

Access and Visitation Application

JFS-R-213-09-8032

**Franklin County Child Support Enforcement
Agency**

Susan Brown, Director

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Access and Visitation Services Table of Contents

TAB 1: Applicant Qualifications

Sub-Tab 1a – Mandatory Qualifications:

- Letter authorizing grant application
- Explains how the vendor meets the mandatory qualifications
- Evaluation criteria: Mandatory qualifications and #9 and #15

Sub-Tab 1b – Applicant Qualifications:

- Partnership's participants roles and functions
- Evaluation Criteria #1

Sub-Tab 1c – Organizational Experience and Capabilities of the Direct Services Provider

- Description of organizational background of the Direct Services Provider.
- Description of the Direct Services Provider's history and credentials
- Organizational Charts
- Evaluation Criteria #2- 4

Sub-Tab 1d – Key Staff Experience and Capabilities

- Resumes
- Evaluation Criteria #5-8



Sub-Tab 1a – Mandatory Qualifications:

- Letter authorizing grant application
- Explains how the vendor meets the mandatory qualifications
- Evaluation criteria: Mandatory qualifications and #9 and #15



Commissioner Paula Brooks • Commissioner Marilyn Brown • Commissioner John O'Grady
President

Child Support Enforcement Agency
Susan A. Brown, Director

ODJFS
Office of Child Support
P.O. Box 182709
Columbus, OH 43218-2709

May 3, 2012

Dear Mr. Aldridge:

This letter indicates that I have granted approval for the Franklin 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 me at the following e-mail address: browns01@odjfs.state.oh.us or call me at (614) 525-6030.

Sincerely,

Susan A. Brown

Access and Visitation Services

The Franklin County Child Support Enforcement Agency (FCCSEA), in Columbus, Ohio, proposes to partner with the Buckeye Ranch Visitation and Exchange Program (TBR V/E) to offer supervised visitation, safe exchange and parenting classes to participants in need of these services.

The Franklin County CSEA proposes to create a contract for these services to be carried out by The Buckeye Ranch Visitation and Exchange Program (TBR V/E). As TBR V/E receives referrals from Franklin County CSEA, Franklin County Domestic Relations and Juvenile Court and other community agencies, they will conduct a comprehensive assessment which will allow them to determine the participants' eligibility for Access and Visitation funding. Should the participant have an open, active IV-D case with child support, and are in need of visitation and/or safe exchange services or parenting classes, they will be deemed eligible to receive funding for payment of these services. Supervised Visitation Specialists at TBR V/E will work with CSEA staff to ensure that all participants are eligible for funding. The Franklin County CSEA has an existing relationship with TBR V/E as a result of prior and current collaborative projects. For the purposes of this project, the court, Franklin County CSEA and The Buckeye Ranch will execute a Memorandum of Understanding that will outline each of the partners roles, responsibilities and performance standards to be contained in the program.

Security equipment, including fixed cameras as well as improved monitoring equipment have been installed to enhance existing safety measures that were already in place in this location. The site is handicap accessible, has six visitations rooms, two waiting areas, and adheres to strict arrival and departure times as recommended in the *Guiding Principals of the Supervised Visitation Program* released by the Office of Violence against Women and

recommended by the Supervised Visitation Network. An established partnership with the Columbus Police Department has been extended to include security coverage during all open hours of the visitation and exchange center. The intake process and regular case reviews implemented for this program are essential to the security of the program participants. Risk assessments as well as on-going team communication and collaboration regarding potential future risk factors are conducted regularly.

Client files are double-locked, meaning that they are locked in a file cabinet and locked behind an office door. Client files are not permitted to be removed from the building. No personal information is passed to the conflicting party and attorneys who wish to have a record of observations taken during the visitation must subpoena those records. A summary of visits and violations of program rules is sent to the court, provided that the visits are court ordered. Other information can not be released without a signed consent to release information form.

The Buckeye Ranch Visitation and Exchange facility meets all state and local fire, building and health codes.

The following are The Buckeye Ranch Visitation and Exchange internal policies regarding security:

The Buckeye Ranch Visitation and Exchange Program
A division of the Buckeye Ranch
Procedures

Procedure: General Security
Department: Visitation and Exchange Program
Date Originated: 10/27/09
Date revised: 6/5/12
Page 1 of 1

The safety and security of each adult, child and staff is of utmost importance to TBR V/E. TBR V/E cannot guarantee the safety of its inhabitants, but precautions have been taken in order to provide the highest security possible to each party/parent. The following practices have been instituted in order to insure the most appropriate safety measures attainable by the agency:

1. Program participants undergo an extensive intake process in which risk factors of the case are assessed from both parties. Additionally, the staff at TBR V/E routinely review cases to stay abreast of any changes to those risk factors throughout the life of the case.
2. A Columbus Police Officer will be on duty during all operating hours for visitation and exchange. Security Cameras are located in the parking lots, lobby and hallways and are monitored regularly by the Columbus Police Officer. Upon entering the building all parties, including children, are subject to search by the Columbus Police Officer.
3. Security measures are reviewed on a regular basis to ensure that participant in the program continue to receive safe services and may be modified, depending upon special circumstances surrounding high-risk cases.
4. See also Policy 8.6a and 8.6b

The Buckeye Ranch Visitation and Exchange Program
A division of the Buckeye Ranch
Procedures

Procedure: Concealed Carry
Department: Visitation and Exchange Program
Date originated: 6/5/12
Page 1 of 1

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance onto The Buckeye Ranch's premises. Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance, (including pocket knives) onto these premises. This notice is pursuant to the Ohio Revised Code. Client will be asked upon entering the building if you are carrying any type of weapon. Possession of a weapon will result in immediate termination of your visit/exchange and will jeopardize your ability to use TBR V/E. Security has the right to search for weapons or dangerous items at any time.

The Buckeye Ranch Visitation and Exchange Program
A division of the Buckeye Ranch
Procedures

Procedure: Staggered Arrival/ Departures - Visitation
 Department: Visitation and Exchange Program
 Date Revised: 7/20/10, 6/5/12
 Page 1 of 1

Parking Lot/Entrances

Both parties will need to adhere to the Arrival/Departure Policy when using this parking lot and entrance. Parties (including relatives or others providing transportation for party) may not wait in the parking lot/spaces at any time before or after the scheduled arrival/departure time.

Staggered Arrival/Departures

*Upon arrival, all parties must sign in, and pay all required fees prior to the start of visit/exchange.

Arrival (beginning of visitation/exchange)

Non-Residential Party will arrive 15 minutes prior to the scheduled visitation/exchange time. Non-Residential party will sign in and wait in a designated area. Child will be escorted by staff to Non-Residential party for visitation/exchange.

Residential Party will arrive 5 minutes prior to the scheduled visitation/exchange time to allow time for sign in. Residential party will stay with child until staff escorts them to the visiting/exchanging (non-residential) party.

Departure (end of visitation/phase 2 of exchange)

Child will be escorted to the residential party by staff. Non-residential party will remain in the visitation room or designated area for 15 minutes after the end of the visitation/exchange.

Residential Party – Will arrive 5 minutes before the end of the visitation and wait in the designated area until the end of the visitation. Staff will escort child to the Residential Party at which time the child and Residential Party will immediately leave the premises.

*If you are the person receiving the child at the end of the exchange you are required to arrive 15 minutes prior to exchange time.

Late and Early Arrival

Each party is expected to arrive on time for the start and end of their visitation/exchange. If either party arrives more than 15 minutes after the scheduled visit time, the visit will be cancelled. Both "early" and "late" arrivals are violations and will be reported to court.

The Buckeye Ranch Visitation and Exchange Program
A division of the Buckeye Ranch
Procedures

Procedure: Emergency Security (taken from The Buckeye Ranch Safety policy)
Department: Visitation and Exchange Program
Date Originated: 6/5/12
Date revised
Page 1 of 5

7. Firearms in the building or on an Individual

Firearms Reported in the Building:

- Do not approach individual
- Call 911 and then notify site administrator immediately. Explain there is a report of an individual with the firearm, but the individual has not been approached.
- After the police arrive the site administrator should escort them to the individual.
- Only the police officer should enter the room to confront the individual.
- If possible the individual should be searched out of sight of other clients

Firearms Found in the Building:

- If found in building, locker or an exposed area, leave the weapon where it is and notify site administrator immediately.
- Call 911. Only the police should retrieve a firearm.
- Do not leave the firearm unattended at any time.
- Secure the area until the police arrive to retrieve the firearm.
- Do not alert the client or any client that the area is being searched.
- Do not attempt to unload the firearm.
- If a weapon is found, the police will deal with the situation. Attempt to notify parent/guardian if the client has been taken into custody.

Firearms on an individual:

- Call 911 and notify police immediately.
- If possible, report situation to site administrator as soon as possible.
- No effort should be made to physically disarm the individual.
- If the individual surrenders the firearm, leave it where it is placed until police can retrieve it.
- If the individual will not surrender the firearm, attempt to isolate the individual by removing others until police arrive.
- Initiate emergency lock-down procedures as soon as possible.

Even if no firearm is found, it is prudent to notify parents/guardian that the Ranch was alerted to the possibility that the client had brought a firearm on the premises and the Ranch followed

policy procedure and state law based on this information. At no time would it be appropriate to indicate to the parents/guardian the source of the information.

8. Knives on the Premises

Extreme caution should be used in dealing with anyone who may possess a knife. If a knife is reported on the premises, follow Individual Client Search (under Security Management section).

9. Hostage Situation

Call 911 Immediately. If possible, give the police the location of the hostage taker(s), a description of

- Hostage Takers
- Weapons seen
- Injuries, if any

Stay on the phone, if possible, with dispatcher until directed to hang up. Initiate a lockdown immediately.

Staff and Clients should:

- Try to stay calm to avoid panic.
- If confronted by the hostage taker, cooperate to the best of your ability.
- Do not try to be a hero. You may be placing yourself and others in danger.
- Follow the instructions of the site administrators, staff, and the police.
- Do not give information concerning the presence of the police to the hostage taker.

Once the Police arrive they are completely in charge.

If you have been taken hostage:

- Do not try to be a hero. Accept the situation; prepare to wait.
- The first few minutes and hour are the most dangerous and critical. Follow directions, but maintain your dignity and self-respect without being aggressive. The perpetrator is probably in a fight or flight condition and is most unstable early on. Remain as calm as possible. Speak only when or if spoken to.
- Do not antagonize or be hostile. Do not be argumentative.
- Do not be overly friendly or phony.
- Do not make suggestions.
- Do not try to escape unless you absolutely sure that you will succeed. Then, rethink it. If you fail, you may be harmed. If you succeed, others may be harmed.
- Be observant. You may be able to provide some of the following information:
 - Physical description, number of assailants
 - Name(s) or nickname(s)
 - Weapons, type, number
 - Who else is held hostage and where they are kept
 - Why the situation exists, what the person wants
 - Eating/sleeping routines

- Be prepared to talk to police on a phone. You may be forced to.
 - Use yes/no answers when possible
 - It is best if police negotiators deal directly with the perpetrator(s), but do not force the issue.
- Treat the perpetrator(s) as normal as possible. Do not stare or be condescending.
- Be patient
- If a rescue is attempted and you hear noise and/or shooting:
 - Stay on the floor, keep down. Keep hands on your head. If ordered out, keep hands visible.
 - Be prepared to be searched by police. They may not be sure who everyone is or what their role was.
- Do not interfere with the negotiator's efforts by instituting your own plan.
- Prepare to assist in the surrender process.
- Accept the role as leader and act accordingly.

10. Stranger/Unauthorized Visitors/Trespassers

The unannounced visitor is initially treated as a guest. Therefore, there is no reason to consider or engage the person as anyone other than a visitor.

Initial Approach

Staff: (If possible, approach in pairs)

- Assertively but politely confront the visitor.
- Request the purpose of the visit.
- Explain the Ranch policy requiring visitors to report to the front desk staff.
- Accompany the visitor to the front desk or have another adult do so.
- Observe carefully noting dress, physical appearance, voice and mannerisms.

Visitor Resistance (If they fail to identify themselves or their business)

- Continue to be polite but assertive
- Remind the person the building is private property.
- Inform the person that failure to comply leaves the Ranch with no alternative but to treat the person as a trespasser and intruder.
- If they refuse to leave, ask them once more to leave and remind them they are in violation of the law and the police will be called.
- If they continue to refuse to leave, use the phone to notify site administrator. Site administrator will call the police and have them removed.

Initiate a lockdown situation if needed.

11. Hostile Intruder

Site administrator:

- Initiate the lock down procedure immediately.
- Call 911

- Someone with decision-making authority meets police at the front door with a set of keys and the maintenance supervisor. Have available a copy of the electrical drawings, heating, plumbing, telephone, etc.

The police will set up a command post and determine where the parents/guardians will pick up their children if the building needs to be evacuated. The police will initiate any media announcements and may bar media from the area.

12. Lock Down Procedures

In the event of a need to conduct a lock down in the building or on grounds the following will apply:

- ❖ An alert will be made notifying clients and staff members that lock down is required.
 - An announcement will be made over the public address system/walkies and will be as simple as the announcing saying "LOCK DOWN, LOCK DOWN, LOCK DOWN". If the public address system/walkies is not available then other means should be used.
 - Permission to initiate a lock down does not have to be made by a site administrator. If a staff member has knowledge of a situation that requires a lock down, then by all means available, that staff member should alert everyone to a lock down. When and if possible the staff member then should get word to a site administrator of the situation.
- ❖ When a lock down has been called the following procedures should be followed:
 - Clients and staff members in the hallway or public common areas should immediately go to the nearest classroom or office. In the event a client or staff member is nearest to an exit door they should exit the building after ascertaining that no danger exists and it is safe to exit.
 - The staff in each classroom or office would quickly and carefully take a look in the hallway/public common areas outside of their room and direct anybody they see to get into their room. Staff should refrain from running down the hallway/common areas to get someone to come into their room.
 - After a very brief time or once the staff sees there are no other persons in the immediate area of their door the staff should close and lock their door.
 - The lights in the room should be turned off and if possible any window coverings should be closed. The staff should cover the window in the door.
 - The staff should order clients to get on the floor, away from doors, windows, and advise the clients to be absolutely quiet and still. It is very important for staff and clients to know that silence now could be the difference between life and death and everyone has to remain quiet.
 - Once a lock down has been declared, staff and clients are to ignore the fire alarm; remain quietly in your rooms until contacted by an site administrator and/or police officer. In addition, staff and clients are advised to ignore any public address announcements calling for evacuation; evacuation will be done on a room by room basis by site administrator and/or police officer.
 - No one should open the door to look outside during the lock down. Either a police officer or a site administrator (or both) will come and let you know when you can evacuate. It is very important to know that just because another person or group is

exiting the building to evacuate that you do not. You must remain in your room with the clients until directed otherwise.

- Once you have been directed to evacuate, this should be done quickly and quietly

The Buckeye Ranch Visitation and Exchange Program
A division of the Buckeye Ranch
Procedures

Procedure: Incident Reporting and definitions
 Department: Visitation and Exchange Program
 Date Created: 11/4/11
 Page 1 of 2

Incident Reporting And definitions

Critical Incidents – a serious injury (requiring outside medical services) or possible situation of abuse or neglect or an adverse reaction to treatment - are documented by all involved and delivered immediately to the Vice President of Clinical Operations or designee. Any injury or allegations or abuse will receive immediate medical attention. These assessments will be documented.

Incident - an unexpected occurrence that poses a significant risk of physical or psychological injury to client, staff or visitor, or an actual client, staff, or visitor physical or psychological injury during the regular course of business by The Ranch that is not consistent with the routine care of persons served or the routine operation of the agency.

Incident Report - the documentation and reporting of an Incident that is required solely for the internal use of The Ranch.

A. Incident Report

1. Incident Reports must be completely filled out on the form provided by the Ranch by each Workforce Member who observed, through any of the five senses, or had any role in, an Incident. Incident Reports must be filled out as soon as is practicably possible after the event, but not later than the end of the current work day/shift/activity. Incidents must occur in relation to the operation of any of the Ranch's programs or activities and may include, but are not limited to, the following examples:

- The death of, serious illness, or rape of any client, workforce member, or visitor.
- Any incident involving substance abuse, drugs, alcohol or other intoxicants or mood altering substances.
- Property damage by any person.
- Alleged abuse including misappropriation and exploitation, or neglect of a client.
- Theft by any person or persons unknown.
- All situations in which any employee has used physical interventions to set limits or effect restraints.
- Physical or verbal aggression, emotional intimidation, disorderly conduct, menacing threats, or trespassing by any person.

- Any off-grounds Incident, regardless of whether it occurred during a supervised or unsupervised activity.
- Any safety violation or hazard (facility security, fire, disaster, contraband,).
- Any use of seclusion or restraint.
- Any overt sexual activity, sexual aggression, or suspicion of such by any person.
- Any client act or threat of self harm.
- Attempted Suicide of a client
- Confirmed Cases of Communicable Diseases by clients and/or staff
 - Any injury of a client, volunteer, visitor, and/or staff on grounds or while working

2. Once completed, the Incident Report should be promptly delivered to the Program Manager for review and signature. The Executive Vice President of Programs and Services shall receive the Incident Report, for review and signature, within twenty-four (24) hours from the discovery of the Incident. Any investigations which may be necessary following the Incident shall be authorized by The Executive Vice President of Programs and Services or designee and facilitated by the Quality Improvement Director in collaboration with the Director of the Program and/or the Director of Human Resources, as may be necessary.
3. Completed and signed Incident Reports shall be maintained in the Quality Improvement Office, Human Resources, or the client's file as applicable. All Incident Reports shall be regularly reviewed as part of the Ranch's performance improvement process.



Sub-Tab 1b – Applicant Qualifications:

- Partnership's participants roles and functions
- Evaluation Criteria #1

Franklin County CSEA has partnered with The Buckeye Ranch Visitation and Exchange program in the past, through direct client referrals from CSEA staff, distribution of program information and client educational material during the CSEA intake and enforcement processes and in multiple grant proposal collaborations. The CSEA and Buckeye Ranch propose to enhance and expand services in this already established supervised visitation and safe exchange program in Central Ohio. Additionally, the program will offer parent education focused on giving parents tools to identify and correct false assumptions and behaviors that affect their children.

Franklin County CSEA will provide fiscal management of the project as well as collecting and reporting of data regarding the child support payment of program participants. FCCSEA will also compile data for quarterly reporting to ODJFS. FCCSEA will provide three (3) staff including one financial staff degreed in accounting and two(2) project management staff degreed in business and experienced in child support case management, data management and performance reporting. Each staff member's qualifications are documented in their attached resumes.



Sub-Tab 1c – Organizational Experience and Capabilities of the Direct Services Provider

- Description of organizational background of the Direct Services Provider.
- Description of the Direct Services Provider's history and credentials
- Organizational Charts
- Evaluation Criteria #2- 4

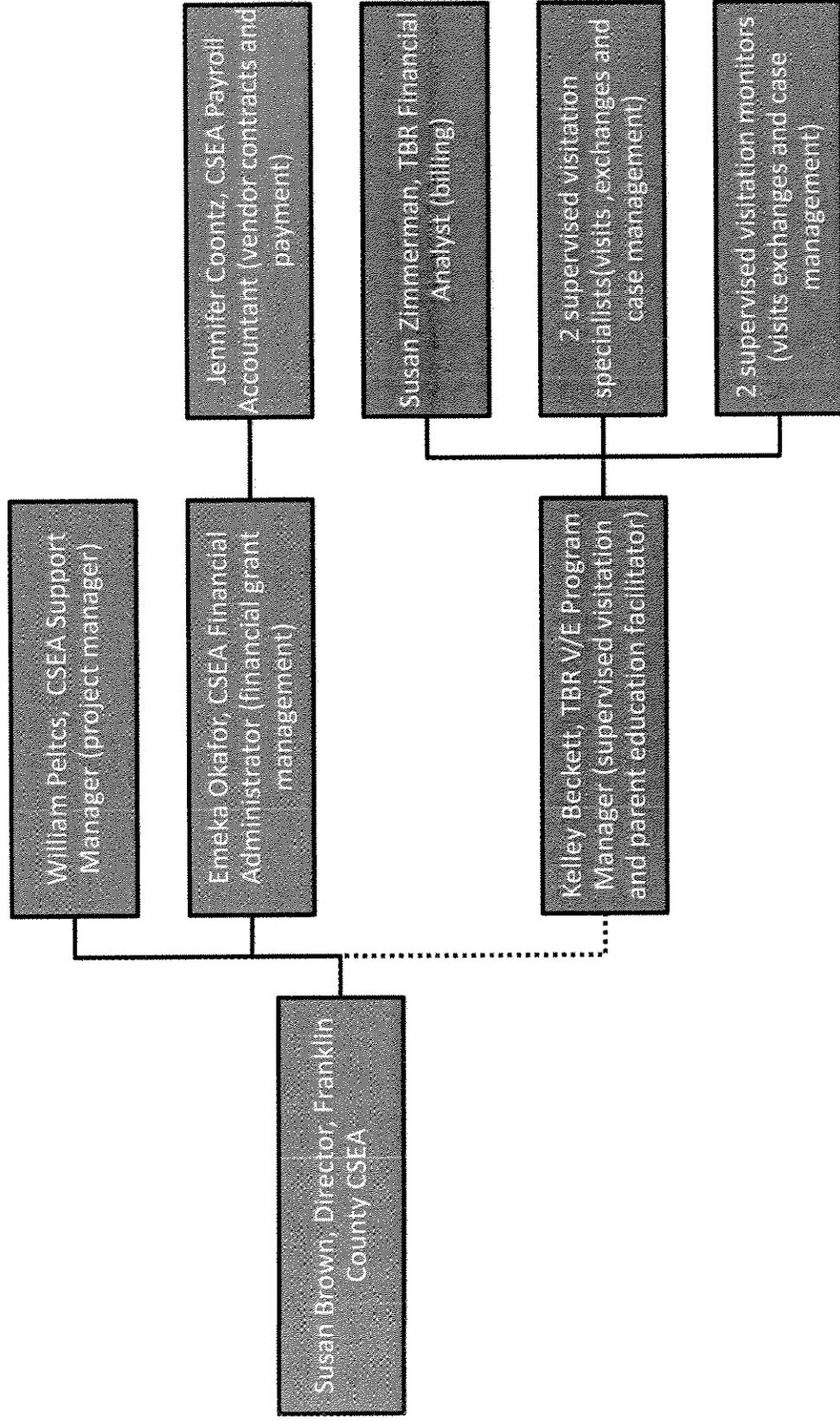
The Buckeye Ranch is one of Ohio's largest mental and behavioral health agencies. It was established in 1961 by the Women's Juvenile Services Board to meet the needs of disadvantaged boys with school, home and community problems. Today, the Ranch has expanded its services to provide a continuum of care to all children and families through eight service locations in central and southwest Ohio. To achieve its mission of providing *hope and healing to children and families*, the agency, with a budget of almost \$34 million, employs approximately 400 staff to provide: school and community based programs, residential treatment, child protective services and treatment foster care services.

The current program has flexible operating hours including evenings and weekends, a centralized location and accessibility to public transportation. An ideal physical site in the heart of central Ohio has been selected for implementation of the program. The physical site is equipped to accommodate supervised visitation, monitored visitation and safe exchange with need for no renovations.

The Buckeye Ranch is accredited by the Joint Commission and licensed by the Ohio Departments of Mental Health, Job and Family Services and Alcohol and Drug Addiction Services. As a certified Medicaid provider and recipient of multiple federal grants, the Ranch is familiar with meeting a myriad of regulations and reporting requirements. The Buckeye Ranch Visitation and Exchange program is already a member in good standing with the Supervised Visitation Network. They also host the Ohio Chapter of Supervised Visitation Network meetings. The program adheres to the standards set forth by the Supervised Visitation Network and has aligned their current policies and procedures to reflect standards. Staff members at the center have already taken part in trainings regarding the complex realities of servicing families experiencing domestic violence in a supervised visitation center. The current program manager

has eleven years of experience in social service that include four years in a residential domestic violence shelter as well as six years in supervised visitation. She also serves as the Chair of the Ohio Chapter Supervised Visitation Network and is a member of the International Board of Directors of the Supervised Visitation Network.

See attached Organizational charts for both The Buckeye Ranch Visitation and Exchange program and Franklin County CSEA for this project.



The Buckeye Ranch

Organizational Chart

Table of Organization

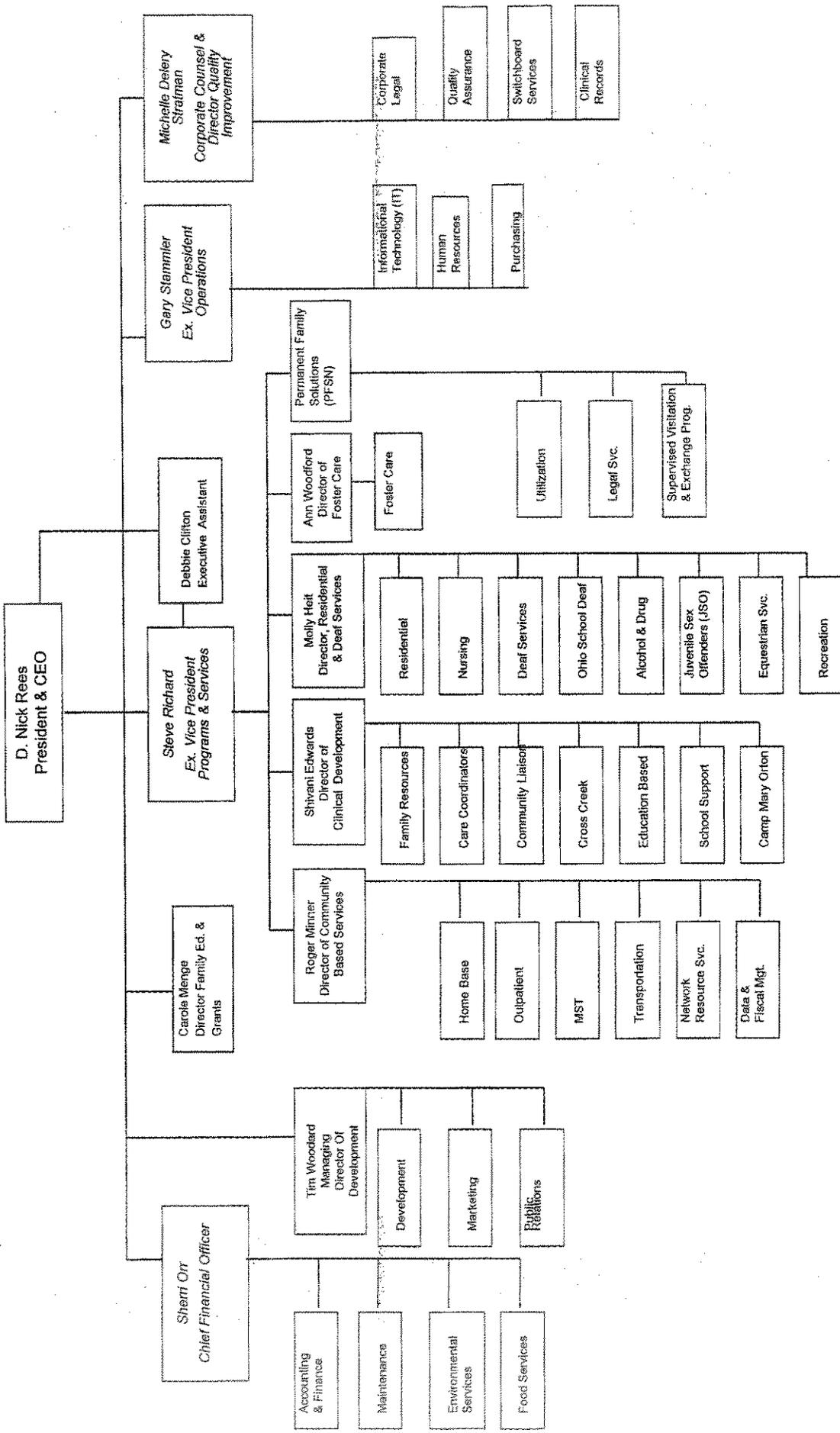


Table of Organization – Finance, Services, Technology, & Human Resources

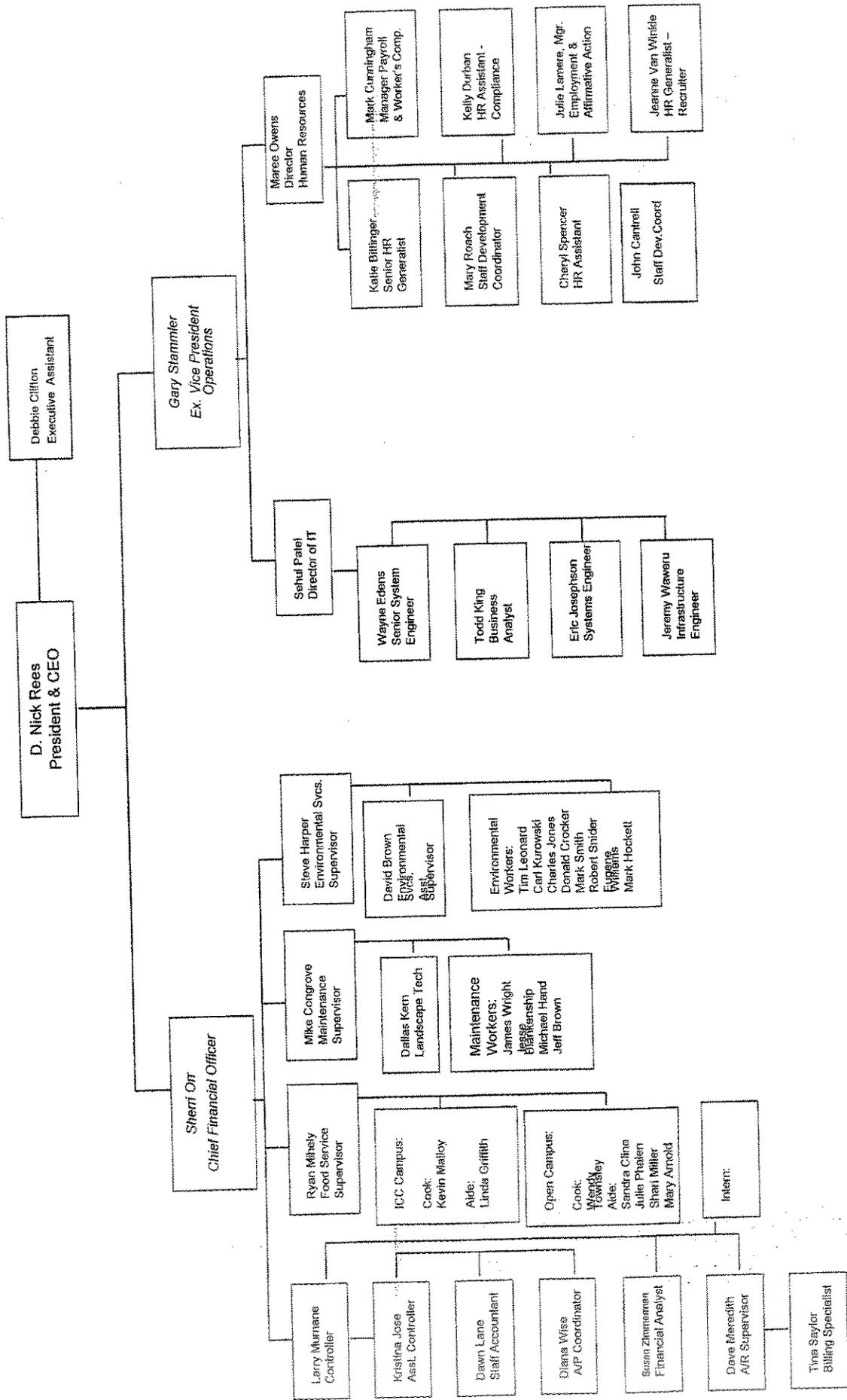


Table of Organization – Development, Grants, Legal, Quality Assurance & Support Services

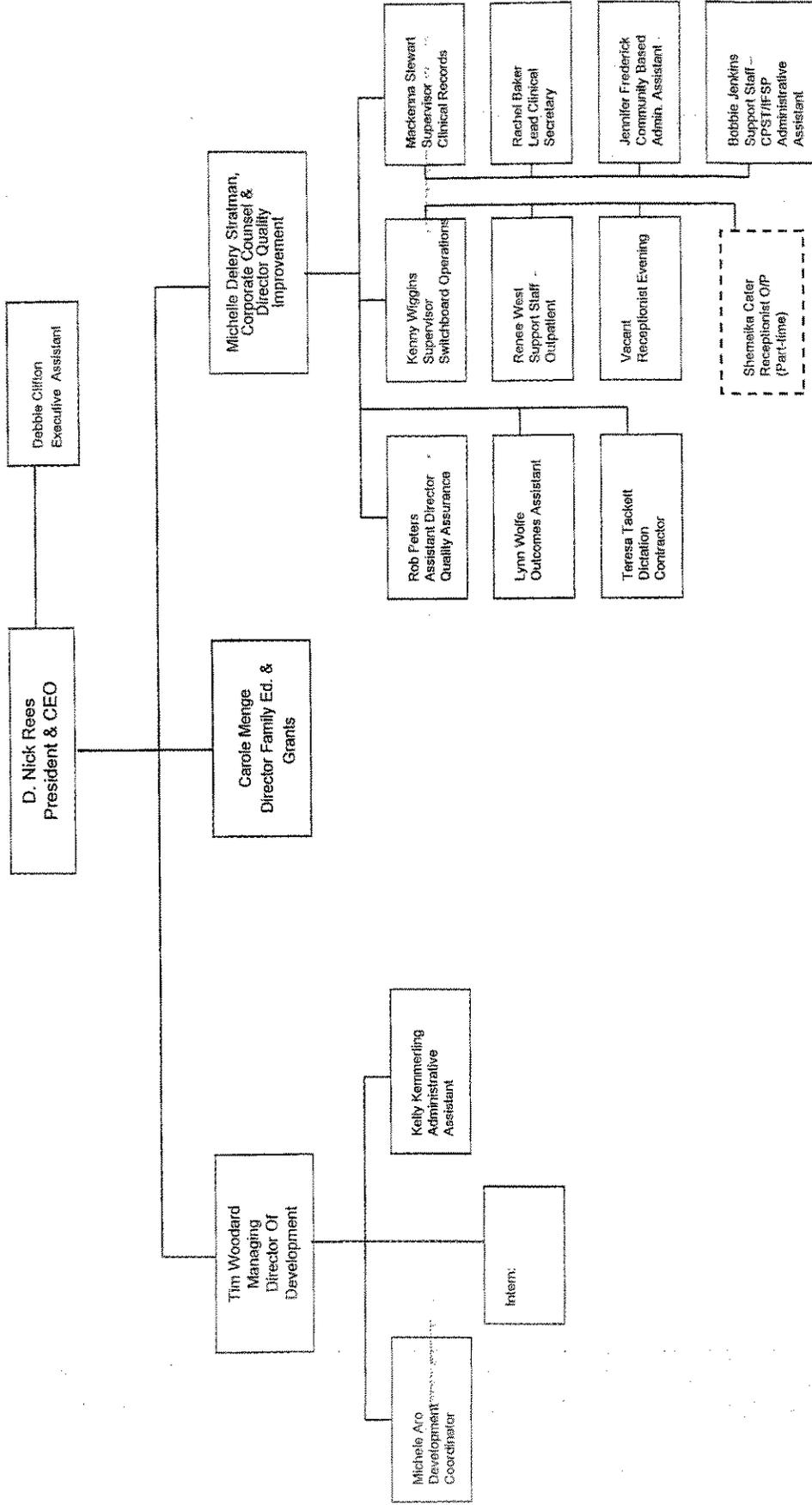
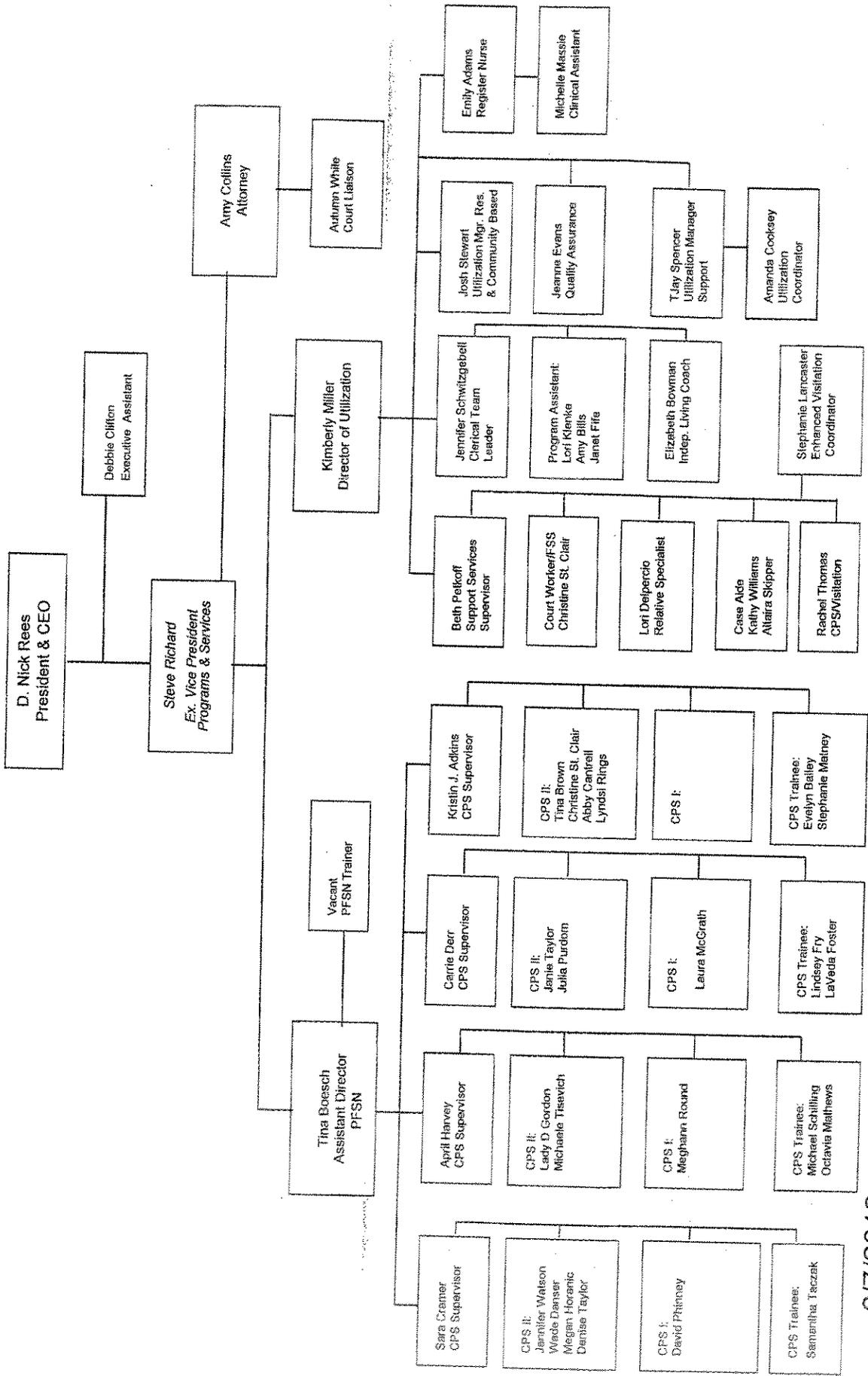


Table of Organization – Permanent Family Solutions Network (PFSN)



6/7/2012

Table of Organization – Supervised Visitation & Exchange Program & Assets

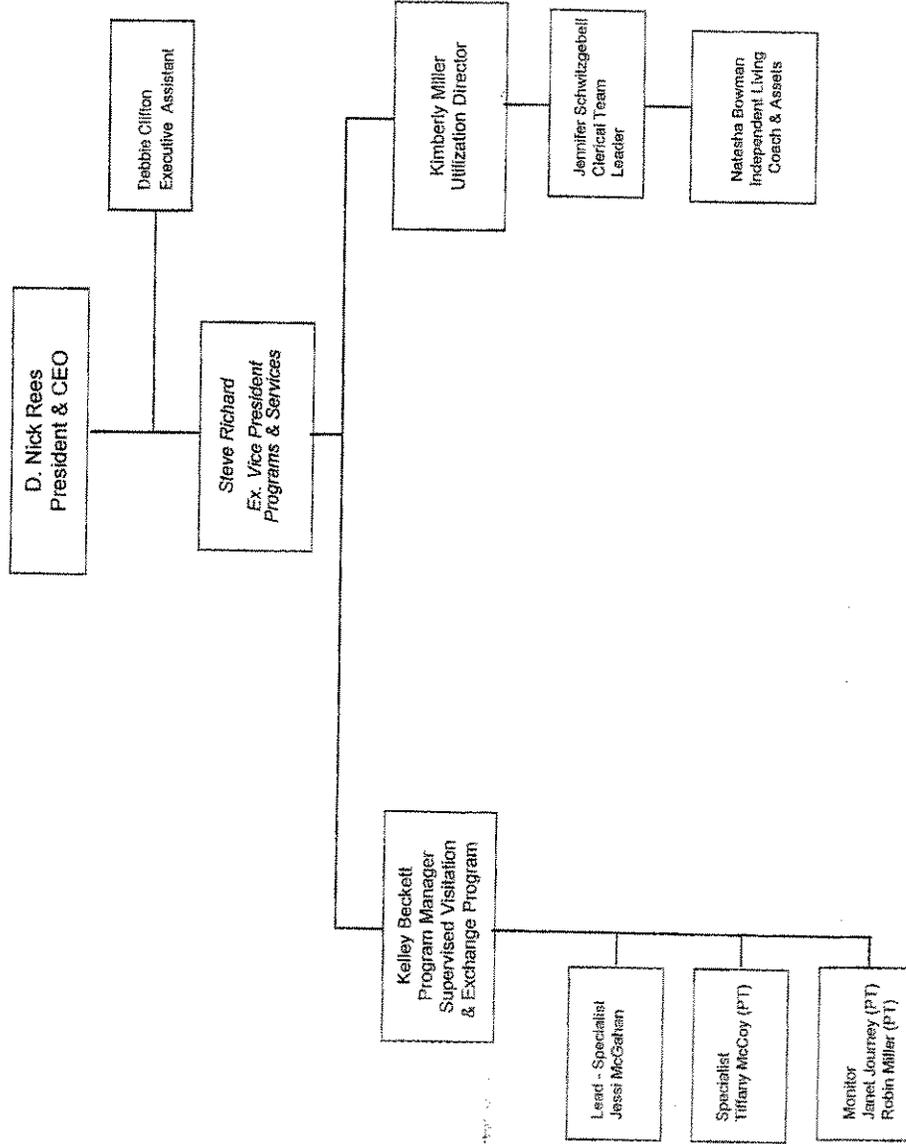


Table of Organization – Foster Care, Resource Network Services & Transportation

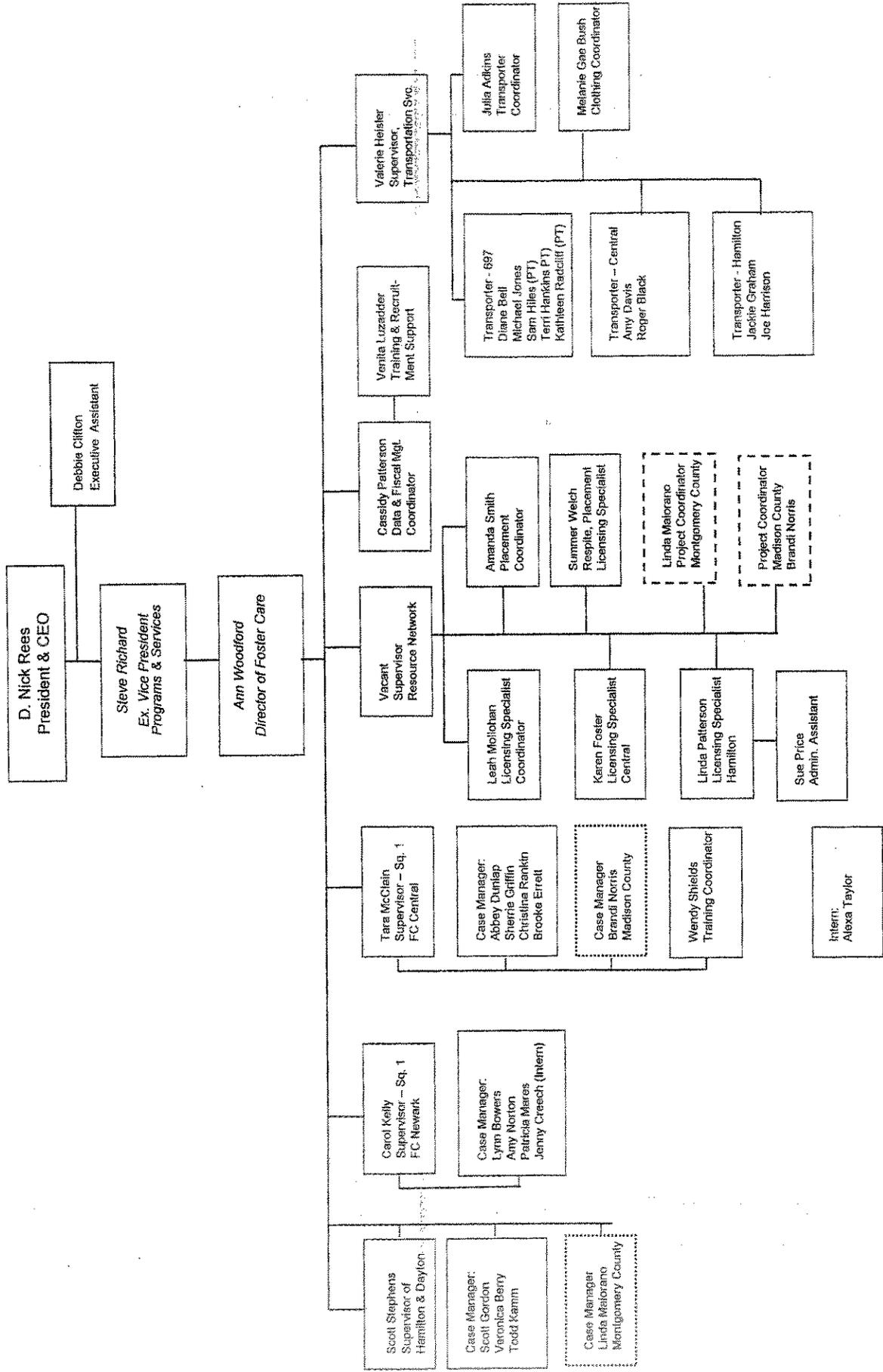


Table of Organization – Residential (ICC), Deaf Services, Equestrian & Nursing

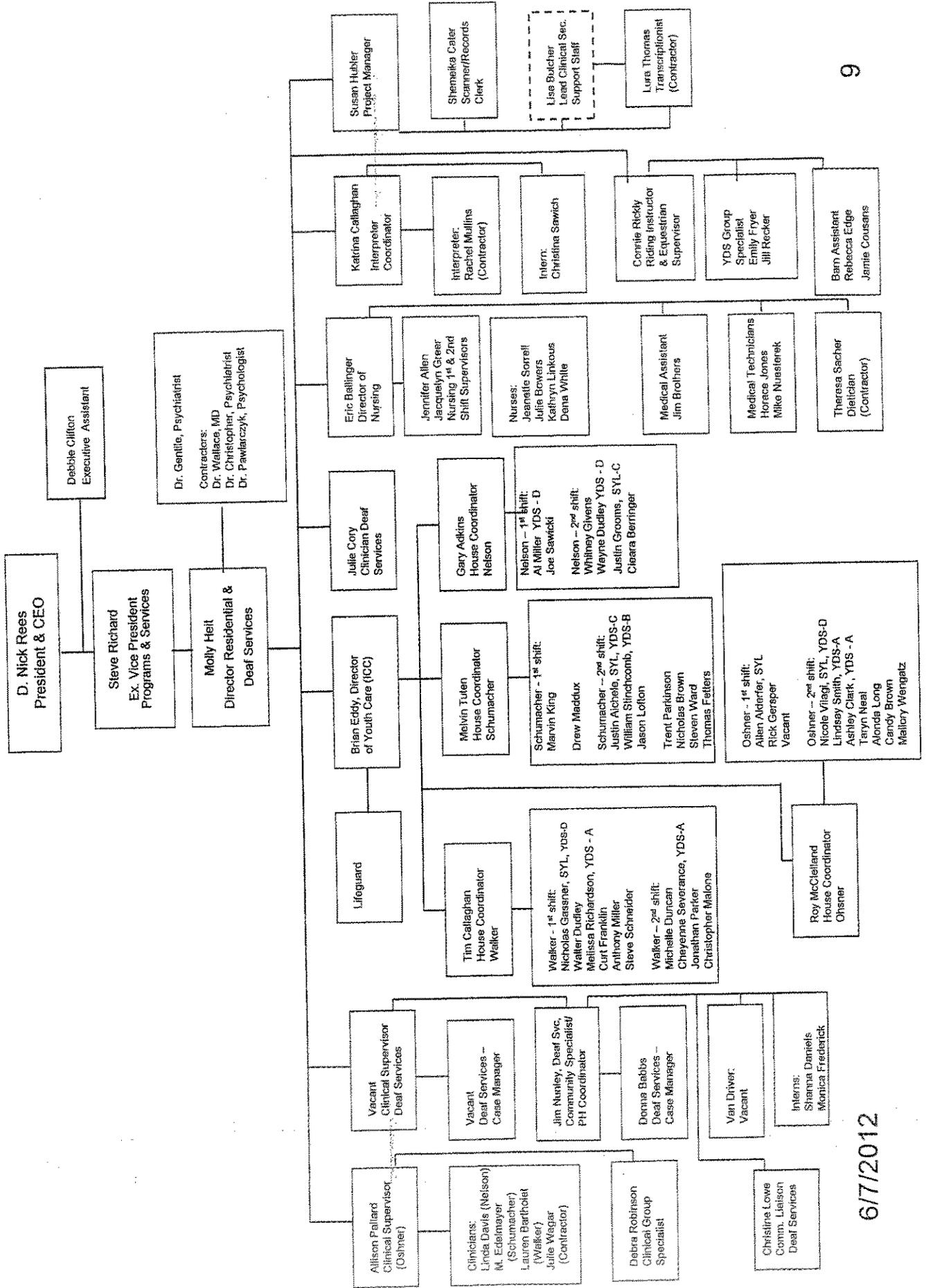
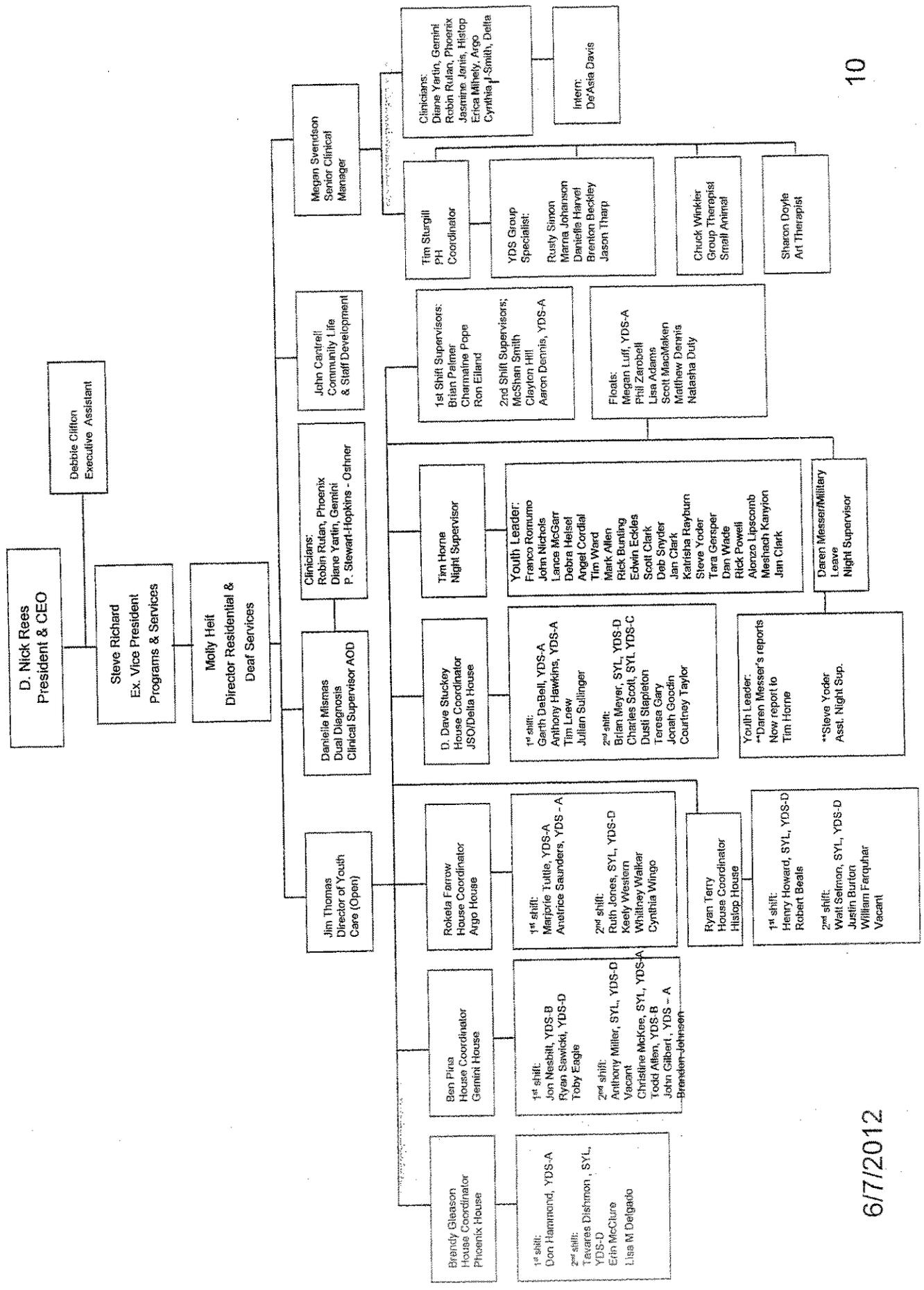
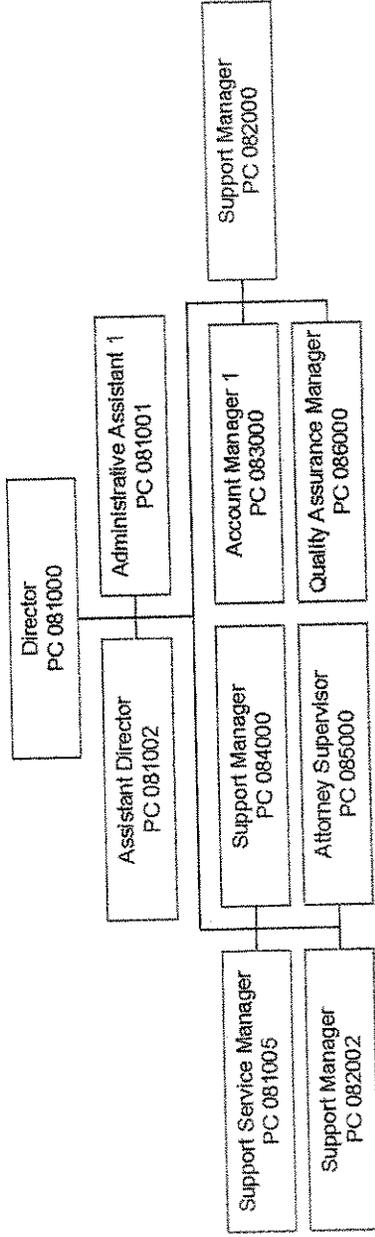


Table of Organization – Residential (Open) & 3rd Shift



CHILD SUPPORT ENFORCEMENT AGENCY Administration



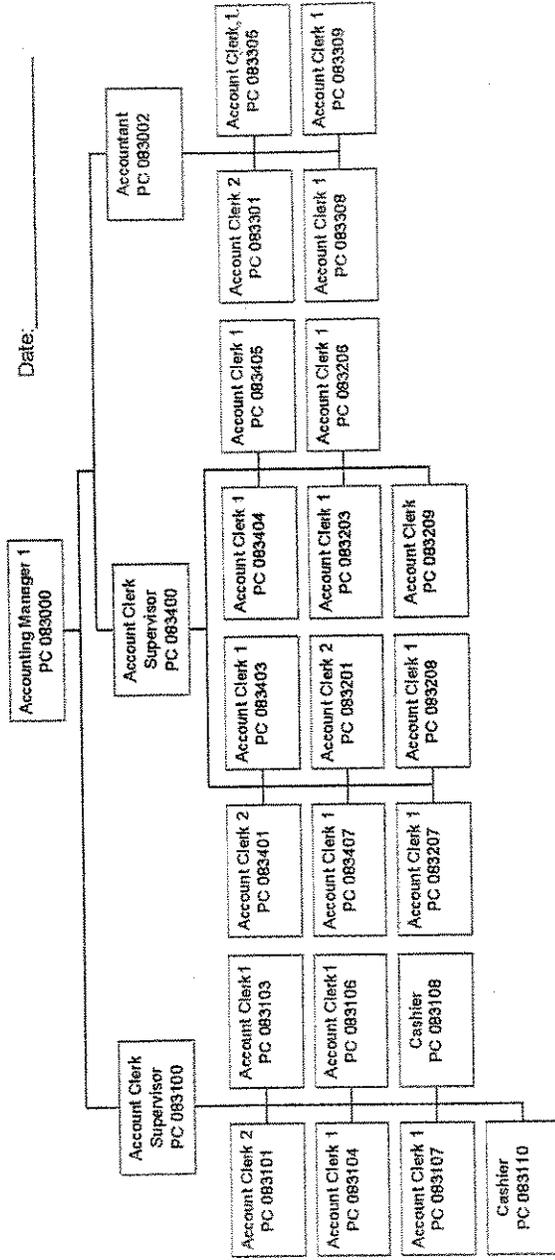
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6/12/2012

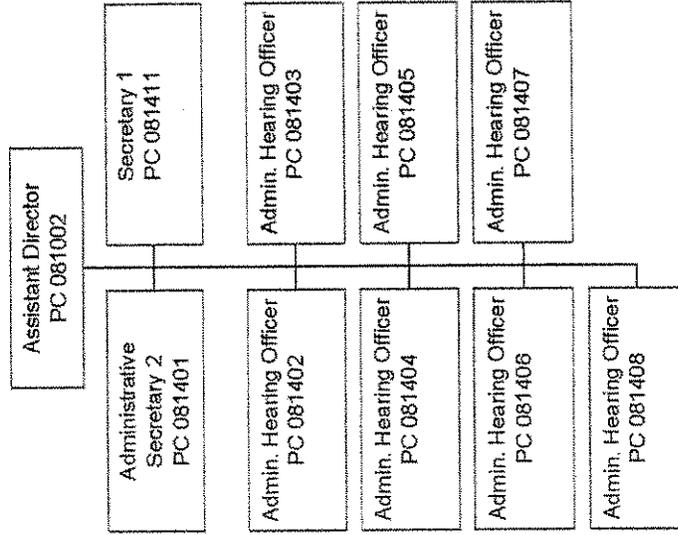
Child Support Enforcement Agency Disbursement Department

Approved: _____
Date: _____



6/12/2012

Child Support Enforcement Agency Hearing Department

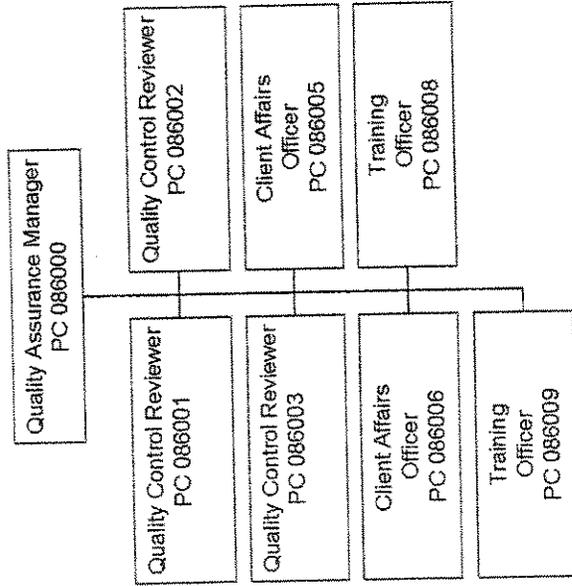


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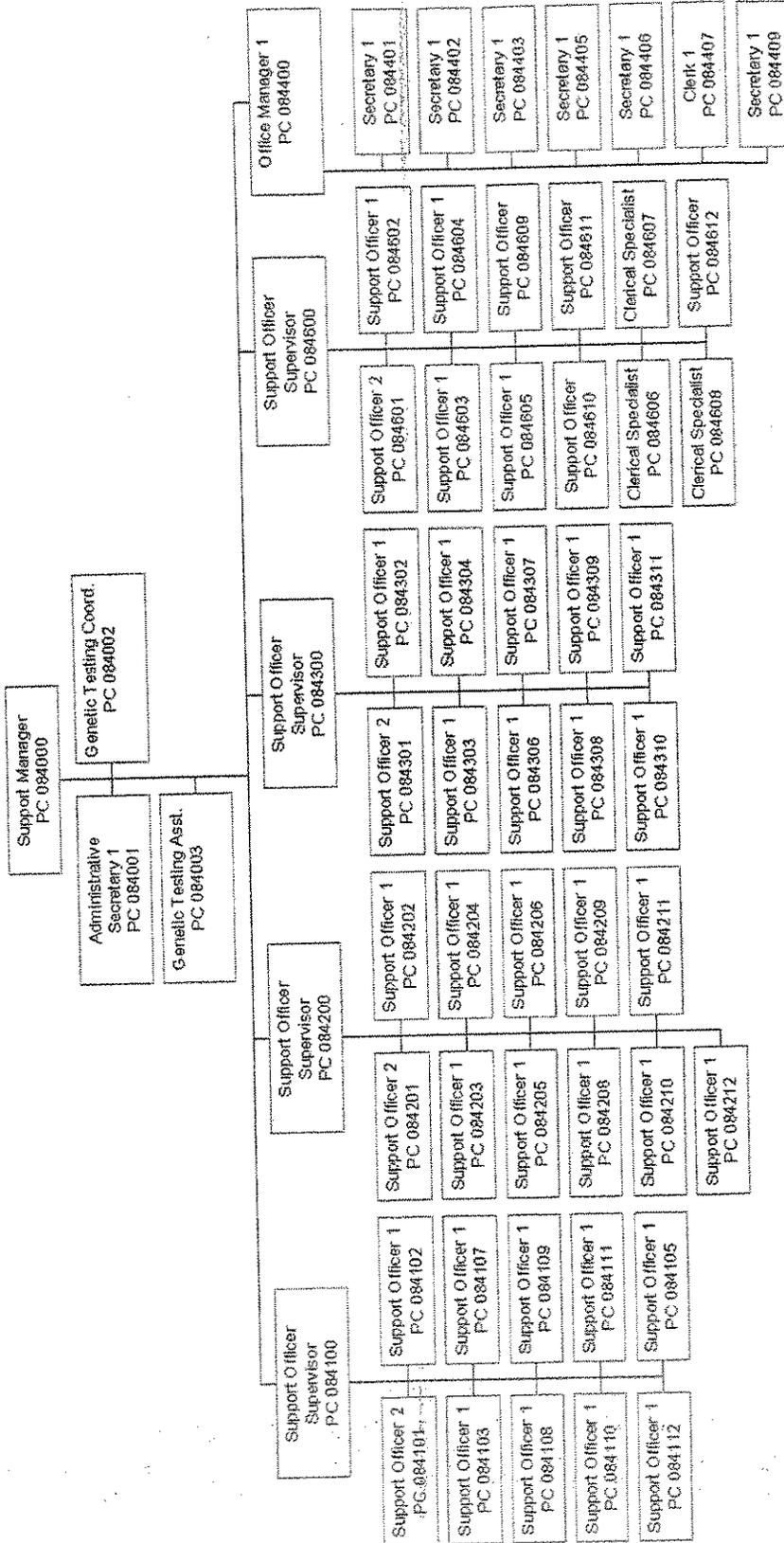
Child Support Enforcement Agency
Quality Assurance Department



Approved: _____

Date: _____

Child Support Enforcement Agency Establishment Department

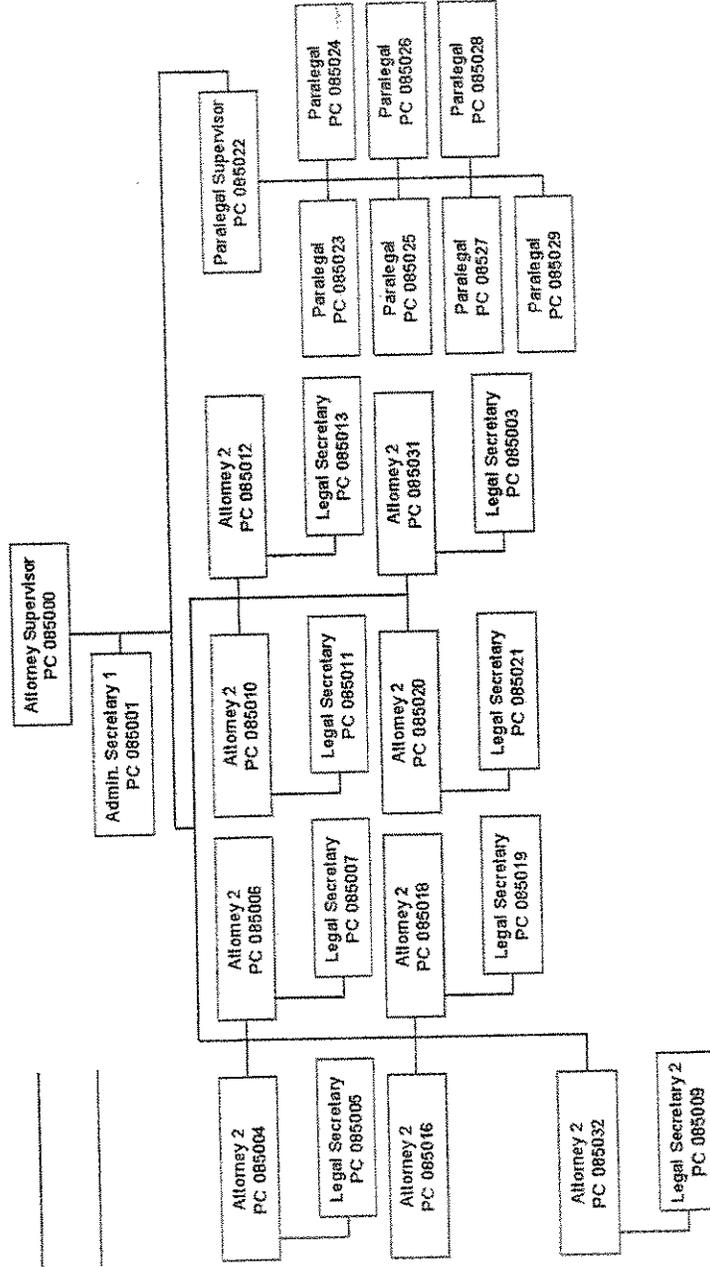


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Child Support Enforcement Agency Litigation Department

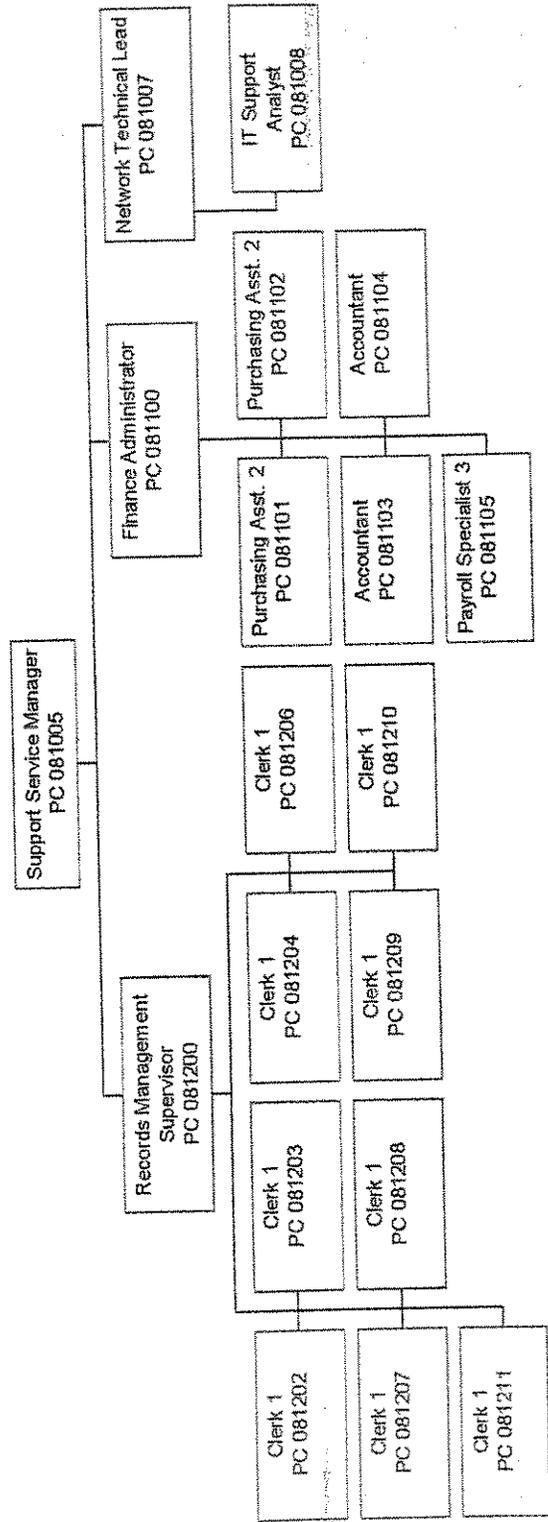
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6/12/2012

Child Support Enforcement Agency Administrative Support Department



Approved: _____

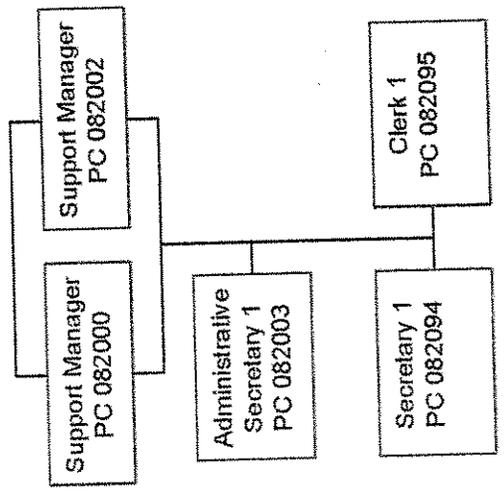
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6/12/2012



Child Support Enforcement Agency Enforcement Department

Clerical Support



Approved: _____

Date: _____



Sub-Tab 1d – Key Staff Experience and Capabilities

- Resumes
- Evaluation Criteria #5-8

Kelley Beckett, Program Manager for The Buckeye Ranch Visitation and Exchange Program. She holds a Bachelor's degree in Psychology from The Ohio State University and a Master's Degree in Education from Mount Vernon Nazarene University. Her experience includes work in domestic violence, child/family advocacy and supervised visitation as well as teaching and group facilitation that includes but is not limited to parenting education, anger management, successful parenting after divorce and domestic violence education. Kelley has experience in curriculum development as well as teaching in a traditional middle/high school setting in addition to her aforementioned experience. Her attached resume (included in Sub-tab 1d) indicates that she is well-qualified to perform parenting education class duties for this project.

Susan Zimmerman, Financial Analyst for The Buckeye Ranch. Susan has two (2) Bachelor's degrees in accounting and business administration from Franklin University. She has sixteen (16) years of experience in non-profit and government accounting including extensive experience in financial grants management and reporting.

William J. Peltcs, Support Manager of Franklin County CSEA. William has a Bachelor's degree in Business Administration from the Ohio State University and nearly twenty (20) years of experience at Franklin County CSEA. William has extensive management experience, including the management of federal grant projects. He has co-managed a 100+ employee unit charged with ensuring that CSEA enforcement responsibilities are in accordance with state and federal law as well as agency policy and procedures. His experience includes the management of data, performance reporting, implementation and training of employees in several different areas of child support enforcement.

Emeka J. Okafor, Finance Administrator of Franklin County CSEA. Emeka has a Bachelor's degree in business administration from the University of Toledo and an MBA from Capital

University. Emeka manages and oversees a CSEA budget of 20 million dollars. He is responsible for developing and monitoring the CSEA's budget and other fiscal activities of the agency in compliance with federal, state, local and agency regulations. Emeka has been in his current position for eighteen (18) years. He acts as the supervisor for the entire financial department of the CSEA. He has extensive experience in the fiscal management of federal grants and coordination of vendors and contractors who provide services to the agency.

Jennifer Coontz, Payroll Accountant of Franklin County CSEA. Jennifer has a Bachelor's degree in Accounting Technology from Franklin University. Jennifer has been employed in various positions by the Franklin County CSEA for seventeen (17) years. She has experience with federal, state and local audits and has worked on special projects, such as grant projects. Jennifer has extensive experience in tracking invoices and performance standards in CSEA IV-D contracts and vendor contracts.



TAB 2: Narrative Description of Proposed Project

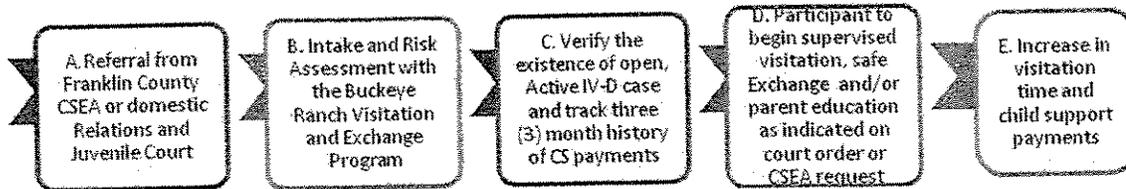
- A. Key Objectives - Evaluation Criteria #10
- B. Technical Work Plan – Evaluation Criteria #19
- C. Status Reporting – Evaluation Criteria #17
- D. Organizational Chart

A. The key goals and objectives of this application are as follows:

1. **Improved Child Support Payment:** The first goal of the Supervised Visitation and Parenting Program will be to increase the frequency of child support payments. Research has shown that among parents who participate in supervised visitation programs, most noncustodial parents paid more child support in the 12 months following program participation, with official child support records showing increases for 93 percent in parent education programs, and 53 percent in supervised visitation programs.¹
2. **Child Support Compliance:** The second goal of the program will be to increase the child support compliance rate for parents participating in the program. The compliance rate is the comparison of how much child support is paid as compared to how much child support is owed. It is anticipated that there will be a significant increase in the amount of support paid when comparing payments in the three (3) months prior to services to the three (3) months following service delivery.
3. **Level of Child Contact:** A third goal of the program will be to increase the frequency of child contact three (3) months after the delivery of parent education services. This information will be reported by the participating parents to the Buckeye Ranch on a monthly basis.

¹ Child Access and Visitation Programs: Participant Outcomes Program Analysis, prepared by the Center for Policy Research for the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services, under Contract Number 105-00-8300, Task Order 27, with Policy Studies Inc., January 2006.

B. In order to meet the goals addressed in the Key Objectives section of this proposal (Tab 2), the following work flow and technical approach will be executed:



1. Upon the decision of a Judge, Magistrate or CSEA Support Officer, participants will receive information about The Buckeye Ranch Visitation and Exchange program and/or parent education and will be asked to contact the agency to set up an intake appointment. The referral materials will be made available to referring agencies via frequent visits to the agencies by TBR V/E to distribute these materials.

2. TBR V/E will conduct an intake and risk assessment interview lasting approximately an hour to an hour and a half in order to collect information regarding the participants qualifications for the program. At this time, the participants will also report the number of visits they have had with the child(ren) in the last three(3) months.

3. TBR V/ E will then coordinate with CSEA workers to verify the existence of an open, active IV-D case. CSEA will enter the participants information into their database and incorporate their child support payment history of the last three(3) months into their Access profile for the purposes of tracking their progress.

4. Participants will begin visitation, safe exchange and/or a six (6) week series of parenting education and their attendance to visitations and/or classes will be tracked for three(3) months.

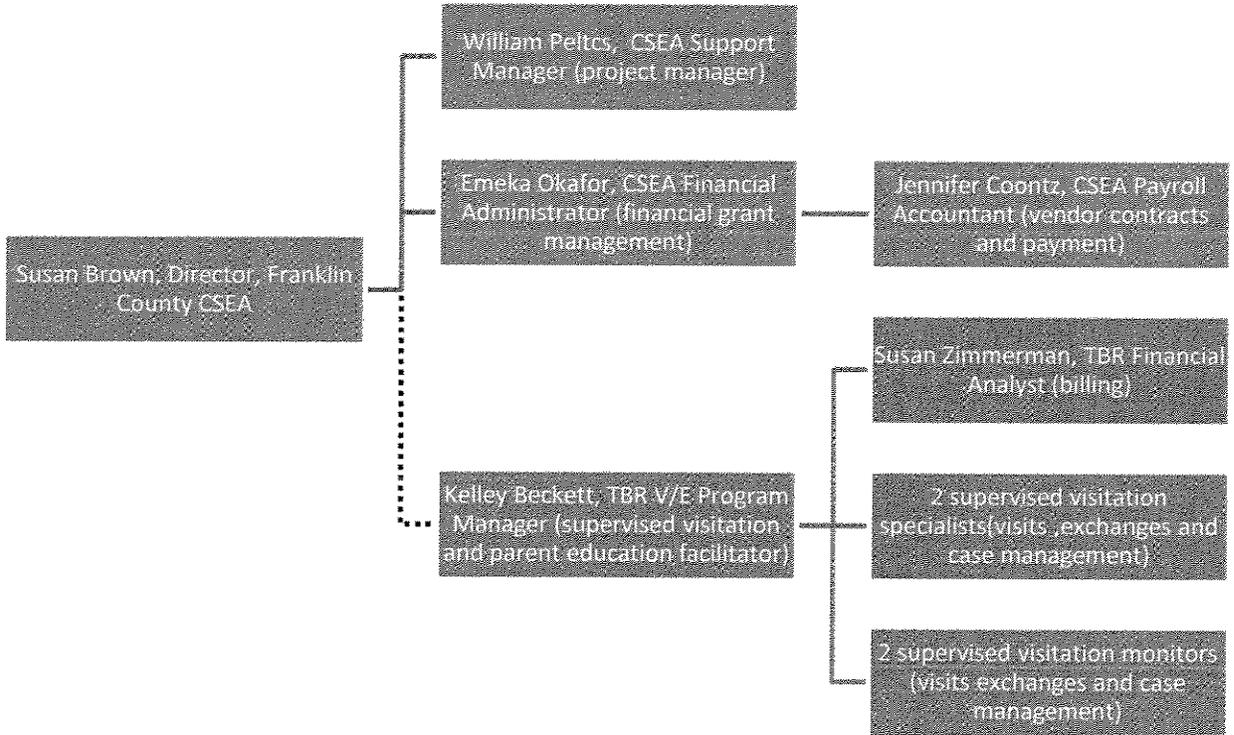
5. Pre- and Post results regarding number of times the participant visited the child(ren) and amount of child support that was paid during the same time will be analyzed. It is expected that there will be an increase in both number of visits and amount of child support collected from the three(3) months prior to supervised visitation, safe exchange or parent education to the three(3) months following the beginning of these services.

C. Status reporting

The TBR V/E program manager will meet monthly either in-person or on a conference call with the staff at the CSEA to discuss the status of the project, financial targets, program improvements, modifications and any potential problems that arise following implementation of the project. at this time, The Buckeye Ranch Visitation and Exchange Program will report monthly statistics as well.

D. Organizational Chart

The Organizational chart for the project is as follows:



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TAB 3: Deliverables

Program Activities and outcomes

- Evaluation Criteria # 12-16, 18, 20-24

Supervised visitation and Safe Exchange service will be provided by The Buckeye Ranch visitation and Exchange Program. This Program located in their downtown Columbus Family Center at 697 East Broad Street. The program is operated by Kelley Beckett.

Safety components include a **police officer** in the lobby and **surveillance cameras in the parking lot**. Should there be any unusual incidents, the police officer will call for back-up assistance. Supervised visitation, between the visiting party and the child/ren, is provided by a neutral third party. The time of the custodial parents' drop off and the appointment of the supervised visit with the visiting parent are **staggered** so that no contact is made either in the parking lot or lobby. The court defines the parameters of the visitation and exchange for each family (how often and length of the visit).

Services at this location include 1) thorough one and one half hour **orientation** for each individual family member regarding the facility and policies/procedures, 2) **supervised visitation** by a trained monitor who is present with the family at all times, as well as an interpreter as needed (length and frequency are prescribed by the court), 3) **safe exchanges**, on-site monitored exchange of children between the custodial and non-custodial parent/parties and 4) **resource information and referrals** as requested, including but not limited to domestic violence, stalking, sexual assault, legal and interpreter services. 5) **Factual and objective documentation of observations** made during visitation regarding behavior, activities and compliance with program and court orders are completed. These are available to the court upon request. All staff members have received training on domestic violence to ensure sensitivity to victims and identification of any potentially dangerous situations.

The Buckeye Ranch will also offer a 6-week parenting class each quarter that will be held in the Franklin County Courthouse building. Parents may be ordered by the court to participate in

the class, they may be referred by their CSEA case worker or they may voluntarily participate in the class. The six (6)- week series will be offered six (6) times a year and will be taught by Kelley Beckett, Program Manager for the Buckeye Ranch Visitation and Exchange Program, who holds a Master's degree in education and has extensive teaching experience.

This project proposal addresses a critical need for Supervised Visitation and Safe Exchange services in Franklin County to shield children from the effects of exposure to domestic violence and high-conflict separation. This need also extends to children and families effected by long separation, new paternity establishment and those family dynamics altered by mental health and drug and alcohol abuse. Supervised visitation and safe exchange services provide the opportunity for safely supporting relational interactions between children and their parents in a family-friendly and comfortable environment. While there is one other facility in Franklin County that offers this service, the cost is often too high and they do not provide the same level of security measures that are offered by the Buckeye Ranch.

We anticipate the participating families will already have a child support order in place. Given the current economy and the importance of fulfilling their child support obligation, it is sometimes difficult for parents to pay even a minimal amount for visitation and exchange services. Therefore, it is imperative for these services to be covered by Access and Visitation funds to ensure that parents have every opportunity for quality interaction and engagement with their children which will lead to improved child support outcomes and payments.

Based on Buckeye Ranch's current experience with programming within this target population, families served will be married, divorced and never-married families, high-conflict families, families with children traumatized by domestic, dating, sexual and/or stalking violence

and in need of safe visitation and monitored exchange services. There will be an emphasis placed on outreach to immigrant and minority families. Parents will be referred to this program by the Franklin County Court of Common Pleas, Division of Domestic Relations and Juvenile Branch. Parents will also be referred through the Franklin County Child Support Enforcement Agency Administrative Hearing Process and through direct Support Officer referral, if such need is identified.

Franklin County is located in central Ohio and encompasses approximately 543 square miles and a population of 1,163,414 according to 2010 census data. The city of Columbus is the County Seat, capital of the State of Ohio and the largest municipality in the County. Columbus is the largest city in Ohio, the fourth largest in the American midwest and the 16th largest in the nation². In addition to Columbus, there are 25 other cities and villages and 17 townships partially or fully located in Franklin County, ranking it 34th largest in the nation.

Franklin County is rich in ethnic, socioeconomic and racial diversity and is home to the second largest Somali community in the United States and the second largest Hispanic and Latino population in the state of Ohio. Despite a modest population increase of 4.1% of whites between 2000 – 2009, the black population increased by 162%, the Asian/Pacific Islander¹ 2008 estimates indicate that roughly 116,000 residents of the city of Columbus, the County seat, are foreign-born, accounting for 82% of the new residents between 2000 – 2006.

² "American FactFinder". United States Census Bureau. <http://factfinder.census.gov>. Retrieved 2011-03-9

TIMELINE AND ACTIVITIES

<p>Oct- Dec 2012</p>	<ul style="list-style-type: none"> • Provide supervised visitation and exchange (SVE) services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting • Visit and present marketing materials and extend collaborative efforts to the Franklin County domestic Relations and Juvenile Courts • Prepare Curriculum for parenting classes • Financial and programmatic reporting 	<p>Visitation Center Prog Mgr & Staff, CSEA program and financial staff</p>
<p>Jan- March 2013</p>	<ul style="list-style-type: none"> • Provide SVE services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting • Provide a 6 week parenting class to up to twenty (20) parents • Financial and programmatic reporting 	<p>Visitation Center Prog Mgr & Staff, CSEA program and financial staff</p>
<p>Apr- June 2013</p>	<ul style="list-style-type: none"> • Provide SVE services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting 	<p>Visitation Center Prog Mgr & Staff, CSEA program and financial staff</p>

	<ul style="list-style-type: none"> • Visit and present marketing materials and extend collaborative efforts to the Franklin County domestic Relations and Juvenile Courts • Provide a 6 week parenting class to up to twenty (20) parents • Financial and programmatic reporting 	
July- Sept 2013	<ul style="list-style-type: none"> • Provide SVE services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting • Provide a 6 week parenting class to up to twenty (20) parents • Financial and programmatic reporting 	Visitation Center Prog Mgr & Staff, CSEA program and financial staff
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Jan- Mar 2014	<ul style="list-style-type: none"> • Provide SVE services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting • Provide a 6 week parenting class to up to twenty (20) parents • Financial and programmatic reporting 	Visitation Center Prog Mgr & Staff, CSEA program and financial staff
Apr- June 2014	<ul style="list-style-type: none"> • Provide SVE services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting • Visit and present marketing materials and extend collaborative efforts to the Franklin County domestic Relations and Juvenile Courts • Provide a 6 week parenting class to up to twenty (20) parents • Financial and programmatic reporting 	Visitation Center Prog Mgr & Staff, CSEA program and financial staff
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Oct- Dec 2014	<ul style="list-style-type: none"> • Provide SVE services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting • Visit and present marketing materials and extend collaborative efforts to the Franklin County domestic Relations and Juvenile Courts • Provide a 6 week parenting class to up to twenty (20) parents • Financial and programmatic reporting 	Visitation Center Prog Mgr & Staff, CSEA program and financial staff
Jan- Mar 2015	<ul style="list-style-type: none"> • Provide SVE services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting • Provide a 6 week parenting class to up to twenty (20) parents • Financial and programmatic reporting 	Visitation Center Prog Mgr & Staff, CSEA program and financial staff
Apr- June 2015	<ul style="list-style-type: none"> • Provide SVE services to 15+ families, up to 12 hours of visitation a week. • Supervised Visitation Network Ohio Chapter Quarterly Meeting • Visit and present marketing materials and extend 	Visitation Center Prog Mgr & Staff, CSEA program and financial staff

	<p>collaborative efforts to the Franklin County domestic Relations and Juvenile Courts</p> <ul style="list-style-type: none"> • Provide a 6 week parenting class to up to twenty (20) parents • Financial and programmatic reporting 	
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TBR V/E will send a monthly invoice to the Franklin County CSEA that includes an intake fee for each party, hourly visitation fee, and exchange fees. Invoices for parenting education will be billed to the Franklin County CSEA on a quarterly basis as a completed 6-week course. Payment will be made monthly to TBR V/E for the services rendered to these participants.

The Franklin County Child Support Enforcement Agency will track client's participation in the Supervised Visitation Program and the Parenting Education Program using automation via a Microsoft Access Database. Child support compliance data will be derived from SETS (Support Enforcement Tracking System) and COGNOS (Data Warehouse derived from SETS) report data. The Access Database will measure the amount and frequency of child support payments, derived from the monthly MOCA (Monthly Obligation and Collection on Arrears) reports, from referred clients three (3) months before entering the program and for three (3) months following participation in the programs.

The screenshot displays a Microsoft Access 2007 window titled "Access / Visitation Grant Tracking - Database (Access 2007) - Microsoft Access". The main form area is titled "Access / Visitation Grant Participant Tracking". It contains the following elements:

- A "Find Participant" text box with a search icon on the right.
- An "Exit" button.
- Two text boxes labeled "SETS #:" and "Order #:".
- Four text boxes for "Obligor First Name:", "Obligor Last Name:", "Obligor SSN:", and "Obligor DOB:".
- An "Add Participant" button.

The status bar at the bottom of the window shows "Record: 1 of 2 of 2", "Form View", and "Num Lock".

The Access Database will provide the means to track client participation and progress and will provide the ability to generate reports in order to meet the reporting requirement of this application. Reports will then be compiled with the information reported from The Buckeye

Ranch Visitation and Exchange program on the "Local Service Provider Worksheet" as exemplified in this RFGA in Appendix B.

Visitations/Exchanges may be terminated at any time, at the discretion of TBR V/E or Franklin County CSEA. Depending on the severity of the incident, services may be terminated immediately and resumed at a later date OR terminated permanently.

Parties are provided a list of violations during intake, along with an outline of the policies (Ranch Rules) which they are expected to follow. If either party(ies) fails to adhere to TBR V/E Policies, staff may terminate the visitation/exchange. If safety or other issues involved in the case cannot effectively be managed by TBR V/E, staff will terminate the visitation/exchange immediately. TBR V/E has the discretion to determine what constitutes these violations.

TBR V/E will terminate a visit immediately for the following reasons and at the discretion of the monitor:

- If the visitation becomes too stressful or traumatic for the child.
- If TBR V/E is unable to adequately provide staff or resources to safely facilitate the visitation/exchange.
- If one or all of the parties have failed to comply with the policies of TBR V/E.
- Violent or abusive behavior directed at any party(ies) or staff member will not be tolerated under ANY circumstances. Violent or abusive behavior may include but is not limited to abusive language, verbal altercations, threats or acts of violence, and/or aggressive physical contact.
- If a visiting party(ies) acts in an inappropriate manner towards the child(ren), staff or others present.

Other violations will constitute a verbal or written warning.

- determines that it cannot effectively address the safety of the clients.
- First violations will result of non-emergent nature will result in a verbal warning that will be documented by staff in the client file.
- Second violations will result in a written warning, mailed to or hand-delivered to the client and copied to the client file.

At the time of the incident resulting in a third violation of policy, the violation will again be documented, the case will be reviewed and may be terminated. If participants stop using the visitation or exchange services without informing TBR V/E, their case will be closed and services terminated. The case will also be terminated should the court order that supervised visits or safe exchange is no longer warranted for the case.

Cases that require only Parenting classes will terminate upon completion of all six (6) classes in the series. If the participant misses one class, they will be permitted to "make-up" the same class in the series immediately following the class in which they originally participated. If they miss two (2) or more classes, they will be terminated and must restart the series.

During intake/assessment, non-residential participants will be asked how many visits they have had with their child(ren) in the past three(3) months and also the date that they last had a visit with their child(ren). Their answers will be recorded at intake and will represent the pre-visitation and/or education data. Visitation/Exchange observation notes, cancellation forms and an attendance records will be kept for each participant in the program and will reflect the data regarding the visitation an/or exchanges that the participant has following the initiation of the program. It is expected that the data will reflect an increase in visitation frequency with participation in the program.

The Franklin County CSEA is committed to continued provision of services to families participating in the Access and Visitation program. As such, they have chosen to contract a program to provide service that will not consider Access and Visitation as "critical funding". TBR V/E is a collaborative partner with the Franklin County commissioners office, who is a recipient of the Office of Violence against Women's Safe Havens funding that will provide the program with \$360,000.00 over the three-year funding period. They are also a recipient of Edward Byrne Memorial Justice Assistance Grant funding from the Office of Ohio Criminal Justice Services in the amount of \$125,000.00 in 2012. Additionally, TBR V/E received funding in the amount of \$15,000.00 from the Harry C. Moores Foundation to provide services. Hence, Access and Visitation funds are non-critical to Franklin County CSEA and TBR V/E.

The Franklin County CSEA will track and record child support collections by importing monthly MOCA reports into the Access Database. This information can then be combined and manipulated to show the amount of child support obligation due and the amount collected three (3) months prior to the noncustodial parent beginning the access/visitation program, and the child support obligation due and the amount collected. For this project it is important to verify that each client referred is eligible for services by having a child support order and IV-D application in place. Therefore, each case will be matched to a COGNOS report verifying case type status (IV-D or non IV-D) and case mode, indicating that there is an open and active child support order.



TAB 4: Budget

- Budget Summary
- Certification In-kind requirement

JFS-R-1213-09-
8032
Access/Visitation Project Budget
Summary

Name of Grantee Franklin County Child Support Enforcement Agency

	Oct. 2012 – Sept. 2013	Oct. 2013 – Sept. 2014	Oct. 2014 – Sept. 2015	Total
Personnel	\$0	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Contractual	\$49,080	\$49,080	\$49,080	\$147,240
Other (Define)	\$0	\$0	\$0	\$0
10% Cash or In-Kind Contribution	\$4,908	\$4,908	\$4,908	\$14,724
TOTAL	\$53,988	\$53,988	\$53,988	\$161,964
Grant Amount Requested	\$53,988	\$53,988	\$53,988	\$161,964

JFS-R-1213-09-8032
Certification of In-Kind Requirement

Date: May 3, 2012

Submitted By: Susan A. Brown, Director, FCCSEA

CSEA: Franklin County Child Support Enforcement Agency

The Franklin County CSEA has reviewed the attached section of OMB circular A-110 (A87) 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 (A87).

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

Cash

Real property

Equipment supplied

Expendable property

Goods and services

The total value of the in-kind contribution during EACH YEAR of the project is \$4,908.00. A description of the in-kind contribution is:

The Franklin County CSEA will contribute consumable office supplies, such as paper, pens, binders, etc. It will contribute equipment use, such as copiers / scanners, computers and faxes. It will provide accounting services to review invoices, distribute funding and conduct audit functions. It will provide case management to track child support payments before and after participants engage in the program and other CSEA case management as needed. The CSEA will also provide the office space needed for the staff to manage its responsibilities under the program. Buckeye Ranch will provide consumable office supplies, equipment such as copiers /scanners and fax machines and it will provide services related to visitation and exchange case management.



TAB 5: Additional Information

- Buckeye Ranch Visitation and Exchange Program Guidelines
- Buckeye Ranch Tax Exemption Status letter



The Buckeye Ranch Visitation and Exchange Program

697 East Broad Street Columbus, Ohio 43215

Tel: (614) 594-9017 Fax: (614) 384-7703

The Buckeye Ranch

RANCH RULES Visitation & Exchange

The Buckeye Ranch Visitation and Exchange Program (TBR V/E) offers families a comfortable and reassuring atmosphere in which safe, structured, and neutral visitation and safe exchanges can be provided. TBR V/E shall not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability. The Buckeye Ranch premises are handicap accessible.

The following are V/E Ranch Rules, which is required for all parties to read and agree to prior to visitation service being scheduled.

Services

TBR V/E provides two types of visitation services: supervised, monitored visitation and safe exchanges.

Supervised Visitation – on-site visitations with a trained monitor who is present with the child(ren) at all times.

Monitored Visitation – on-site monitored visitation with a trained monitor who assists, when needed, and periodically checks in on the visitation.

Safe Exchanges: On- site supervised exchange of child(ren) between residential and non-residential parents/parties.

If an interpreter is needed for an orientation session and or visitation, it is the responsibility of the party/parent to pay for the interpreter. TBR V/E will arrange for a neutral interpreter for the purposes of this service within Franklin County.

Hours of Operation and Business Hours

TBR V/E will conduct visitation services during operating hours. Orientation sessions will be scheduled during administrative hours. **We do not provide services on major holidays. It is the responsibility of the party to arrange visitation/exchange services for holidays or special occasions.**

Holidays The Buckeye Ranch observes the following seven holidays each year:

New Year's Day – January 1st

Labor Day – First Monday in September

Martin Luther King Day

Thanksgiving Day – Fourth Thursday in November

Memorial Day

Christmas Day – December 25th

Independence Day – July 4th

In case of questionable weather conditions, please call prior to your visitation to confirm your appointment. While TBR V/E will attempt to notify you if we are closing, it may be impossible to get to The Buckeye Ranch to access your information. The phone message will indicate if we will be closed.

Administrative Hours

Monday 9am - 5pm
Tuesday 9am - 5pm
Wednesday 9am - 5pm
Thursday 9am - 5pm
Friday 9am - 5pm

Operating Hours for visitation/exchange

Sunday 1:30pm - 6:30pm
Tuesday 3pm - 8pm
Wednesday 3pm - 8pm
Friday 3pm - 8pm

Payment/Fees

Payment for services is due at the beginning of each visitation. Payment needs to be made in **CASH ONLY in the exact amount due**. A receipt will be given at time of payment. TBR V/E will **NOT** be able to make change. Please plan ahead. **All fees owed MUST BE PAID before the visitation occurs and before the next visitation will be scheduled.**

Orientation - \$30 per party (children included in this cost)
Supervised Visitation - Sliding fee scale
No Shows/Cancellations - Full visitation fee

Visitation Fee

The charges for visits are based on a sliding fee scale per proof of income or as ordered by the court. You must show proof of income at your orientation session. See your Verification of Income document.

Scheduling

Visitations will be scheduled on a quarterly basis; you will receive a schedule, do not lose it, and mark your calendar. **DO NOT expect the TBR V/E staff to call and remind you of your appointment as it is your responsibility.**

Most visits will be ONE hour. If your court order states more than one hour, TBR V/E will try to accommodate you order, if necessary by more frequent visits, but this can not be guaranteed.

Security

The safety and security of each adult, child and staff is of utmost importance to TBR V/E. TBR V/E cannot guarantee the safety of its inhabitants, but precautions have been taken in order to provide the highest security possible to each party. A Columbus Police Officer will be on duty during all operating hours for visitation. Security Cameras are located in the parking lots, lobby and hallways and are monitored regularly by the Columbus Police Officer. Upon entering the building all parties, including children, are subject to search by the Columbus Police Officer.

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance onto The Buckeye Ranch's premises.

Parking Lot/Entrances

Both parties will need to adhere to the Arrival/Departure Policy when using this parking lot and entrance. Parties (including relatives or others providing transportation for party) may not wait in the parking lot/spaces at any time before or after the scheduled arrival/departure time.

Staggered Arrival/Departures

*Upon arrival, all parties must sign in, and pay all required fees prior to the start of visit/exchange.

Arrival (beginning of visitation/exchange)

Non-Residential Party will arrive 15 minutes prior to the scheduled visitation/exchange time. Non-Residential party will sign in and wait in a designated area. Child will be escorted by staff to Non-Residential party for visitation/exchange.

Residential Party will arrive 5 minutes prior to the scheduled visitation/exchange time to allow time for sign in. Residential party will stay with child until staff escorts them to the visiting/exchanging (non-residential) party.

Departure (end of visitation/phase 2 of exchange)

Child will be escorted to the residential party by staff. Non-residential party will remain in the visitation room or designated area for 15 minutes after the end of the visitation/exchange.

Residential Party – Will arrive 5 minutes before the end of the visitation and wait in the designated area until the end of the visitation. Staff will escort child to the Residential Party at which time the child and Residential Party will immediately leave the premises.

***If you are the person receiving the child at the end of the exchange you are required to arrive 15 minutes prior to exchange time.**

Late and Early Arrival

Each party is expected to arrive on time for the start and end of their visitation/exchange. If either party arrives more than 15 minutes after the scheduled visit time, the visit will be cancelled. Both "early" and "late" arrivals are violations and will be reported to court.

Cancellation/Make-Ups/No-Shows

Cancellations

In accordance with TBR V/E, notification of a cancelled visit should occur at least 24 hours prior to the visitation or as indicated by court order. If the canceling party fails to notify staff of scheduling changes 24 hours in advance, he/she will incur the full fee visitation fee. **The balance will be due prior to the next scheduled visitation.** Three or more cancellations by the visiting party will result in the file being reviewed by TBR V/E Program Manager and may result in termination of any further services. This violation will be reported back to the court for review. Services will not be resumed until there is further instruction by the court.

The Buckeye Ranch Visitation and Exchange Program

No Shows

A visit that is not attended by one or more parties, and that has not been cancelled in advance with a call to TBR V/E, will be documented as a "NO SHOW". If one party fails to show for a scheduled visitation, that party will incur the full fee for the visitation. If both sides fail to show for a visitation without notifying TBR V/E, each will be responsible for ½ of the full fee for the visitation. **The balance will be due prior to the next scheduled visit.**

Two "NO SHOWS" by the visiting party will result in the file being reviewed by TBR V/E Program Manager and may result in termination of any further services. This violation will be reported back to the court for review. Services will not be resumed until there is further instruction by the court.

Medical Excuse

If the party/child is contagious with a virus/disease the party can provide TBR V/E with written instructions signed by a physician notifying TBR V/E specifically why the visitation with the other party should not occur. The party will not be held responsible for the cost of that visitation. **Letters from physicians must be provided within forty-eight (48) hours after the cancelled visitation to avoid fees.**

Make Up Visitation/Exchanges

If a visitation/exchange is missed due to any reason, a make up is NOT guaranteed. If TBR is unable to accommodate a make up within two weeks the visitation/exchange will NOT be made up due to scheduling constraints of the program.

Visitation Expectations

TBR V/E staff will hold visiting parties car keys during visitation. No purses or personal bags are allowed into building during visitation. Please leave these items at home or lock them in your car. The Buckeye Ranch is not responsible for any lost or stolen items on the premises or in your vehicle.

All items are subject to search by staff or the officer on duty.

Excessive amounts of items such as gifts, activities and food items will not be permitted. The visitation schedule at TBR V/E is highly timed and having excessive amounts of items to search can delay staff in signing in and out visitors.

Only one trip into and one trip out of the building will be permitted by the visiting party.

TBR V/E offers numerous items/activities (i.e. games, books, toys, music, crafts, etc...) for use by families. Usage is encouraged and respect for property is expected. All parties visiting are expected to clean up assigned room, toys/equipment used and place them in their proper storage area.

Please DO NOT bring your cell phones or pagers into the building. Cell phone use is not permitted during the visit. If you bring these items into the building they will be taken and held by staff until your visit has ended. Staff will make any needed emergency calls.

Pets are not permitted on The Buckeye Ranch premises.

The Buckeye Ranch Visitation and Exchange Program

TBR V/E may end a visit at any time if all Ranch Rules are not being followed, safety concerns arise, a family member or a child is violent, disruptive or disrespectful to others (including staff) within the building and/or continuation of the visitation is not in the best interest of the child.

Behaviors during Visitation

Residential and Non-Residential parties AGREE that they will remain separate, physically and visually, so that contact between them does not occur (includes transporting parties and visitors).

Please respect the confidentiality of the other individuals using TBR V/E.

No adults may physically discipline (i.e. spank), or threaten to physically discipline a child during visitation. Time outs are an approved method of discipline.

There are no derogatory remarks about either party in front of the children that will be tolerated. Inappropriate conversations and behaviors with your child are prohibited. Questioning your child about his/her residential family members, residence, court cases, counseling etc., will result in immediate intervention by staff and **possible termination of the visitation**.

No unauthorized messages or contact are to be sent to the other party through your child. TBR V/E will forward important information to the other party (child activities, illness, medications etc.).

Whispering, low tone talking, foul language or swearing is not allowed anywhere on The Buckeye Ranch's premises (inside or outside).

Restroom and diaper changing

All children will be escorted to the restroom by TBR V/E staff. If the child is old enough to go to the restroom alone, the visiting party has the option to wait in the hall with the monitor or in the visitation room. Visiting parties are responsible to change diapers (unless otherwise directed by staff). All diapers will be changed in the presence of staff and in the designated areas. The visiting parent will be responsible for disposing of the dirty diaper in the dumpster outside the building at the end of their visitation.

Photograph and Camera

Cameras

Audio/visual equipment (i.e. Video Cameras) is NOT allowed on The Buckeye Ranch premises and cannot be used during visitation/exchange services.

Cameras are allowed during visitation, but are subject to search. If there is a concern with the camera or taking photos during the visitation, TBR V/E staff has the right to hold the camera until the end of the visitation.

Exchange or Viewing of Photos

All requests by visiting parties to bring photos to be exchanged, taken back with their residential parent or to be viewed by a child during the exchange must reviewed by staff prior to viewing/exchange of photos.

Gifts

The Buckeye Ranch Visitation and Exchange Program

Gifts may be given to the child(ren) with restrictions. TBR V/E staff will inspect all gifts prior to presentation to the child(ren). Gifts may be given to the child at any time with the understanding that it is theirs to take with them after the visitation. All gifts must be brought to TBR V/E unwrapped and must be approved by staff prior to the visit. No toys of destruction (guns, swords, knives, pocket knives, etc.) can be given or will be allowed.

Staff and Documentation

For all non-emergency administrative questions/concerns, contact TBR V/E during the administrative hours. DO NOT engage staff in detailed conversations during visitation hours.

Written records of observation during supervised visits/exchanges will be maintained by The Buckeye Ranch Visitation and Exchange program. Reports will be submitted to court in the form of a summary that includes visit times offered and accepted, attendance records and violations of policies. This information will be reported prior to hearing dates, only if parties have informed TBR V/E staff of those hearing dates at least one week prior to the hearing.

These reports or copies of visitation or exchange observation notes may be released to attorneys, clients or other designated parties ONLY upon receipt of a subpoena.

TBR V/E will not perform evaluations or make recommendations of custody or parenting.

SIGNATURE PAGE

_____ I UNDERSTAND THAT THE INFORMATION GATHERED DURING VISITATIONS/EXCHANGES WILL BE RELEASED TO THE COURT AND OTHERS AUTHORIZED BY THE COURT TO HAVE THIS INFORMATION.

_____ I UNDERSTAND THAT IF I DO NOT COMPLY WITH THESE RULES, IT WILL BE GROUNDS FOR TERMINATION OF SERVICES.

_____ I UNDERSTAND AND AGREE NOT TO MAKE ANY THREAT OF VIOLENCE WHILE PARTICIPATING IN VISITATION/EXCHANGE SERVICES (BEFORE, DURING OR AFTER A VISITATION/EXCHANGE).

_____ I UNDERSTAND AND AGREE NOT TO POSSESS ANY WEAPONS WHILE PARTICIPATING IN VISITATION.

_____ I WAIVE THE RIGHT TO CARRY ANY CONCEALED WEAPON ONTO THE BUCKEYE RANCH'S PREMISES (BUILDING OR GROUNDS). THIS INCLUDES ANY PERSON LICENSED TO CARRY A CONCEALED WEAPON OR LAW ENFORCEMENT OFFICER INVOLVED IN VISITATION SERVICES AT TBR V/E.

_____ I UNDERSTAND THAT EACH FAMILY AT TBR V/E IS UNIQUE AND OCCASIONALLY ADDITIONAL RANCH RULES COULD BE IMPLEMENTED BY TBR V/E STAFF TO KEEP CHILDREN AND OTHER PARTIES SAFE.

I HAVE READ AND RECEIVED A COPY OF TBR V/E RANCH RULES. MY SIGNATURE BELOW INDICATES I UNDERSTAND AND AGREE TO FOLLOW THESE RULES.

Party Name (printed)

Party Signature

Date

Staff Member Signature

Date Policies Reviewed

The Buckeye Ranch Visitation and Exchange Program

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248651232
Jan. 22, 2010 LTR 4168C E0
31-0642111 000000 00

00013823
BODC: TE

BUCKEYE RANCH
5665 HOOVER RD
GROVE CITY OH 43123-9122



09676

Employer Identification Number: 31-0642111
Person to Contact: Mr. Kelley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 12, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1965.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

CINCINNATI OH 45999-0046

In reply refer to: 0225/03/40

Nov. 24, 2003 LTR 252C

31-0642111 000000 00 000

02612

BODC: TE

BUCKEYE RANCH
5665 HOOVER ROAD
GROVE CITY OH 43123-9122652

Taxpayer Identification Number: 31-0642111

Dear Taxpayer:

Thank you for the inquiry dated Oct. 09, 2003.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you have any questions, please call us toll free at 1-800-829-0115.

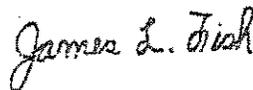
If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

Thank you for your cooperation.

Sincerely yours,



James L. Fish, Manager
Document Perfection Operations

Enclosure(s):
Copy of this letter

District
Director

P.O. BOX 2500
Cincinnati, OH 45201

Buckeye Boys Ranch, Inc.
5665 Hoover Road
Grove City, OH 43123

Person to Contact:
Dotti Downing
Telephone Number:
513-684-3957
Refer Reply to:
EP/EO
Date:
August 23, 1990
Federal Identification Number:
31-0642111

Dear Sir or Madam:

This is in response to your request for a copy your determination letter.

Our records indicate that by a determination letter issued August 18, 1965, your organization was recognized as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

The classification was based on the assumption that your operations would continue as stated in the application. If your sources of support, or your purposes, character, or method of operations have changed, please let us know so we can consider the effect of the change on your exempt status and foundation status.

As of January 1, 1984, you are liable for taxes under Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Buckeye Boys Ranch, Inc.

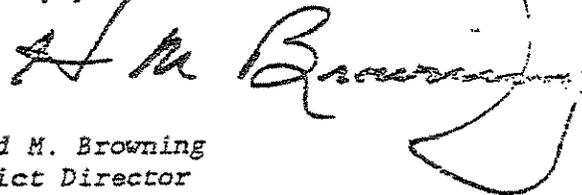
You are required to file Form 990, Return of Organization Exempt from income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, you may contact us at the address or telephone number shown in the heading of this letter.

Sincerely yours,



Harold M. Browning
District Director

466
+10

476

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

Applicant: Franklin 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
APPLICANT QUALIFICATIONS							
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				30

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
ORGANIZATIONAL EXPERIENCE AND CAPABILITIES							
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.				10
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	
KEY STAFF EXPERIENCE AND CAPABILITIES							
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.				10
8	The staff accountant must have an accounting degree or accounting experience with federal grants.	1	Sec. 2.2, B., 4				10
OBJECTIVES OF PROJECT WORK							
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				30
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				20
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			16	
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			14	
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				20
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			24	
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				10
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				30
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			24	
Column Subtotal of "Does Not Meet" points							
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE							

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.

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

Franklin County

Date 7-11-12

1. exceeds - very detailed
2. meets -
3. exceeds - extensive detail
4. meets
5. meets
6. meets
7. exceeds - program manager has detailed ^{extensive} experience
8. ~~meets~~ exceeds - MBA plus 18 yrs experience
9. ~~meets~~ exceeds - very detailed policy & Rules
10. meets
11. meets
12. meets
13. meets
14. exceeds - described in quarterly detail for FY
15. meets
16. meets
17. meets
18. exceeds - very detailed reporting structure
19. meets
20. exceeds - very detailed explanation
21. meets
22. exceeds - excessive detail
23. meets
24. meets
25. meets