would also expand the availability of Supervised Visitation services to the Courts and agencies though out the community, as well as out of county families from rural areas where services may not be available. This would allow for the non-custodial parent to maintain a relationship with their child(ren) and to support safe and dependable visitation services.

The second goal would be to begin providing Supervised Exchanges. Staff is prepared to provide this service, however with the limited hours the Center is currently open families that are in need of Exchanges are not benefiting from this valuable service. An additional Visitation Monitor would provide children protection from witnessing conflict between parents, along with protection ensured for all participants. Exchanges would be valuable for Domestic Relations cases, allowing families to follow the local visitation rule by the Center being open during these hours. Exchanges increase the probability that non-residential parents will remain involved in their child(rens) lives and increase the opportunity for their children to be supported financially.

The third goal is to provide Parenting Classes. There would be implementation of a parenting class curriculum that would provide support to parents going through divorce or

separation, while teaching the value of learning to co-parent even though they are no longer together. A second parenting class curriculum would be created for participants involved with Children Services to improve parenting skills and allow the parent to appropriately care and provide for their child. With the award of the Access Visitation Grant the Center would purchase curriculums for the Parenting Classes.

The Center re-opened March 22, 2012 and is presently open twenty hours per week. In the five weeks of the Center's re-opening, forty-seven hours of service has been providing Supervised Visitation and approximately twenty four hours has been providing case management and supportive services to families. The Center is currently providing fifteen hours of Supervised Visitation to ten families per week. The Center has closed five cases during this time due to the children returning to the parent's custody or Children Services receiving permanent custody. There are two families pending for the Center to schedule and several families in the referral process by Domestic Relations Court.

Presently the majority of individuals served are never married. With increased availability of Services to Domestic Relations Court, the participation rate of separated and divorced individuals will increase as well as those with a child support order. The majority of the individuals served are from a rural location. The Visitation Center collects specific data at intake regarding referral source, participant information, marital status, income, race and ethnicity. The Coordinator maintains a monthly statistics log in all files that tracks services provided as well as measures increased parenting time. Upon the Access Visitation Grant being awarded the Program Coordinator will collaborate with the Child Support Enforcement Agency to track Child Support Payments paid in correlation with the parent having access to the child through Supervised Visitation and Supervised Exchanges.

A family is terminated from the Visitation and Exchange Center based on the following reasons. The parent has been found by the Court or referring agency to be able to care for the child(ren) in a safe manner, therefore Supervised Visitation is no longer required. The referring agency has received permanent custody or the custodial party has been awarded full custody. The non-residential and residential parties have reached a mutual agreement to arrange visitation on their own, that would no longer require a neutral drop off and pick up location. Lastly, a case may be terminated due to the visiting party not following the policies and guidelines of the Center. When a case is terminated, whether successfully or unsuccessfully, the referring party is sent a closing letter to confirm the closing as well as the parties involved in the service. Additionally, the Center completes a closing summary on each case upon termination.

A fee policy for the program has been implemented effective May 2012 for Supervised Visitation and Exchanges. Only Non-Children Service Agency involved families are required to pay the fees. Fayette County families that are below the poverty guidelines and that are able to provide income verification will have the fee waived. The fee schedule is as follows: Intake \$10.00, \$5.00 for each complete exchange, Supervised Visitation \$20.00, No Show \$20.00. The fees for Visitation and Exchange services are paid by the Visiting party, unless it is otherwise indicated in the court order that the fee should be split. The accepted form of payment is cash only. If participants fail to pay they will be given two written warnings and with the third warning a suspension in services until the outstanding payment is made in full. For out of county court appearance the fee is \$25.00 per hour, \$.40 mileage reimbursement and \$1 fee charged per page up to \$20 max.

The Visitation Center further ensures the safety of the program participants through the referral and orientation process. The referral specifically requests information be provided regarding violent history and whether a protection order exists or has previously existed. Copies of protection orders are submitted with the referral and are maintained in a location that is easily accessible if an emergency should arise. The Center Coordinator assesses history of domestic violence, mental illness, drugs and alcohol, physical and sexual abuse, and criminal history during the orientation. The Center collaborates with local law enforcement to maintain and develop security policies, especially when a high risk family has been referred. When it is determined that a family is considered “high risk” through the referral or orientation assessment additional measures are taken to ensure the safety of the program participant. Local law enforcement will provide a uniformed officer to be present on site when the Visitation or Exchange is taking place. Local Law Enforcement may take additional precautions by escorting families to and from vehicles. The guidelines enforce separate entrances for the non-custodial and non-residential parents and staggered arrival and departure times. The parents sign an agreement that they will follow this policy and procedure. In addition, the Center reserves the right to decline a referral if there is a concern for ensuring the safety of a program participant.

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

**Budget**

Tab 4

4 001

# ACCESS & VISITATION GRANT INVOICE

Fayette County Child Support Enforcement Agency  
 133 S. Main Street  
 Washington C.H., Ohio 43160  
 Federal Tax ID: 31-6000096

Purchase Order No: \_\_\_\_\_

Subgrant Agreement No: \_\_\_\_\_

Month/Year of Service: \_\_\_\_\_

CATEGORIES	BUDGET AMOUNT	MONTHLY EXPENSE	YEAR TO DATE	REMAINING BALANCE
Personnel	\$47,080			
Fringe Benefits	\$1,250			
Rent	\$24,000			
Travel	\$960			
Equipment	\$0			
Curriculum	\$1,000			
Supplies- Postage/Paper	\$720			
Utilities- Copier/Phone/Internet	\$1,470			
Contractual	\$0			
Administration	\$6,000			
<b>TOTAL EXPENSES:</b>	<b>\$ 82,480</b>			
In-Kind Contribution/ rent \$2,000/ month	\$24,000			
Grant amount	\$58,480			

**Amount of Invoice: \$** \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment D  
 JFS-R-1213-09-8032  
 Access Visitation Project Budget Summary

Name of Grantee: Fayette County Child Support Enforcement Agency

	<b>FFY13</b>	<b>FFY14</b>	<b>FFY14</b>	
	October 12'- Sept 12'	Oct 13'- Sept 14'	Oct 14'- Sept 15'	Total
Personnel	47,080	47,080	47,080	141,240
Fringe Benefits	1,250	1,250	1,250	3,750
Travel	960	960	960	2,880
Equipment	0	0	0	0
Supplies	720	720	720	2,160
Contractual	0	0	0	0
Other (Define) Admin Curriculum Copier/Phone/Internet	8,470	8,470	8,470	25,410
10% Cash or In-Kind Contribution	24,000	24,000	24,000	72,000
<b>TOTAL</b>	82,480	82,480	82,480	247,440
Grant Amount Requested	58,480	58,480	58,480	175,440

FAYETTE COUNTY CSEA  
PROGRAM BUDGET  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

The CSEA is applying for the following:

**CENTER COORDINATOR:** We are applying for funds to cover 50% of the cost of the Visitation Center Coordinator, Amy Koenig. The cost of her salary is \$25,000 per year @ 50% = \$12,500

**TWO ADDITIONAL MONITORS:** We are applying for funds to cover 100% of the cost of a two additional monitors. \$15.00 per hour x 20 hours per week x 52 weeks = \$15,600 x 2 = \$31,200

**PARENTING CLASS INSTRUCTOR:** We are applying for funds to cover 100% of the cost of a parenting class instructor. \$13.00 x 5 hours per week x 52 weeks = \$3,380

**FRINGE BENEFITS:** Cost will cover worker's compensation and professional liability insurance. Cost is \$2,500 per year @ 50% = \$1,250

**TRAVEL:** Mileage has been calculated for monthly travel averaging 200 miles/month. This will include attending meetings and conferences. DJFS mileage rate is .40/mile x 200 miles/month x 12 months = \$960

**CURRICULUM:** Workbooks and other educational materials will be purchased for parenting classes, estimated cost \$1,000 per year.

**UTILITIES:** Use of copier, phone and internet at 50%. \$245 month x 12 months x 50% = \$1,470

**ADMINISTRATION COSTS:** For CSEA/DJFS utilization of financial officer time and audit costs. \$500 month x 12 months = \$6,000

**IN-KIND:** The Fayette County Commissioners provide the building for the Visitation Center and pay the electric, gas, water and sewer, for an in-kind value of \$2,000 per month.

FAYETTE COUNTY CSEA

TECHNICAL APPLICATION  
ACCESS AND VISITATION SERVICES  
RFGA # JFS-R-1213-09-8032

## **Tab 5**

**Other**

**Support Letters**

**Organization Chart**

**Resumes**



**Fayette County**  
**Department of Job & Family Services**  
133 S. Main Street  
Washington Court House, Ohio 43160

**Commissioners**  
Dan Dean  
Jack DeWeese  
Tony Anderson

*Director*

Lori J. Hellenenthal

(740) 335-0350  
FAX (740) 333-3572

June 6, 2012

ODJFS  
Office of Child Support  
PO Box 182709  
Columbus, Ohio 43218-2709

Dear Mr. Aldridge,

This letter indicates that I have granted approval for the Fayette County Child Support Enforcement Agency to submit an application to apply for federal grant monies for the Access & Visitation program. I understand the monies are not available until ODJFS indicates they are available, pending the selection of our CSEA as a recipient.

If you have any questions about my approval or need further information about our agency, do not hesitate to contact at the following email address: [hellel01@odjfs.state.oh.us](mailto:hellel01@odjfs.state.oh.us) or call me at 740-335-0350, ext. 271.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Hellenenthal", is written over a printed name and title.

Lori Hellenenthal  
Director

# FAYETTE COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

## Certification of In-Kind Requirement

June 6, 2012

Submitted By: Lori Hellenthal, Director

CSEA: Fayette County

The Fayette CSEA has reviewed the attached section of OMB circular a-110 (A 87) that defines third party in-kind contribution. Since our agency is submitting an application in response to ODJFS' RFGA for access/visitation, we are certifying that the in-kind contribution meets the necessary criteria as demonstrated in A-110 (A 87).

The in-kind contribution, which must be at least a 10% match is categorized as:

_____	Cash
___X___	Real Property
_____	Equipment Supplied
_____	Expendable Property
_____	Goods and Services

The total value of the in-kind contribution during EACH YEAR of the project is \$24,000. A description of the in-kind contribution is provision of a building and utilities for the Fayette County Visitation Center at no cost, valued at \$2,000 per month.

*Fayette County Child Support Enforcement Agency  
133 South Main Street  
Washington OH, Ohio 43160  
(740) 335-0745  
1-800-922-0745*

May 30, 2012

To Whom It May Concern:

Involvement of both parents is essential to the well-being of children. The Fayette County Visitation Center supports the safe and supportive contact of the non-custodial parents with their children.

Non-custodial parents who encounter obstacles to visitation are less likely to pay child support and are likely to disappear from their children's lives. In addition, non-custodial parents are more likely to provide child support when they have meaningful roles in their children's lives.

The Fayette County Visitation Center can provide the environment in which families can continue a relationship with their children and in turn become more responsible about their parenting roles.

Very truly yours,



Leslie Harrison  
Fayette County Child Support Enforcement Agency

## Fayette County Court of Common Pleas

110 E. Court Street  
Washington Court House, Ohio 43160  
(740) 335-4750 Fax (740) 333-3557

Steven P. Beathard, Judge

Carmen Y. Baird, Administrator  
Mary Beth Lyons, Administrative Assistant  
Charles W. Wise, Court Bailiff

May 4, 2012

RE: Access Visitation Grant  
Fayette County Jobs & Family Services

To Whom It May Concern:

Please consider this as my endorsement for the Fayette County Jobs and Family Services effort to obtain the Access Visitation Grant. This grant would assist in maintaining a physical facility to supervise visitation and visitation exchanges.

While my Court does not utilize this facility directly, many of my probationers and post divorce parents rely on this important service.

Should you have any questions, feel free to contact me at (740) 335-4750.

Sincerely,



Steven P. Beathard, Judge

SPB/cyb

JACK DEWEESE  
1050 Bloomingburg-New Holland Road NW  
Washington C.H., Ohio 43160

DANIEL C. DEAN  
1001 Countryside Drive  
Washington C.H., Ohio 43160

TONY ANDERSON  
11524 Cook-Yanketown Road NE  
Mt. Sterling, Ohio 43143

JUDY RAMBO, Adm. Clerk

**Fayette County Commissioners**

Suite 401 • 133 South Main Street  
Washington C.H., Ohio 43160  
Phone (740) 335-0720 FAX (740) 333-3530

May 7, 2012

Lori J. Hellenthal, Director  
Fayette County Department of  
Job & Family Services  
133 S. Main Street  
Washington Court House, Ohio 43160

Dear Ms. Hellenthal:

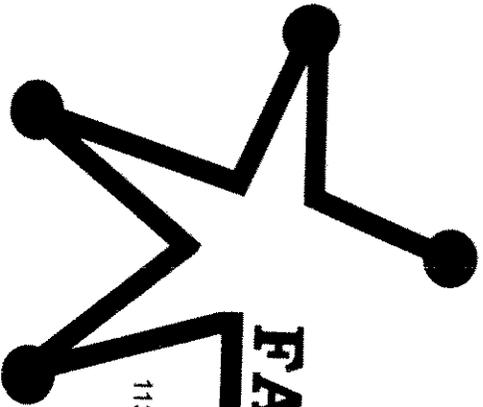
The Fayette County Commissioners are providing space for the Supervised Visitation Center at 224 N. Main Street, Washington Court House, Ohio. There is no charge to Fayette County Department of Job & Family Services for the use of this facility. Rent value for this building is \$2,000.00 per month.

Sincerely,



Daniel C. Dean, Chairman  
FAYETTE COUNTY COMMISSIONERS

DCD/jr



The Office of

# FAYETTE COUNTY SHERIFF

**Vernon P. Stanforth, Sheriff**

113 E. Market St., Washington C.H., Ohio 43160 740-335-6170 FAX 740-333-3589

Lori Hellenthal

Director

Fayette County Jobs and Family Services

133 South Main Street

Washington Court House, Ohio 43160

May 14, 2012

Dear Director Hellenthal,

The Fayette County Visitation and Exchange Center has been in operation and serving the needs our residents for several years until recent funding issues caused the program to be abandoned by its parent organization, the Fayette County Community Action Commission. Subsequently, the Fayette County Commissioners have tasked the Jobs and Family Services with the oversight of the Center. The transition has been slow and laborious and, consequently, has caused a hardship on families and associated agencies dependent on the Center.

Since the closure of the Center, law enforcement has seen an increase in calls for service from feuding parents during exchanges, and has necessitated the participation of patrol officers to ensure peaceful parental exchanges. Fortunately, the staff of Jobs and Family Services has been working to once again close the service gap and has sought funding to assist in the endeavor. The Center offers a safe and friendly environment for children already traumatized by the actions and behavior of others.

The Fayette County Sheriff's Office continues to be supportive and committed to collaborative efforts in the application for funding and operation of the Center.

Respectfully,

Vernon P. Stanforth,  
Sheriff

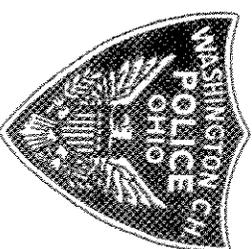


# CITY OF WASHINGTON COURT HOUSE

## DEPARTMENT OF POLICE

130 N. Fayette Street  
Washington C.H., Ohio 43160-1304  
Phone (740) 636-2370  
Fax (740) 636-2379

Brian W. Hottinger  
Chief of Police



May 10, 2012

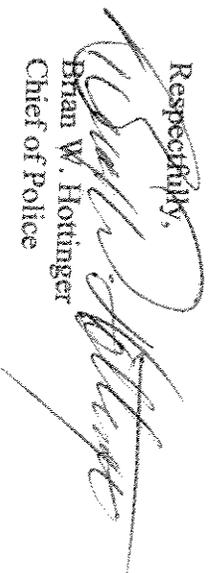
To Whom it May Concern,

I understand that the Fayette County Job and Family Services is applying for a grant on behalf of The Family Visitation Center. I strongly support this application and acknowledge my commitment in collaboration with this program.

The City of Washington Court House Police Department is committed to the safety of the domestic violence victims as well as those at risk of domestic violence. We will continue to work together to ensure their safety. We understand the need for supervised visitation and exchange services. For many years these exchanges took place in our parking lot or local restaurants. The Visitation Center provides a much safer, child friendly situation. Since the Visitation Center has both front and rear entrances the adult parties never have to see each other. This not only protects the children from all the feuding, but protects adult victims from having to face their abusers.

The Visitation Center is equipped with a security system that sends out a message to every officer's radio in the city and county when the emergency button is pushed. This allows us to make an immediate response.

Respectfully,



Brian W. Hottinger  
Chief of Police

FAYETTE COUNTY COURT OF COMMON PLEAS  
PROBATE & JUVENILE DIVISIONS  
110 E. Court Street, 2<sup>nd</sup> Floor  
Washington Court House, Ohio 43160  
(740) 335-0640 telephone ♦ (740) 333-3598 facsimile

May 10, 2012

Ms. Lori Hellenenthal  
Ohio Department of Jobs & Family Services  
133 S. Main Street  
Washington C.H., Ohio 43160

RE: Access Visitation Grant

To Whom It May Concern:

The Fayette County Juvenile Court would like to express continued support of the Fayette County Visitation Center.

The Visitation Center provides supervised parent/child visitation and exchanges in a safe, secure environment. The Visitation Center additionally serves the needs of this small, rural community with parenting classes to educate today's parents with methods on how to better interact with their children. By providing a safe, neutral environment for family interaction, families receive the support they need to function in their daily lives.

If you have any questions, please do not hesitate to contact my office.

Respectfully yours,



DAVID B. BENDER, JUDGE  
Fayette County Court of Common Pleas  
Probate and Juvenile Divisions

DBB:jal

pc: File

JACK DEWEESE  
1050 Bloomingburg-New Holland Road NW  
Washington C.H., Ohio 43160

DANIEL C. DEAN  
1001 Countryside Drive  
Washington C.H., Ohio 43160

TONY ANDERSON  
11524 Cook-Yankeetown Road NE  
Mt. Sterling, Ohio 43143

JUDY RAMBO, Adm. Clerk

**Fayette County Commissioners**

Suite 401 • 133 South Main Street  
Washington C.H., Ohio 43160  
Phone (740) 335-0720 FAX (740) 333-3530

May 7, 2012

Lori J. Hellenthal, Director  
Fayette County Department of  
Job & Family Services  
133 S. Main Street  
Washington Court House, Ohio 43160

Dear Ms. Hellenthal:

The Fayette County Board of Commissioners is writing in support of the Fayette County Child Support Enforcement Agency's application for Access Visitation Grant funds.

The Fayette County Visitation Center provides an invaluable service to those in need in our community. The program assists parents in a number of ways by providing supervised visitations, supervised exchanges, proper referrals, parenting classes, bilingual services and support groups.

We fully support the application for Access Visitation Grant funds for the benefit of families who utilize the Visitation Center in strengthening family relationships and financial obligations.

Sincerely,



Daniel C. Dean, Chairman  
FAYETTE COUNTY COMMISSIONERS

DCD/jr

**FAYETTE COUNTY  
DEPARTMENT OF JOB & FAMILY SERVICES  
133 SOUTH MAIN STREET  
WASHINGTON C.H., OHIO 43160**

(740) 335-0350  
FAX (740) 333-3581

To: Fayette Co. Child Support Enforcement Agency  
133 S. Main St.  
Washington C.H., Ohio 43160

From: Dusty Ruth  
Fayette Co. Department of Jobs and Family Services  
Social Services Unit  
133 South Main Street  
Washington C.H., Ohio 43160

Our agency is very excited about the possibility of the Fayette County Child Support Enforcement Agency applying for a grant. We understand that the grant would be used to increase the amount of child support paid by increasing the non-custodial parent's participation in visitation through the Fayette County Visitation Center.

I believe that there is a definite correlation between a parents failure to pay child support and whether or not the child(ren) have their basic needs met. I believe that if the Fayette County Child Support Enforcement Agency was awarded a grant for this purpose that the services provided would greatly increase the amount of child support paid and thus decrease the number of complaints regarding neglect received by Childrens Services.

Yours truly,  
  
Dusty Ruth  
Childrens Services Administrator

*John H. Wead*

ATTORNEY AT LAW  
226 EAST MARKET ST  
WASHINGTON C. H., OHIO 43160

May 1, 2012

RECEIVED

Fayette County Ohio  
Child Support Enforcement Agency  
133 S. Mann St.  
Washington C.H., OH 43160

MAY 03 2012  
FAYETTE COUNTY OHIO  
SUPPORT ENFORCEMENT AGENCY

To Whom It May Concern:

Having practiced law in Fayette County, Ohio for over thirty (30) years, in the area of Domestic Relations, the importance of non-custodial parents' participation in their children's lives must be emphasized and encouraged. The Fayette County Visitation Center supports supervised visitation and supervised exchanges for visitation. These services facilitate safe environments for the parents and children and for impartial third party witnessing of child-parent interaction.

Obviously the more we can actively involve non-custodial parents in their children's lives, they all will be more willing to support their children financially, but most of all to support their children responsibly. The Fayette County Visitation Center has in the past, and will in the future, support responsible parenting.

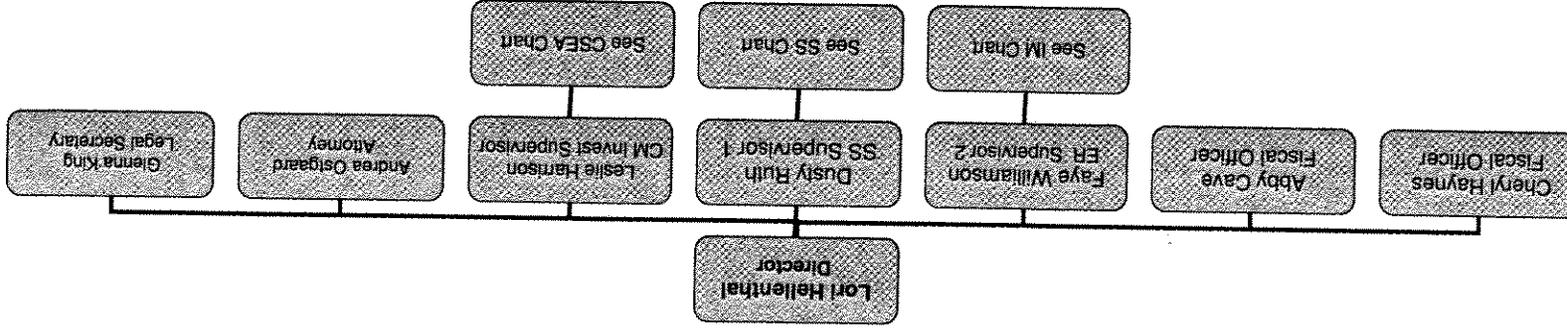
Very truly yours,



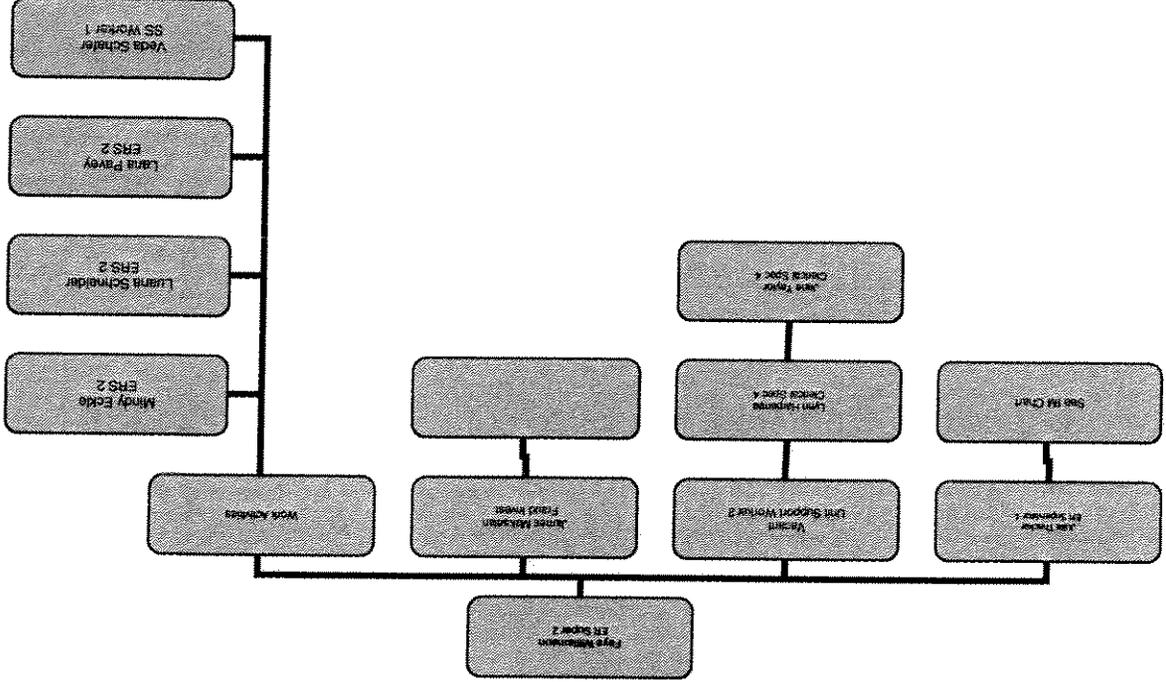
John H. Wead

JHW/clp

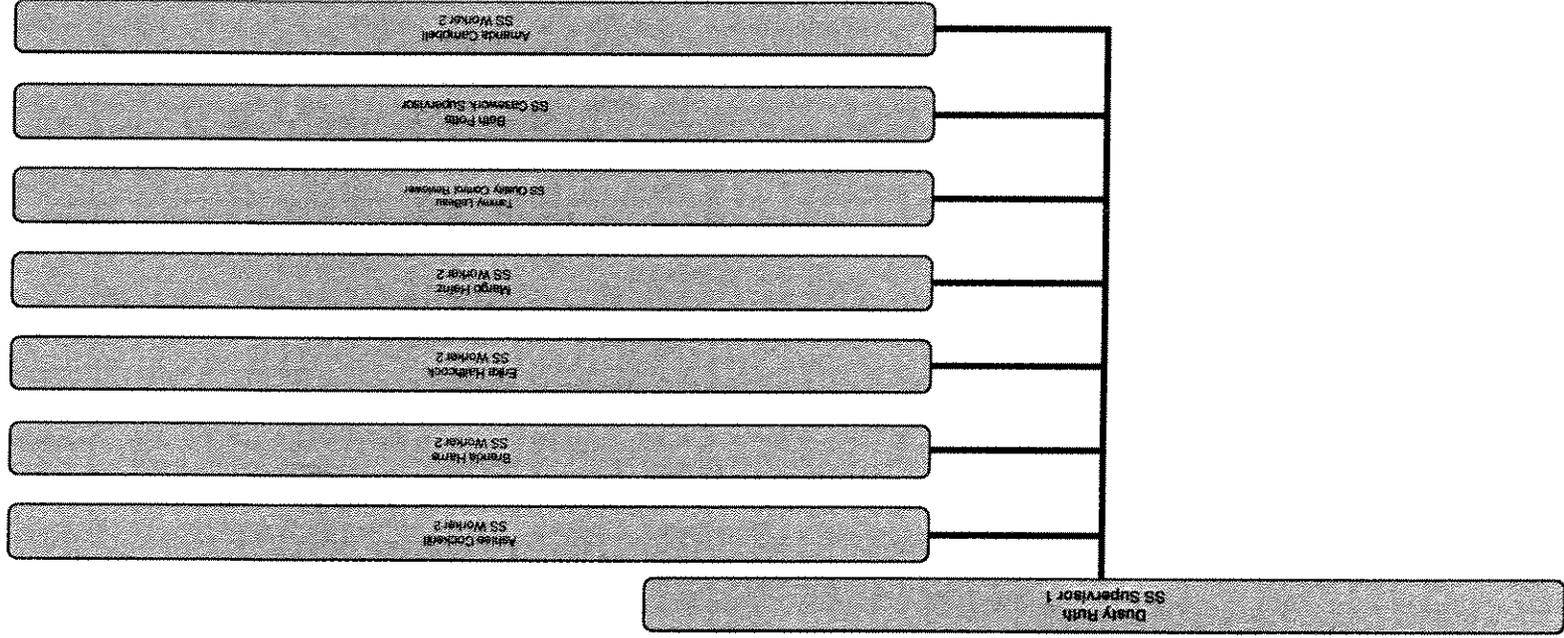
Fayette Co. Dept. of Job and Family Services  
Organization Chart



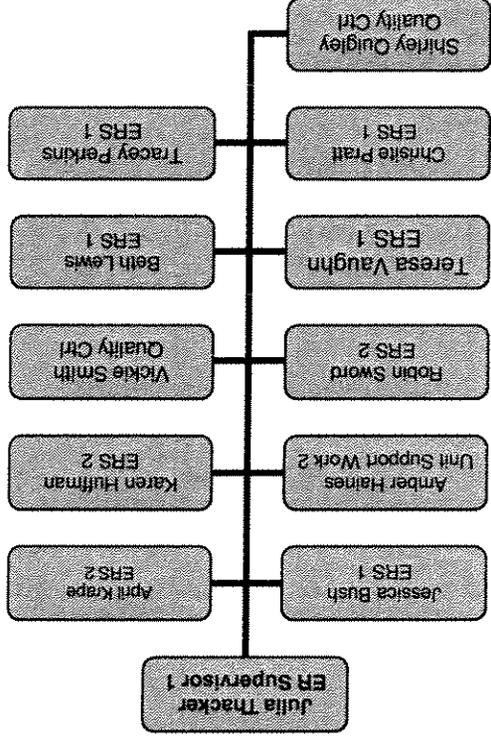
# Income Maintenance Organization Chart



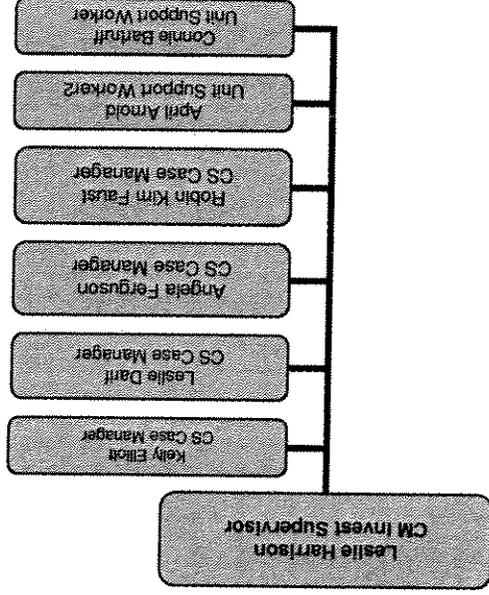
# SOCIAL SERVICES ORGANIZATION CHART



# Income Maintenance/Work Activities Organization Chart



# Child Support Enforcement Agency Organization Chart



**ATTACHMENT C**  
**RFGA#: JFS-R-1213-09-8032**  
**Grant Application Score Sheet**

440  
+10  
-----  
450

**Applicant:** Fayette County

**PHASE I: Initial Qualifying Criteria**

The application must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any application receiving a "no" response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM	APPLICATION ACCEPTANCE CRITERIA	RFGA Section Reference	YES	NO
1.	The applicant included at least one of the four program components: Court-ordered or voluntary mediation; Neutral drop-off and pick-up; Supervised visitation; Parenting class.	Sec., 2.1, 1	X	
2.	The applicant clearly defined how the agency will ensure the safety of program participants while services are being provided.	2.1, 2	X	
3.	The application was submitted to ODJFS by the local CSEA and is identified as the lead agency.	Sec., 2.1, 3	X	
4.	The applicant has included written policies and procedures for the required minimum security measures.	Sec., 3.1	X	
5.	Was the application received at the specified location by the deadline as specified in the RFP?	1.6 2.1, 4 5.1	X	
6.	The applications must explain any existing or pending county partnerships with private or other public agencies which will be involved in any facet of the proposed program. The roles and responsibilities of the various partners in the proposed activities must be clearly described.	2.1	X	

**PHASE II: Criteria for Scoring of Technical Application**

Qualifying technical applications will be collectively scored by an Application Review Team (ART) appointed by ODJFS, Office of Child Support. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical application exceeds, meets, partially meets or does not meet the requirements expressed in the RFGA, and assign the appropriate point value, as follows:

0                      6                      8                      10  
 Does Not Meet      Partially Meets      Meets                  Exceeds  
 Requirement              Requirement              Requirement              Requirements

A technical application total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying application. Technical applications which do not meet or exceed a total score of at least **432 points** (indicating an application that demonstrates adequate ability to perform contractual duties) out of a maximum of **513 points** will be disqualified from further consideration. Only those applicants whose technical applications meet or exceed the minimum required technical points will advance for consideration for the award of the grant.

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
<b>APPLICANT QUALIFICATIONS</b>							
1	The applicant has described the partnerships' roles and functions (for the CSEA and each individual partner organization), which includes facts such as the project roles of each organization, which partner will provide services, whether the partner organizations have collaborated with the CSEA on this or similar projects in the past, how project implementation will be staffed, and how those staff members qualify to meet the RFGA objectives	3	Sec. 2.2			24	

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
<b>ORGANIZATIONAL EXPERIENCE AND CAPABILITIES</b>							
2	The applicant has described the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.	1	Sec. 2.2, A., 1.			8	
3	The applicant has provided a narrative description of the Direct Services Provider's history and credential in providing access/visitation services or other human services involving supervised intervention, dispute resolution, parenting instruction, or other similar project goals.	1	Sec. 2.2, A., 2.			8	
4	The applicant has provided a organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. NOTE: Applicant must have someone with an accounting degree or accounting experience with federal grants devoted to this project.	3	Sec., 3.2, D			24	
<b>KEY STAFF EXPERIENCE AND CAPABILITIES</b>							
5	The applicant has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include the direct service provider's project manager and/or a project lead/program manager at the CSEA).	3	Sec. 2.2, B., 1.			24	
6	The applicant has included resume(s)/CV of key staff expected to work on the project.	1	Sec. 2.2, B., 2.			8	
7	The applicant has assigned staff to teach parenting classes must be degreed in education or a related field, and must demonstrate experience in designing and/or presenting adult educational programs such as parenting classes. Mediators must possess a related certification, license or degree.	1	Sec. 2.2, B., 3.			8	
8	The staff accountant must have an accounting degree or accounting experience with federal grants.	1	Sec. 2.2, B., 4			8	
<b>OBJECTIVES OF PROJECT WORK</b>							
9	The applicant has provided a security plan with written policies and procedures which describe how security equipment will be used to monitor program participants.	3	Sec. 3.1, A, B and C			24	
10	The applicant has described the key goals and objectives of the project activity providing a comprehensive and detailed description of each outcome to be achieved within each component of the program indicating the type of change targeted.	3	Sec. 3.1, D			24	
11	The applicant provided a comprehensive and detailed description of each component of the activities that will be furnished to the target population(s) that is, for mediation services, a description of who will provide services, defines the partnerships, etc.: for neutral drop-off and pick-up services, a description of who will operate the site. Where the site will be located, what type of security will be provided, etc.: for supervised visitation services, a description of who will operate the program site, where it will be located, what type of security will be provided etc.: for parenting classes, a description of who will teach the class, where classes will be offered, range of topics, etc.	3	Sec., 3.1, E			24	
12	The applicant has described in detail the target populations that include: information about the type and number of individuals being served or potentially to be served. Are the participants married, separated, divorced, or never married?	2	Sec., 3.1 F			16	
13	The applicant describes the geographic location of the participants that are being served; urban or rural and does the participant have a child support order.	2	Sec., 3.1, F			16	

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
14	The applicant provided a time line for each component of the program displayed by SFY focusing on which individual activities will be performed and/or services provided and their expected duration.	2	Sec., 3.1, G			16	
15	The applicant provided a comprehensive and detailed description of the roles and duties of any partners who will participate in the program, including; a description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.).	2	Sec., 3.1, H		12		
16	The applicant described in detail the manner of payment, if any, to the listed partners.	2	Sec., 3.1, H			16	
17	The applicant has established a status-reporting procedure for reporting work completed and resolution of unanticipated problems.	2	Sec., 3.1, I			16	
18	The applicant has provided a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported quarterly to ODJFS.	2	Sec., 3.1, J			16	
19	The applicant has identified and described the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented and discussed in detail how those deliverables will be accomplished.	3	Sec., 3.1, K				30
20	The applicant has provided a narrative clearly describing when an access and visitation service is terminated and described the procedures that will be taken to terminate a participant from the program who no longer uses any of the access/visitation services.	1	Sec., 3.1, L			8	
21	The applicant has provided a narrative describing how they plan to measure parenting times as it relates to implementing access and visitation services that include methods and tools to be used to measure if the non-custodial parenting time has increased.	3	Sec., 3.1, M			24	
22	The applicant provided a narrative that describes in detail how the applicant will obtain additional financial resources, or already has obtained additional funding from the local community.	3	Sec., 3.1, N			24	
23	The applicant has provided a narrative detailing how child support collections will be tracked and recorded for all noncustodial parents who are ordered to pay child support, and participate in the access/visitation program.	2	Sec., 3.1, O			16	
24	The applicant has provided an explanation for the process that will be used to obtain the amount of child support obligation due and the amount collected three months prior to the noncustodial parent beginning the access/visitation program, and the child support obligation due and the amount collected three months after the noncustodial parent leaves the program.	2	Sec., 3.1, O			16	
25	The applicant has provided a budget summary for the access/visitation services proposed, which is for a minimum of \$45,000 per year and clearly indicates a minimum of 10% cash or in-kind match.	3	Sec., 3.1, P				30
<b>Column Subtotal of "Does Not Meet" points</b>							
<b>Column Subtotal of "Partially Meets" points</b>							
<b>Column Subtotal of "Meets" points</b>							
<b>Column Subtotal of "Exceeds" points</b>							
<b>GRAND TOTAL SCORE</b>							

Based upon the Grand Total Technical Score earned, does the application proceed for consideration for award of the grant? (Applicant's Grand Total Technical Score must be at least 432 points.)

Yes \_\_\_\_\_ No \_\_\_\_\_ (If "No," the application will not be considered for award of the grant.)

If yes, has the applicant provided evidence of focusing on or including mediation or parenting education? If there is not this focus, the application advances for consideration but the final technical score remains unchanged. If there is a focus on mediation or parenting education, the applicant's technical score is increased by ten (10) points for consideration.

<b>PHASE II B.—Additional Consideration for focusing on or including mediation or parenting education?</b>	Sec. 3.1	<b>NO – Phase II A technical score unchanged</b>	<b>YES - Phase II A technical score plus 10 pts.</b>
Has the applicant provided evidence of focusing on or including mediation or parenting education?			10
<b>GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:</b>			

# Fayette County

Date 7-12-11

1. meets
2. meets
3. meets
4. meets
5. meets
6. meets
7. meets
8. meets
9. meets
10. meets
11. meets
12. meets
13. meets
14. meets
15. partially meets - no specific on partnerships establishment
16. meets
17. meets
18. meets
19. exceeds - very detailed
20. meets
21. meets
22. meets
23. meets
24. meets
25. exceeds - very detailed explanation