Lucas County
Child Support
Enforcement Agency

Access and Visitation Grant

RFGA # JFS-R-1213-09-8032

June 12, 2012

ORIGINAL

Tab 1 Applicant Qualifications

1a. Mandatory Qualifications

The Lucas County Child Support Enforcement Agency (LCCSEA) is responding to The Ohio Department of Job and Family Services Request For Grant Applications # JFS-R-1213-09-8032, regarding the provision of voluntary mediation services as described in program objective #1. LCCSEA will be the lead agency in this endeavor; a partnership with the Lucas County Court of Common Pleas-Juvenile Division, hereinafter referred to as Juvenile Court, will be formally established via an Intergovernmental Contract/Subgrant Agreement contingent upon the award of funds. LCCSEA is seeking $45,000 in Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal grant funds with the required 10% match coming from Child Family & Adult Community and Protective Funds issued by The State of Ohio.

As with all programs and services we offer, safety is one of our primary concerns when developing a new program model. The security measures for the services being proposed in this application required additional attention as the relationship between the participants may be contentious due to the very nature of the situation requiring them to be engaged with LCCSEA in the first place. A majority of services will be provided at LCCSEA which is located at 701 Adams Street, Toledo, Ohio 43604. For services provided at this location, there are a multitude of security measures already in place; these include having all members of the public register prior to entering the facility, having a Sheriff Deputy on site at all times, clients are scanned with a handheld security wand metal detector by the Deputy prior to entering the facility, panic buttons are located in the areas where the public is permitted, and two rooms are used if both the custodial and non-custodial parents are present. If the Juvenile Court mediators assigned to the LCCSEA location are unable to accommodate the number of appointments on any given day, or if there is a need for additional follow-up services at the Court, there are several security measures in place as mandated by the typical court proceedings which occur at their 1801 Spielbusch Avenue, Toledo, Ohio 43604 location. These measures include: the presence of two Sheriff Deputies at the entrance of the building, all members of the public must go through a metal detector prior to entry, and two rooms are utilized to keep the parties separate avoiding unnecessary tension during the proceedings. Documentation regarding security and safety measures currently in place at both locations is provided in 3a, "Security and Safety Plans".

LCCSEA currently partners with Juvenile Court under a contract held by the Lucas County Department of Job & Family Services (LCDJFS) with which LCCSEA operates as a double-combined agency. This contract, "Fatherhood Connections", which began in early 2012, is administered by a local non-profit, NetWORK, a Division of Zepf Center (NetWORK). The goals of this intervention-based program are similar to those described in this RFGA including facilitating non-custodial parents' access to their children when appropriate, increasing knowledge about the skills needed to become a nurturing father, and encouraging the payment of child support. This program operates in a coordinated manner involving LCCSEA, Juvenile Court, LCDJFS, and NetWORK. This program is targeted to serve 50-75 non-custodial fathers predominantly between the ages of 18 and 24 who are non-compliant with LCCSEA, have

arrearages, and have been determined to meet TANF (Temporary Assistance for Needy Families) eligibility requirements by LCCSEA. In partnership with LCCSEA staff, NetWORK meets with the father and his defense attorney at Juvenile Court prior to their scheduled hearing to explain the components of the Fatherhood Connections program including parental rights, Child Support payment review and adjustment, program requirements and accountability, and community resources that will be available. If the father agrees to participate, he will be assigned a date to begin the program. Fathers who do not wish to participate in this program proceed through the legal process accordingly. They have the option to make a payment toward their arrearages satisfactory to the Court, or face jail time. For those fathers who voluntarily agree to participate, a case plan is developed which is provided to designated staff at LCCSEA and presented at the first review hearing at Juvenile Court. The frequency of the review hearings are at the Magistrate's discretion. Parties in attendance at review hearings include: the father and his defense attorney along with staff from NetWORK, LCCSEA, and Juvenile Court. The father's progress in the program is reviewed at this time. Program meetings with all of the partnering agencies are held on a monthly basis to assess program success and discuss any modifications that may be needed. Because the Fatherhood Connections program and the voluntary mediation services being proposed in this application have very similar goals and targeted outcomes, LCCSEA is extremely comfortable in continuing their partnership with Juvenile Court to continue to work with non-custodial parents to increase access and visitation with their children.

LCDJFS also currently holds a Truancy Prevention Contract with Juvenile Court in which the Court works in partnership with Toledo Public Schools to assist in the reduction of truancy. These services are provided in the form of mediation between parents, teachers, and school principals with a Court Mediator overseeing the process. LCDJFS previously held an Intergovernmental Contract with Juvenile Court regarding the CASA program (Court Appointed Special Advocates). The mission of the Lucas County Court Appointed Special Advocate/Guardian ad Litem (CASA / GAL) Program was to serve the best interests of abused and neglected children in the Juvenile Court system. Under this contract, quality volunteer advocacy was provided for children to ensure that each child had a safe, nurturing, and permanent home. Lucas County CASA is a non-profit organization of trained volunteers who work for the Juvenile Court judges as sworn officers of the court to investigate and monitor child abuse cases. Juvenile Court's Mediation Department was utilized to hear these cases involving indigent children to either have custodial issues resolved and or permanent custody established.

LCCSEA also holds two IV-D contracts with Juvenile Court; one is for clerking services related to IV-D hearings; the other addresses Magistrate services related to IV-D hearings. A third IV-D contract is pending which will allow Child Support payments to be made at the Court. This will provide an alternative location for obligors to make their Child Support payments, thus increasing the convenience, and ideally, the likelihood that payments will be made in a timely manner.

As described above, Juvenile Court has continuously demonstrated their willingness to partner with LCCSEA and LCDJFS on a variety of programs as we all share similar objectives related to

improving the lives of children in Lucas County. Because of this history, Juvenile Court is also familiar with our contract and reimbursement process. Upon notification of the grant award, LCCSEA would enter into an Intergovernmental Contract with the Court. Services would be provided on a cost reimbursement basis; following verification of expenditures related to the allowable services, reimbursement would be made on a monthly basis. The primary responsibilities of Juvenile Court would be the provision of mediation services and the enforcement of the resulting parenting plans via journalization by the Court; these are discussed in greater detail in 1b., "Applicant Qualifications".

All required attachments as prescribed and included in this RFGA and the affiliated "Questions and Answers" process are included in this application packet. Furthermore, LCCSEA hereby states that it is not excluded from entering into a contract with The Ohio Department of Job and Family Services due to restrictions related to the federal debarment list, unfair labor findings, or Ohio Revised Code Section 9.24.

Tab 1 Applicant Qualifications

1b. Applicant Qualifications

For the purposes of providing voluntary mediation services focused on developing access and visitation for non-custodial parents as described in Objective #1, LCCSEA is proposing a partnership with Juvenile Court with each entity responsible for services which are critical in the establishment of the foundation for a successful program. LCCSEA will be the lead agency and will define the specific functions of Juvenile Court staff and the expected outcomes in an Intergovernmental Contract to be entered into should the grant be awarded to LCCSEA. The details regarding the roles and functions of both LCCSEA and Juvenile Court staff are described below.

In addition, LCCSEA has engaged The Zepf Center regarding the possibility of utilizing Social Workers currently employed at their organization. This potential vendor contract is considered a contingency, and will only be put into effect if the need for Social Workers is realized and funding is available. The functionality of the Social Worker would be to provide more intensive follow-up services than can be provided by the Mediators. For example, if the mutually-agreed upon Parenting Plan was not being implemented as designed, the Social Worker may meet with each parent one-on-one to discuss the issues preventing adherence to the plan. There may be certain situations where this setting will be more conducive to an open, honest discussion about possible barriers to the implementation of a visitation schedule. The Social Worker(s) would only be engaged when these services are determined necessary by the mediation staff. The Social Worker's point of potential engagement is described in greater detail in 2B., "Work Plan and Timeline".

Potential Vendor – Zepf: The role and functionality of this entity includes the use of Social Workers to provide follow-up services with participants as determined necessary by the mediators. The Social Workers will meet minimum State of Ohio qualifications regarding licensure and education. These services will be provided on a minimal level, if deemed necessary.

LCCSEA staff members involved in this program will predominantly include those in the Administrative and Legal Departments. In addition, LCDJFS, as a combined agency with LCCSEA, will have staff dedicated to this program to provide grant monitoring, fiscal and administrative services.

Lead Agency – LCCSEA/LCDJFS: The role and functionality of LCCSEA includes the following staff who will be involved with this program: the Executive Director, Administrative Technician, Assistant Director of Information Services, Assistant Director of Enforcement, and Client Liaison; this group comprises the administrative team at LCCSEA. They will provide program oversight and will be responsible for ensuring that their direct staff performs the functions needed to ensure the success of this program. Members of the administrative team will be involved in monthly discussions held throughout the duration of this program to evaluate the progress of the program itself, the participants, and the potential need to adjust the workflow in response to any unforeseen situations that may arise.

The Paternity Supervisor, the Review & Adjustment Supervisor, Client Liaison, and the Legal Support Staff Supervisor at LCCSEA, along with their respective staff (total of 43 staff members), will be responsible for recruitment and referral to the program at various points of contact with non-custodial parents. Intake, tracking, reporting, and monitoring the participants and their progress throughout their involvement in the program will be the shared responsibility of these staff in conjunction with Juvenile Court's mediators and support staff.
LCDJFS has a total of 331 staff. The Fiscal and Contract Departments will be the areas principally involved with this program. The Executive Director oversees both LCCSEA and LCDJFS, her Administrative Secretary, the Chief Fiscal Officer (CFO-Fiscal Officer 4), the Fiscal Manager (Grants Manager), Senior Budget Analyst, and the Contracts/Acquisitions Supervisor, along with their associated staff will be charged with programmatic and fiscal monitoring of the program. Review of allowable expenditures and documented costs prior to reimbursement will be the responsibility of the CFO and his staff as they oversee both LCCSEA and LCDJFS financials. Programmatic monitoring of the targeted outcomes and adherence to the prescribed workflow will be evaluated by the Grants Manager and affiliated staff in that department. The CFO and the Grants Manager will participate in the monthly program status meetings to contribute information related to the progression of the program.

The primary staff members from Juvenile Court would be from the Mediation Division. The implementation of the program would involve having two mediators dedicated to the program; they would be housed at LCCSEA five days per week. They would mediate the development of mutually-agreed upon parenting plans with two non-custodial parents who are voluntarily referred to this program by LCCSEA staff. Other mediators who meet the qualifications of this grant, as well as the Court's stringent requirements, may be rotated into the process at a later date if the Lead Mediator believes that this would be beneficial to the program. At no time will the amount of "mediation time" dedicated to the program fall below five days per week unless it is determined that the number of participants and/or the time needed for mediation sessions would warrant an adjustment.

Juvenile Court's administrative staff who would be involved with this program is familiar with LCCSEA's contractual and invoicing procedures; therefore, negotiation of a final cost reimbursement-based Intergovernmental Contract outlining the specific duties addressed in this application, and procedures as required by this RFGA, could be completed within five business days. The services of Juvenile Court's Magistrates, the Clerk of Courts, and support staff would be utilized for portions of the workflow of this program. The costs associated with the Magistrates and services of the Clerk of Courts would be covered under existing IV-D contracts as our targeted population will be those involved in IV-D child support cases. Examples of their roles would be related to the approval/journalization and enforcement of the parenting plans resulting from the mediation process. They are identified in this application only to define their role in the overall process, not to indicate that their services are eligible for reimbursement under this grant.
Please note: For those participants who do not have a support order case number established prior to enrollment in this program, the Court will review their income levels to determine if they meet the criteria to qualify as indigent which will allow the court fees associated with the

filing of the parenting plan to be waived. LCCSEA staff will discuss the criteria (IV-D eligible or indigence) for enrollment in the program prior to referral.

Partner Agency – Juvenile Court: The role and functionality of Juvenile Court includes the following staff members: Juvenile Court Judges and Magistrates who are involved in the journalization of cases affiliated with this program; the Court Administrator and Assistant Administrator who will ensure that the support staff are aware of the goals of this program, and have the necessary resources to provide the services as described in this application and tentative Intergovernmental Contract. Key Staff members from Juvenile Court include two mediators, whose roles are described above, and Juvenile Court's Director of Fiscal Services. By having both the Court's Director of Fiscal Services and LCCSEA/LCDJFS's CFO involved in the fiscal oversight of this program, we are confident that all expenditures would be in compliance with the rules and regulations associated with these funds.

The credentials of LCCSEA/LCDJFS and Juvenile Court key staff as identified in this section are described in greater detail in 1d., "Key Staff Experience and Capabilities".

As described in 1a., "Mandatory Qualifications", Juvenile Court has proven to be an excellent partner in similar collaborations related to the rights of non-custodial parents and the overall improvement in the quality of children's lives through several past and current partnerships with LCDJFS/LCCSEA. Zepf, as the parent company of NetWORK, has also demonstrated their support of our efforts over the past several years; specifically those efforts related to the development of stable, secure families, through the education of non-custodial parents.

All three entities are prepared to implement this program immediately upon notification of the grant award. As the services described are already being provided by each entity in some capacity, implementation would simply involve an adjustment to the workflow for those staff members who work with the target population. Space at LCCSEA is currently available for the Juvenile Court mediators who would be dedicated to this program, and sufficient security measures are in place at this site. The same holds true for the potential "overflow" mediation sessions which would occur at Juvenile Court. LCCSEA guarantees that it will be fully prepared to begin the program Oct. 1, 2012 if awarded the grant. Furthermore, it is our understanding that the grant is proposed to run through September 30, 2015 contingent upon federal funding; LCCSEA is also prepared to administer this program for the full three-year duration if given the opportunity.

Tab 1 Applicant Qualifications

1c. Organizational Experience and Capabilities

Lucas County Child Support Enforcement Agency (LCCSEA)

Lucas County Child Support Enforcement Agency was initially established as a stand-alone agency in Lucas County. LCCSEA currently has 116 employees and oversees an average of 41,578 cases (based on the number of obligors). LCCSEA is responsible for paternity establishment, establishing a child support or medical support order, initiation of wage withholding, and enforcement or modification of support orders. LCCSEA merged with the Lucas County Department of Job & Family Services in January 2012. The agency is administered by the Executive Director, Deb Ortiz-Flores, who is appointed by the Lucas County Board of Commissioners.

LCCSEA has received grants related to access and visitation services in the past, and therefore is familiar and comfortable with the requirements established by the funding source, Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). LCCSEA was one of the first ten CSEAs in the State of Ohio to receive Access and Visitation funding in 1997 and has remained involved in facets of these invaluable services since that time.

Lucas County Juvenile Court

Lucas County Juvenile Court was established in 1977; the Lucas County Court of Common Please, Juvenile Division, was created by a statute at that time to decide cases involving juveniles. The establishment of a separate, distinct Juvenile Division within the Lucas County Common Pleas Judicial system was an acknowledgement of the specialization and greater community emphasis on juvenile justice. Lucas County is one of seventeen courts in Ohio that has a juvenile-only jurisdiction. The Juvenile Division hears cases involving persons under eighteen years of age, and cases dealing with unruly, abused, dependent, and neglected children. There are 238 staff members employed by Juvenile Court; the staff dedicated to this program are identified and their credentials described, in 1b., "Applicant Qualifications" and 1d., "Key Staff Experience and Capabilities".

In 2007, the Lucas County Juvenile Court Mediation Department developed its mission statement and program principles. Their foundational belief is that family members and parties involved with the Juvenile Court hold the key to finding an efficient and lasting resolution to their court case through a mediation process that offers respect, understanding and support in a welcoming and safe mediation setting. Their mission is to bring parties together with a professional mediator in a safe, neutral setting in order to facilitate an effective resolution of their court case in an efficient and non-adversarial manner.

A brief look at the number of cases scheduled and mediated in 2007 demonstrates this Court's commitment to the Mediation Department's mission statement. Examination of the cases showed that over 2,500 petitions filed in Juvenile Court were scheduled for mediation before any other court hearing. With the exception of child protection and permanent custody case types, which involve several parties, most cases mediated in Juvenile Court involve two parents

or parties. Significantly, this fact means that over 5,500 individual people or about 1,800 families participated in mediation services before their initial court appearance in 2007. Over 80% of those families or parties who participated reached a complete resolution of their Juvenile Court case through mediation services.

A closer look at the settlement rates of cases scheduled for Mediation demonstrates the accuracy of this Court's belief that families involved in Juvenile Court generally hold the key to resolving their own disputes when given the opportunity to mediate together at the onset of their case. Statistics demonstrate that, overall, about 80% of Juvenile Court cases scheduled in Mediation resulted in a complete resolution of the family conflict or case, while an additional 5% to 13%, depending on the case type, achieved some significant progress toward a complete resolution. When comparing these same measurements of success with those of 2006, it is clear that even when the number of cases referred to Mediation fluctuates over time, the Mediation settlement rates remain consistently high.

The documented stability of Mediation settlement rates is particularly meaningful for families involved in Juvenile Court. This stability is also extremely relevant to case flow management issues involving the use of Mediation in the timely resolution of Juvenile Court cases.

While the previous data looked at settlement rates in cases actually scheduled for Mediation, the likelihood of complete resolution when any case is simply referred to Mediation Services in Juvenile Court either upon filing or directly from a Magistrate or Judge is also relevant. The 2007 results show that any case that is simply referred to Mediation had a 61% likelihood of complete resolution without ever having the parties appear before a Judge or Magistrate.

Furthermore, parties, particularly parents, overwhelmingly preferred the Mediation process over going before a Judge or Magistrate to resolve their case. These facts have been consistently supported by user satisfaction surveys.

The Lucas County Mediation Department further serves this Court and the local community by directly supporting the development of highly skilled mediators in Lucas County and networking with other community partners in their mediation program efforts. Partnering with the University of Toledo College Of Law, the Mediation Department sponsored Basic Mediation Training in January and August of 2007, and trained 18 law student interns and 32 members of the community as new mediators.

At the request of the Ohio Supreme Court, Juvenile Court also sent a multidisciplinary team headed by Judge Denise Navarre Cubbon to the annual Child Protection Mediation Training. The Mediation Department also co-sponsored the annual Domestic Abuse Issues in Mediation Training with the Ohio Supreme Court and presented yet another training event involving several community service providers for staff and contract mediators. Lucas County Juvenile Court is often honored with requests to network with and support other communities in the development of other Mediation programs. At the request of Judge Allan Davis, the Mediation Department Coordinator visited the Hancock County Juvenile Court to discuss the success of

the Lucas County Child Protection Mediation Program with Hancock County Child Protection stakeholders. In October of 2007, the Mediation Department also sponsored two Domestic Violence Community Roundtable events in support of the Honorable Karen Delancy, the Deputy Speaker of the House of the Turks and Caicos Islands, in her effort to develop appropriate domestic violence legislation for the people of her country. Several professionals directly involved in our community response to domestic violence in Toledo attended and offered the Honorably Delancy invaluable information regarding their specific programs in addition to their continuing support. As a direct result of these training and networking efforts, several excellently trained mediators continue to serve the Toledo community and this Mediation Program.

The Zepf Center

Zepf Center, located at 6605 W. Central Ave., Toledo, OH 43617, first opened as the Elizabeth A. Zepf Community Mental Health Center in 1974. Named after a Toledo resident who was very active in mental health service development, originally the agency was primarily concerned with post-psychiatric hospitalizations treatment of residents of the South catchment area of Lucas County.

In 1979 the center continued to expand with agency staff as well as building space. The first day treatment program began and the agency was now providing aftercare, older adult, outpatient, children's emergency, medical, psychological, substance abuse, rape counseling, consultation, and education services.

Throughout the end of the 1970s and beginning of the 1980s expansion and relocation continued. Older adult day treatment programs and a residential treatment center opened. In 1983 Virginia Ferree was named the agency's third Executive Director.

As federal funds began to decline the agency decided to commit itself to people with severe and persistent mental illnesses in 1984. MERIT Industries was formed to address the vocational needs of that population.

Zepf was awarded HUD 202 funds for two group homes and an apartment building in 1985. Throughout the end of the 1980s case management services evolved and grew.

In 1988 employees elected District 1199 SEIU, the Health Care & Social Services Union, AFL/CIO as their exclusive bargaining agent. Also this year Maumee House, Ottawa House, and the Oaks were completed and accepted their first residents.

The agency underwent a major reorganization in 1989 closing their programs for young children, families, and older adults.

The beginning of the 1990s was focused on continued adjustment and relocation as the restructuring was completed. MERIT Industries regroups to provide vocational services at the work sites of community employers and is renamed NetWORK.

In 1995 service and administrative staff moved to 6605 W. Central Ave., and in 1996 24-hour, 7-day a week service availability was initiated. The fourth HUD-financed housing project, Stewart Apartments, opens this year as well.

The agency was first accredited by JCAHO in 1998.

Kendall Alexander is hired as Chief Executive Officer in 2003. The agency received a grant from the county to manage the local One Stop in Lucas County named, The Source.

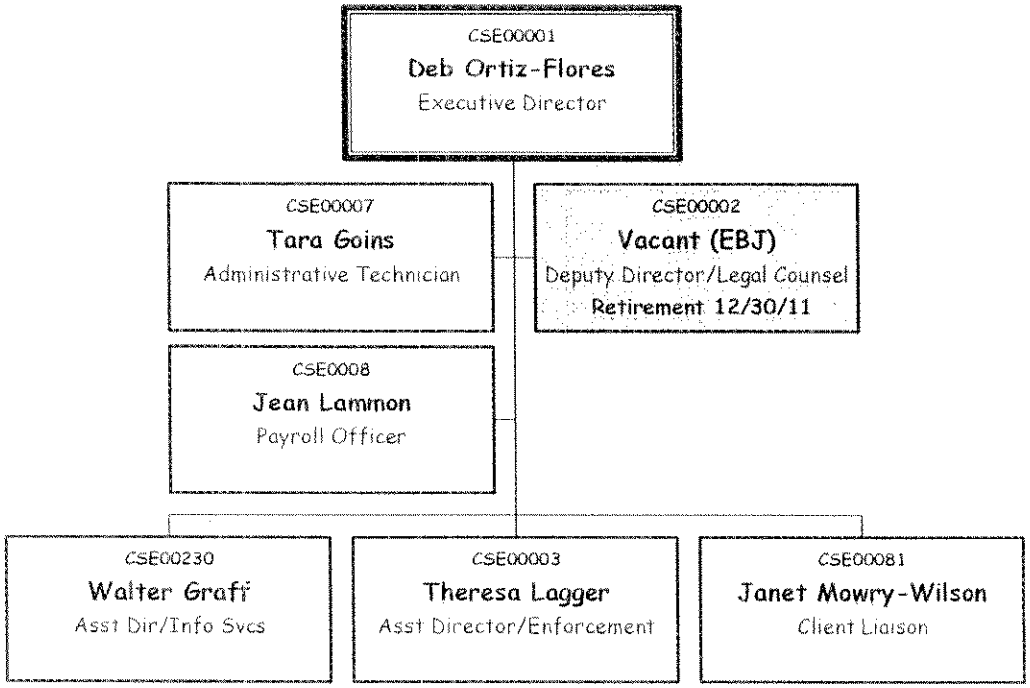
In 2004 Zepf Center celebrated its 30th year in operation.

Jennifer Moses was named Chief Executive Officer in 2007. Clustering was reintroduced as an evidence based clinical practice for Zepf Center.

Children and Adolescent services began in 2009 along with the Wellness Management and Recovery program.

Organizational Charts for LCCSEA/LCDJFS and Juvenile Court included (separate tab, pgs. 11-16)

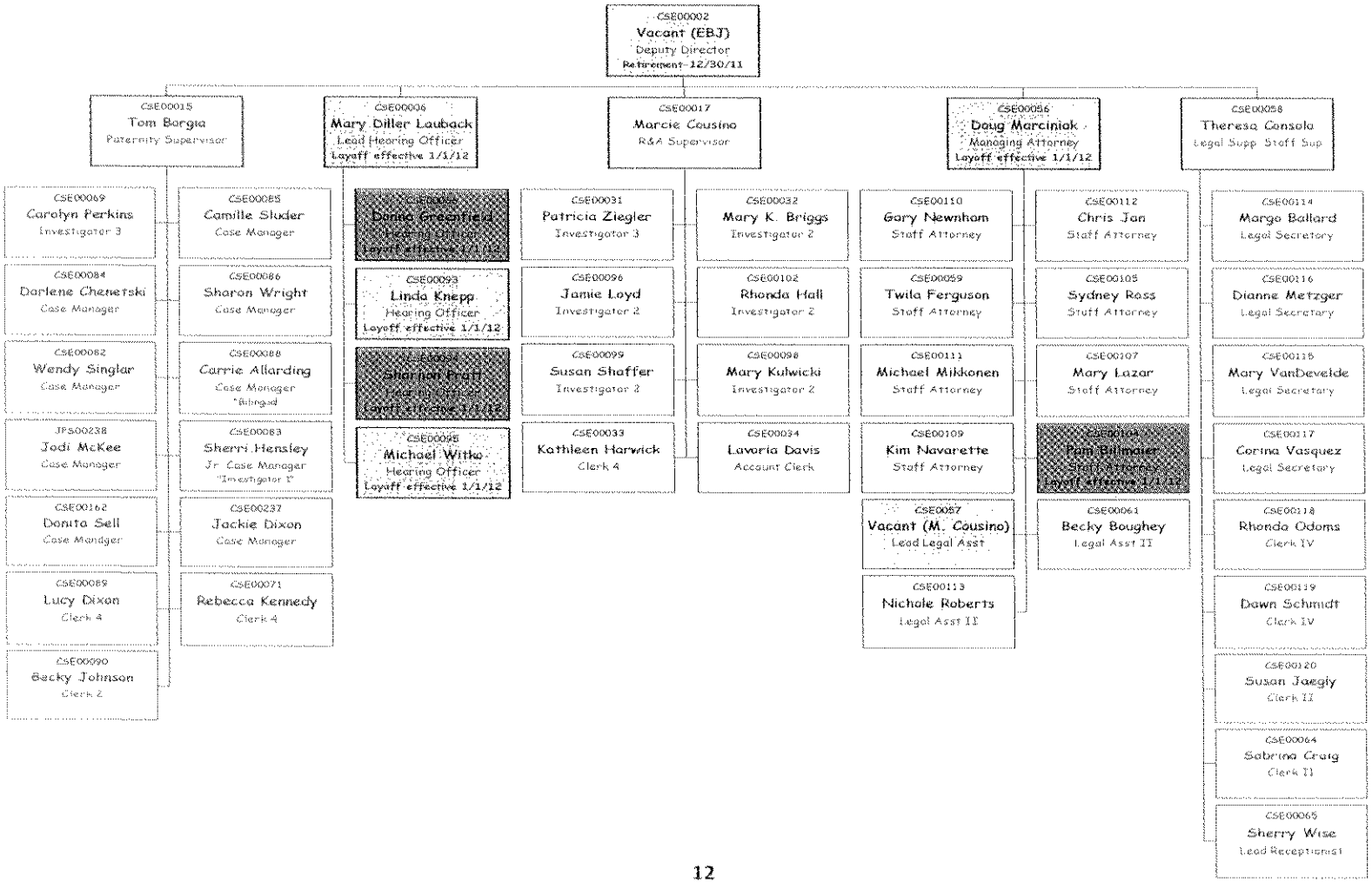
Lucas County Child Support Enforcement Agency
Director's Office



*Key staff identified by title/name in 1d.,
"Key Staff Experience and Capabilities"

Lucas County Child Support Enforcement Agency

Administrative & Legal Services

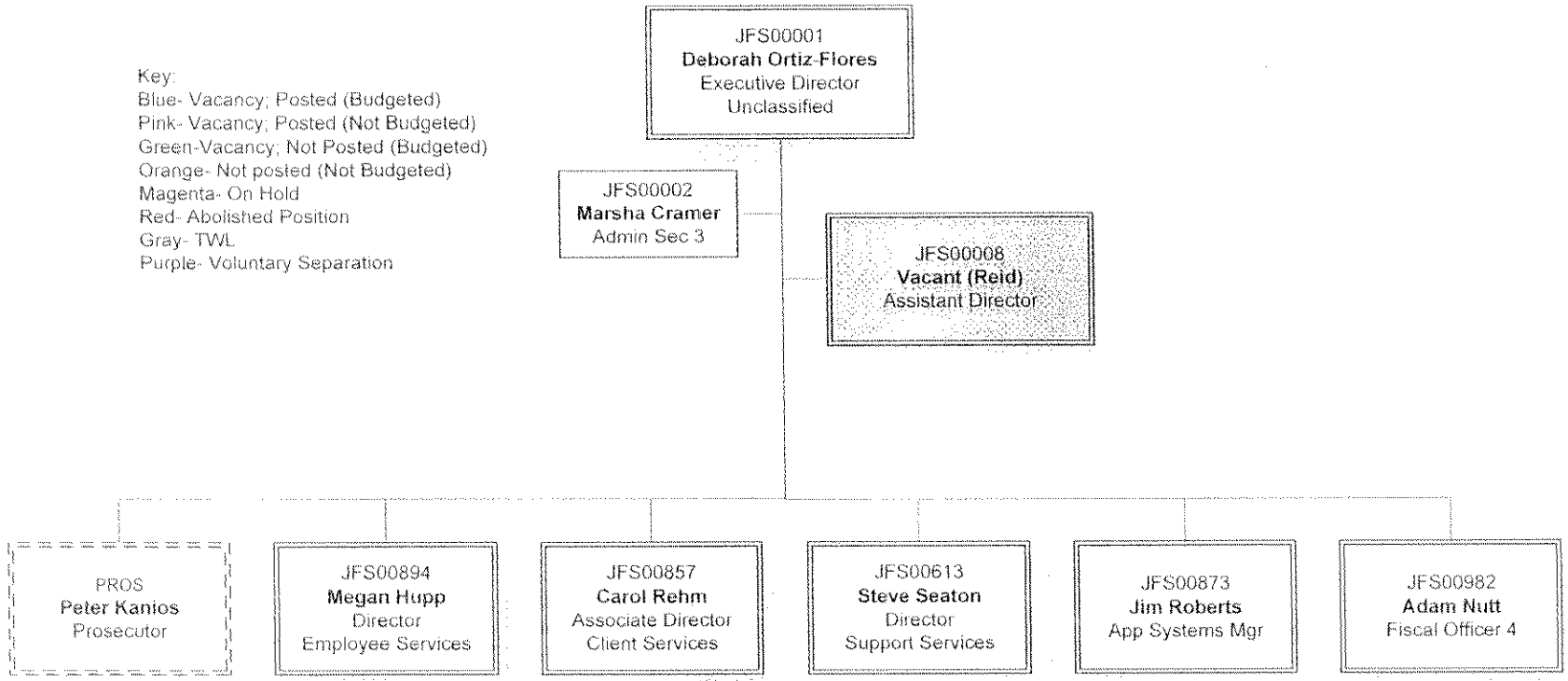


*Key staff identified by title/name in 1d., "Key Staff Experience and Capabilities"

Lucas County Department of Job & Family Services

Executive Director's Office

Key:
Blue- Vacancy; Posted (Budgeted)
Pink- Vacancy; Posted (Not Budgeted)
Green-Vacancy; Not Posted (Budgeted)
Orange- Not posted (Not Budgeted)
Magenta- On Hold
Red- Abolished Position
Gray- TWL
Purple- Voluntary Separation

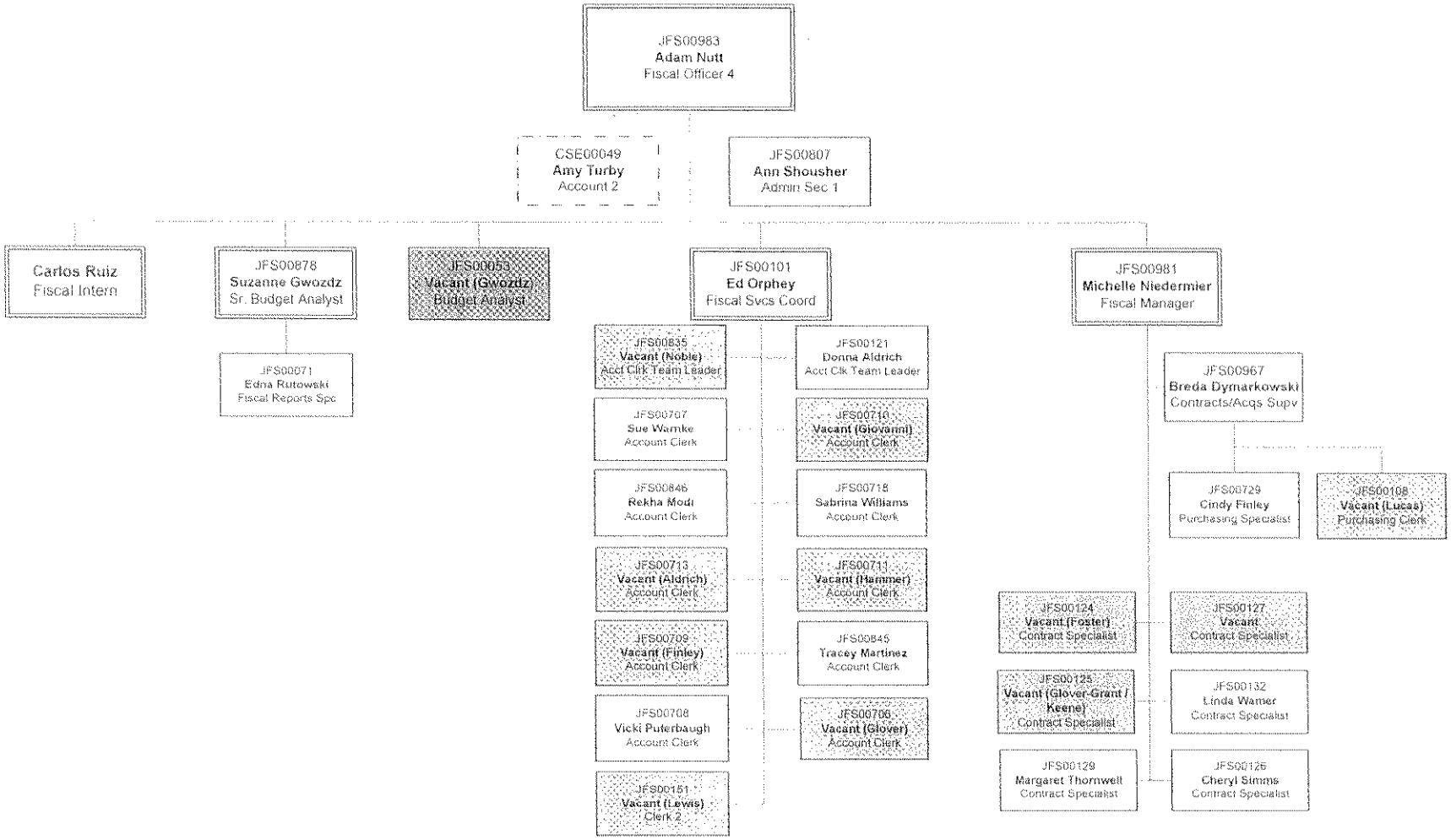


Last Updated 6/04/12

***Key staff identified by title/name in 1d., "Key Staff Experience and Capabilities"**

Lucas County Department of Job & Family Services

Fiscal Services: Fiscal, Child Care Provider Services, Contracts



***Key staff identified by title/name in 1d., "Key Staff Experience and Capabilities"**

Juvenile Detention Center

Juvenile Court
Judges
(2)

Court Administrator
(1)

Assistant Court
Administrator (1)

Detention Administrator
(1)

Chief
Psychologist
(1)

Assistant
Detention Administrator
(1)

Psychology Assistant (1)
Secretary III (1)

Food Services Manager (1)
Community Detention Supervisor (1)
Shift Supervisor (5)
Intake Supervisor (1)
Community Detention Officer (1)
Surveillance Officer (1.5)
Juvenile Detention Officer (41)
Intake Officer (9)
Head Cook (1) / Cook (3.5)

Refer to Juvenile Court Chart for Court Structure

*Key staff identified by title/name in 1d., "Key Staff Experience and Capabilities"

Tab 1 Applicant Qualifications

1d. Key Staff Experience and Capabilities

The Key Staff assigned to the Voluntary Mediation for Non-Custodial Parents program in Lucas County includes:

Project Manager - Kevin Tackett

Financial Management (accounting experience with federal grants) - Adam Nutt and Amy Matuszewski

Grant/Program Manager - Michelle Niedermier

Mediators (2) - Kevin Tackett and Sheri Blackwood

**Resumes are attached for these key positions.*

Mediators must meet the following credentials per Lucas County Juvenile Court Rule 11, "Mediation Conferences", Article 11.5:

11.5 Mediator Qualifications and Training: A mediator employed by the Juvenile Division or to whom the Juvenile Division makes referrals for mediation must comply with all qualifications and training required by Rule 16 of the Rules of Superintendence.

A. General Qualifications and Training: All mediators who mediate any Juvenile Division case must possess a bachelor degree or the equivalent education or experience, have at least two years of professional experience with families, complete at least 12 hours of basic mediation training through a training program approved by the Ohio Supreme Court or an equivalent training, and complete at least 14 hours of specialized training in domestic abuse issues and mediation though a training program approved by the Ohio Supreme Court.

B. Specialized Qualifications and Training: Mediators who mediate certain specific Juvenile Division case types require additional qualifications and mediation training.

1. Mediators who mediate juvenile perpetrated domestic violence cases, the allocation of parental rights cases, cases involving the care of or visitation with minor children, and child protection cases must complete at least 40 hours of specialized family or divorce mediation training through a training program approved by the Ohio Supreme Court.

2. Mediators who mediate child protection cases including permanent custody cases and dependency, neglect and/or abuse cases must possess significant experience in mediating family disputes and complete at least 32 hours of specialized child protection mediation training or a mentoring program approved by the Ohio Supreme Court.

Parenting classes will not be part of this program; therefore, the credentials associated with that position are not applicable in this application.

The following LCCSEA/LCDJFS and Juvenile Court staff will be dedicated to this program; the roles of the key staff identified above are included:

Deb Ortiz-Flores-*LCCSEA/LCDJFS Executive Director*, will provide general administration to all program areas.

Tara Goins – *LCCSEA Administrative Technician*, to provide assistance with program data collection and reporting.
Walter Graff – *LCCSEA Assistant Director of Information Services*, will provide oversight over data collection, maintenance and tracking.
Theresa Lagger-*LCCSEA Assistant Director of Enforcement*, will manage program information dissemination during the paternity establishment, hearing and complaint processes.
Janet Mowry-Wilson-*LCCSEA Client Liaison*, will provide program information to encourage enrollment during contact with applicable, eligible non-custodial parents.
Tom Borgia-*LCCSEA Paternity Supervisor*, will ensure that accurate information regarding voluntary enrollment in the program is shared with applicable clients during genetic testing.
Marcie Cousino-*LCCSEA Review & Adjustment Supervisor*, will ensure that accurate information regarding voluntary enrollment in the program is shared with applicable clients during hearings and will assist with participant data collection.
Theresa Consolo-*LCCSEA Legal Support Staff Supervisor*, will assist in tracking and reporting participant data related to targeted outcomes.
Marsha Cramer-*LCDJFS Administrative Secretary*, will assist with arrangement of meetings and dissemination of information as directed by the Executive Director.
Adam Nutt-*LCCSEA/LCDJFS CFO*, will provide fiscal oversight to all program-related costs.
Michelle Niedermier-*LCCSEA/LCDJFS Fiscal/Contract Manager*, to negotiate and develop Intergovernmental Contract and Vendor Contract with partners; and will oversee subgrantee monitoring.
Suzanne Gwozdz-*LCCSEA/LCDJFS Senior Budget Analyst*, to review allowable costs and correct calculations prior to reimbursement of Contracts.
Breda Dymarkowski-*LCCSEA/LCDJFS Contracts/Acquisitions Supervisor*, to assist with monitoring process.
Deborah Hodges-*Juvenile Court Administrator*, will provide general administration to all Court staff involved with this program.
Amy Matuszewski-*Juvenile Court Finance Director,* will provide fiscal oversight to all program-related costs incurred and charged by Juvenile Court.
Kevin Tackett-*Juvenile Court Mediator,* as Project Manager, will provide direction related to program needs to all partners and will recommend adjustments to procedures; as Mediator, will facilitate mediation sessions with eligible participants referred by LCCSEA staff. Will determine need of Social Worker services when necessary.
Sheri Blackwood-*Juvenile Court Mediator*, Mediator, will facilitate mediation sessions with eligible participants referred by LCCSEA staff. Will determine need of Social Worker services when necessary.

A contingent Vendor Contract with Zepf for the usage of Social Workers for those situations that require additional assistance outside of the standard mediation process; with the need for such services to be determined by the Mediators, will be developed upon notification of grant award. The Social Workers may be used for home visits, or to provide follow-up services on those cases where the established visitation order is not proceeding as planned. Any Social Worker who participates in this program shall meet the minimum State of Ohio requirements.

The eligibility requirements in accordance with Ohio's Counselor, Social Worker and Marriage & Family Therapist Board are as follows:

"A Social Worker must have at least a bachelors degree in social work or in a field related to social work from an accredited educational institution. If the degree is in a related field, the degree must have been awarded on or before October 10, 1992. Fields related to social work are degrees in which the applicant has coursework totaling at least 30 quarter hours (20 semester hours) in three of the following areas: (1) Human Development and Behavior - The social, psychological and physiological growth of an individual, and effects on the growth of a personality in a social environment; (2) Methods of Social Intervention - Casework, groupwork, community organization and practice, social research and administration; (3) Social Welfare and Policy - The history of social welfare and policy; (4) Social Work Theory - The study of the principles which demonstrate various types of socio-psychological interventions. Applicants must also have a course in Field Work - Not less than four hundred hours of supervised practicum and/or field experience, with a primary focus on social intervention, structured or regulated by a department or program in the behavioral or social sciences. All necessary coursework must have been completed prior to October 10, 1992 and have a passing score of "C" or higher. All related degree applicants must pass the "Bachelor" examination required for Social Worker."

Resumes for Key Staff (5) included (separate tab, pgs. 20-29)

Tab 2 Narrative Description of Proposed Project

2A. Key Objectives

The Lucas County Child Support Enforcement Agency (LCCSEA) is submitting this application with the objective of successfully providing the services described in program component #1. Specifically, LCCSEA, along with identified partner organizations, is proposing the delivery of voluntary mediation resulting in a parenting plan which would be legally enforceable following journalization of the resulting plan by the Lucas County Juvenile Court.

The primary goal of this program in Lucas County is to facilitate non-custodial parents' contact and involvement with their children while encouraging the payment of child support. The objective of increasing a non-custodial parent's access to and visitation with their children, when appropriate and applicable, will be the focus of the voluntary mediation sessions. Several studies have indicated that the level of involvement in their child's lives increases the likelihood that non-custodial parents will comply with child support orders. LCCSEA, along with their community partners, wish to emphasize the rights and obligations of both parents to be involved in their children's lives while avoiding unnecessary judicial involvement.

Understanding the rights and responsibilities of both the custodial and non-custodial parent is an essential first step for noncustodial parents who wish to attempt to establish regular visitation with their child(ren). The Lucas County Juvenile Court Mediation Department has determined that a mediation process, when compared to standard court proceedings, is a favored method for resolving issues between parties who are amenable to such deliberations. Surveys in Lucas County have demonstrated that the mediation process is viewed as being less intimidating than Court proceedings. As such, it is the hope of LCCSEA that utilizing this process will result in an agreeable setting where the child's best interest is at the center of all discussions. Furthermore, according to federal reports, mediation has been one of the most popular activities funded by previous Access and Visitation Grants; resulting reports have demonstrated its effectiveness in these custody situations. During mediation, we will encourage each party to understand the importance of having both parents involved in a child's life, and that this involvement will ideally result in emotional, physical and financial stability for the child. Successful mediation will promote enhanced communication between family members, and the development of a more positive attitude toward the payment of child support. The vast experience of the mediators facilitating this process will help to ensure that a dependable visitation schedule is developed encompassing the input and needs of all parties, particularly the children.

We have identified that our local need for access and visitation-based mediation services is not for those parents who have just filed for dissolution or divorce, but for unmarried parents engaged with LCCSEA for a variety of services. Families going through a divorce or dissolution in Lucas County are already required to participate in co-parenting classes. Our goal would be to reach the unmarried population who will not go through a structured process, and therefore, do not necessarily have access to such services. The requirement for this counseling is

contained in "Rules of the Court of Common Pleas, Domestic Relations Division, Lucas County", and reads as follows:

Rule 16, "Divorce Counseling for Parents"
COUNSELING FOR PARENTS
16.01. When Required.
(A) After the filing of a Complaint for Divorce or Legal Separation involving minor children, every party seeking the allocation of parental rights and responsibilities for the care of minor children shall attend one (1) session of divorce counseling for parents sponsored by the Common Pleas Court of Lucas County, Ohio, Division of Domestic Relations.
(B) Both parties filing a Petition for Dissolution of Marriage involving the allocation of parental rights and responsibilities for the care of minor children shall attend one (1) session of divorce counseling for parents.
(C) After the filing of a Motion to Modify the Allocation of Parental Rights and Responsibilities, including parenting time, every party seeking the allocation of parental rights and responsibilities may be required to attend a session of divorce counseling for parents.
(D) No person shall be designated residential parent and legal custodian of any minor child without attending a session of divorce counseling for parents except under extraordinary circumstances. No shared parenting plan will be approved unless both parties have attended divorce counseling for parents. Attendance may be required for anyone seeking parenting time or visitation.
16.02. Certificate of Attendance.
Upon the completion of a session of divorce counseling for parents, a Certificate of Attendance will be issued for each participant attending.

As this program will be voluntary in nature, the incentive for both custodial and non-custodial parents to attend will be to ultimately improve the quality of life for their child. The recruitment process will involve disseminating general information about the mediation process and the importance of consistent involvement in their children's lives. This information will be shared verbally and in writing depending on the point of engagement with the parents. When recruitment takes place in person, the LCCSEA staff will be able to tailor their presentation to promote the aspects of the program which would benefit that individual's situation. Each parent will be informed that the goal is to increase access and visitation for non-custodial parents while taking into account factors which are specific to each family; and that this would be accomplished through a free mediation process with both parents actively engaged. The custodial parent will also receive information regarding the demonstrated likelihood of increased consistency of child support payments when the non-custodial parent has steady and defined access to their child. It is our belief that the non-custodial parent's primary reason for participation would be to engage in a positive, healthy relationship with their child.

The target population for this program will be parties who were never married to the parent of the child who is the focus of the mediation process. The current zip codes of Lucas County obligors and obligees indicate that they will reside primarily in urban settings. The parties may

have an existing support order depending on their point of referral from LCCSEA staff. There will be four opportunities for engagement ranging from genetic testing to contacting LCCSEA regarding a concern about noncompliance with an existing visitation and/or support order. Demographics of those served by LCCSEA demonstrate that the average age of an obligor is 39.8, the average number of cases per obligor is 1.5, and there are typically over 41,500 active obligors on file at LCCSEA.

As stated above, the primary objective of this program is to create an environment where both parents are actively involved in their children's lives. We are ultimately seeking the development of a minimum of 500 mutually-agreed upon parenting plans journalized by the Court during the first full year of the program. We anticipate that the number of participants, and resulting parenting plans, will increase as the program develops. In order to accomplish this goal, we will evaluate the following data: the overall number of referrals and the number of those who attend a mediation session; the number of resulting parenting plans established; the increase in the amount and consistency of child support payments; and an increase in the amount of time the non-custodial parent spends with their children. Each of these items are quantified and presented by Fiscal Year, in 3c., "Performance Measures".

Tab 2 Narrative Description of Proposed Project

2B. Work Plan and Timeline

Contracting

Immediately upon notification of the grant award, LCCSEA will initiate contract negotiations with Juvenile Court and The Zepf Center to ensure that services will be ready to begin October 1, 2012. We will enter into cost reimbursement-based contracts with both entities; these contracts will include all contractual terms as required by Ohio Administrative Code 5101:9-4-07 and PRWORA funding. Juvenile Court would be held accountable to the terms contained in a Subrecipient, Intergovernmental Contract; a Vendor Contract would be developed for the conditional Social Worker duties to be provided by The Zepf Center. Due to the nature of the funds allocated for these services, we would propose a one-year contract with two options for one-year renewals contingent upon performance and the availability of funds. This timeframe would cover services for Federal Fiscal Years 2013-2015 as identified in the RFGA.

Referrals

LCCSEA will be the primary referral source for this program. There will be four opportunities for recruitment:

1. During genetic testing – highlights of the program will be verbally discussed if there is only one potential father involved in the process. If there are multiple potential fathers, these services would not be applicable until paternity is determined. If both parties are interested, they will be given an opportunity to request an appointment for mediation services.

2. Assessing interest in mediation via paternity results letter – a checkbox will be added to this letter which will ask whether a parent is interested in free mediation services related to access and visitation only; this letter is sent to both parents. Both parties will need to state yes for these services to be provided. An appointment would be made at the earliest convenient time if the parents are not required to come to LCCSEA for a support hearing. If they are required to come to LCCSEA for a support hearing, the mediation appointment would be coordinated with their scheduled hearing.

3. Support Order hearings - Access and Visitation-based mediation services will be discussed when both parties are at LCCSEA for support order hearings. These hearings are required for those cases with open cash assistance (no longer required for those with medical benefits only); the other parties who come to LCCSEA for support order hearings request this process at the time of genetic testing. If the support order hearing is required or requested, the hearing date is included in the paternity results letter; if not, only the paternity results are included. If both parties express an interest in participating in mediation while at their support order hearing, it is reasonable to expect that they will be able to meet with the mediator at that time. If scheduling does not permit this to occur, an appointment will be made for a later date.

4. "Complaint" calls - A fourth option for voluntary engagement of parents into this program would be when one party contacts LCCSEA regarding the noncompliance of the other party

related to an existing support and/or visitation order. As with genetic testing, highlights of the program will be verbally discussed. Depending on the situation that prompted the call, the Client Liaison can promote aspects of the program which could potentially resolve the situation at hand. Such phone calls received over the past year indicate that approximately 99% of these calls involve cases that do not have any official visitation schedule on file.

Depending on the status of their child support case, some parents may be approached about enrollment in this program multiple times as demonstrated above. As the relationship between parents can fluctuate over time, we feel these various points of contact will result in additional participants because they may be more open to mediation as circumstances change.

We anticipate that a majority of referrals will be realized through the support order hearing process. There are 56 hearings per week on average, and we expect that 50% of the mediation sessions, or 10 per week, will come from this area. The remaining 50% will predominantly come from the paternity letter process (an average of 44 letters are sent per week), followed by genetic testing, with the lowest amount of referrals resulting from "complaint" calls. According to Access and Visitation state administrators and mediation program managers, a mediation program's success is correlated to the relationship with referral sources, the convenience to clients, and the capacity to conduct outreach and follow-up. We believe the ongoing partnership between LCCSEA and Juvenile Court, and the location of mediation services, will result in positive outcomes from this program.

Please note: with each of these four scenarios, both parents have to be willing to participate in mediation. If only one parent is interested, they have the option of filing a motion to establish parental rights through the Court. LCCSEA staff will also be reminded to inquire about the status of their IV-D case number, or possible indigence to address Court fees. In addition, the staff will ask about any pre-existing issues between the parents, such as domestic violence, which could preclude the mediation process. Depending on the barrier presented, the mediators will use their experience and training when determining which families would benefit from continuing through the mediation process. Additional security measures, including the placement of a Deputy in the mediation room containing the alleged perpetrator as opposed to their standard post in the hallway outside of the room, will be enacted if circumstances warrant.

Numbers served & mediation process

At the onset of the program, we are expecting to conduct 15-20 mediations per week; approximately 750-1000 per year. Each mediation session will take 1 to 1½ hours. Mediations will be scheduled Monday through Friday (except for holidays) and will be held during mornings and afternoons at LCCSEA. If the schedule is unable to accommodate the requested number of sessions during the mediators' time at LCCSEA, appointments will be scheduled at Juvenile Court. Every effort will be made to have all appointments at LCCSEA as previous clients have indicated that this location is less intimidating then going to the Court. This was found to be true even though the parents are not required to go before a Judge or Magistrate.

Upon completion of the mediation process, and after review and approval by each parent, the resulting Parenting Plan will be signed and journalized at the Court within two weeks of filing. Neither parent is required to be present for this process.

Other mediators will be engaged following required training if the Lead Mediator/Project Manager determines that this inclusion would be beneficial to the program overall. It is currently considered a viable option, as this process will create a larger pool of mediators with experience in handling delicate custodial issues.

The Social Worker's point of potential engagement would be during the mediation process; it would be solely at the discretion of the assigned mediators, contingent upon remaining funds in the Vendor Contract. If a need for follow-up services that are outside the scope of typical mediation activities is identified, or if a barrier to continuation of the mediation process results, one of the assigned mediators would request the services of a Social Worker to engage either jointly or one-on-one with the parents. The Social Worker would report their findings to the mediator so they could determine if continuation of mediation, suspension of the process, or termination of mediation is the best option for the family.

Termination

Termination of enrollment in the voluntary mediation program must occur upon the occurrence of any of the following: emancipation; death of child or obligor; marriage of child; deportation of child; adoption of child; child's enlistment in the armed services (and no longer attends school full-time); a change in the legal custody of the child, including when permanent custody is awarded to a public children services agency; or a court order terminates an obligor's parental rights. Optional termination occurs, when LCCSEA elects to pursue it, if the parties involved in mediation marry one another and no other person has legal custody. A notice of termination is sent to both parties explaining the reason for the termination. Should either parent dispute the reason for termination, they are able to contact LCCSEA to discuss the situation further.

Proposed timeline for the delivery of Voluntary Mediation Services

FFY2013-FFY2015

FFY2013:

Date	Activity
Prior to 10/1/12	Initiate contract process with Juvenile Court & Zepf.
10/1/12 – 10/15/12	Begin referrals to mediator (schedule to accommodate approximately 20 sessions per week); ongoing throughout program cycle. Mediation sessions to begin within 2 weeks.
11/1/12	1st program status meeting-discuss what's working, what's not. Make adjustments as necessary and allowable according to the grant.

12/3/12 - 9/1/13	2nd program status meeting; to continue on a monthly basis throughout duration of the program.
12/31/12 - 9/30/13	Submit 1st quarterly report to ODJFS; will be submitted each quarter.
8/1/13	Assess contract performance-determine if renewal option will be implemented for FFY2014 (effective 10/1/13). Determine if numbers are on target to achieve the goal of 500 finalized parenting plans.
Prior to 10/1/13	Initiate 2nd year of contracts (contingent on performance and funding)

FFY2014:

Date	**Activity**
10/1/13	Begin 2nd year of contracted services with Juvenile Court and Zepf. Services will remain focused on voluntary mediation for development of parenting plans; workflow and program procedures may be adjusted depending on outcomes from FFY2013.
11/1/13	1st program status meeting for the 2nd year of the contract- will follow the same process as in FFY2013; discuss what's working, what's not. Make adjustments as necessary and allowable according to the grant.
12/1/13 - 9/1/14	2nd program status meeting; to continue on a monthly basis throughout duration of the program.
12/31/13 - 9/30/14	Submit 1st quarterly report to ODJFS; will be submitted each quarter.
8/1/14	Assess contract performance-determine if renewal option will be implemented for the 3rd and final year- FFY2015 (effective 10/1/14)
Prior to 10/1/13	Initiate 3rd year of contracts (contingent on performance and funding)

FFY2015:

Date	**Activity**
10/1/14	Begin 3rd year of contracted services with Juvenile Court and Zepf. Services to remain focused on voluntary mediation for development of parenting plans; workflow and program procedures may be adjusted depending on outcomes from FFY2013 & FFY2014.
11/1/14 – 9/1/15	1st program status meeting, to proceed as described in

	previous 2 FFY's.
12/31/14 – 9/30/15	Submit 1st quarterly report to ODJFS; will be submitted each quarter.
8/1/15	Assess contract performance-for monitoring and evaluation purposes only; no option to renew.

Tab 2 Narrative Description of Proposed Project

2C. Reporting Procedure

Program status meetings will be held on a monthly basis; these meetings shall include key staff identified in 1d., "Key Staff Experience and Capabilities" and other LCCSEA/LCDJFS and Juvenile Court employees involved with program functions. Opportunities for improvement, participant trends, satisfaction of security, and progress toward achieving the established performance measures will be the consistent agenda items to be discussed. Quantitative data related to performance measures and participant-based demographic information (both included in Section 3c., "Performance Measures") will be evaluated and collected at these meetings; this information will be reported to the State on a quarterly basis.

Child support collections are already tracked and recorded for all non-custodial parents who are ordered to pay support, and therefore, will not require additional reporting processes to be developed prior to program implementation. There are many state reports available that include a plethora of information concerning not only collections but other statistical data too. Additional reports can be manipulated and SETS screens can be scraped that may provide other information as well. Examples of this information include the number of cases per obligor, average age and monthly payments.

LCCSEA has previously created Access databases that can capture information and allow us to make case management decisions regarding our caseloads. We will create such a database for this grant. The database will include the participants name, case number, date of birth, support obligation, effective date of support order, and amounts and dates of payments. We will use the database to monitor these participants from the beginning of the support order until at least three months after the parent leaves the voluntary mediation program. We plan to work with the mediator to track which referred individuals make payments compared to those who actually participate in the mediation program.

LCCSEA administratively sets the support obligations, and therefore retains all records regarding the administrative process. These records include most demographic information about the participants; income verification that may have been presented at the establishment hearing, hearing results that include the support guidelines and final obligation amounts.

While communication will be an ongoing, if not daily, occurrence as all program-related staff will be predominately housed at LCCSEA, the reporting process for work completed at each phase of the program will be formally disseminated at these monthly meetings. If any situation arises which calls for immediate attention, an emergency meeting will be scheduled as soon as possible. As both the mediation team and program-related LCCSEA staff have years of experience in handling unpredictable situations associated with custody issues, we do not anticipate the need to make or request any significant adjustments to our processes or program workflow. However, should the situation arise, the team will be prepared to react in a manner which protects the safety of program participants, staff and visitors while retaining the integrity of the mediation process. We will discuss the level of security at both sites during the monthly

meetings to determine if any adjustments or enhancements to existing procedures are necessary to accommodate the participants in this program. We will also discuss cases pending possible termination at these meetings. The termination criteria and process is described in detail in Section 2B., "Work Plan and Timeline".

As LCCSEA developed this Voluntary Mediation program, we took into account the following "lessons learned" from other Access and Visitation programs across the Country:

Issue - The use of outreach, rather than requiring unprompted non-custodial parent's declaration of visitation issues, would have increased the number of eligible target cases.

Local response - LCCSEA's program will rely solely on an active recruitment process which will occur at various stages of involvement with LCCSEA.

Issue - More convenient co-location of the mediation services and the courtroom (prevented by unavoidable circumstances) would likely have improved the favorable mediation referral acceptance and agreement completion rates in this study.

Local response - LCCSEA will have a majority of mediation services taking place at their site, increasing the convenience for participants who are already required to be at this site for other services. There are pre-existing procedures in place regarding parenting plan acceptance by the Court; the process is timely and rarely results in the rejection of the plan by the Judge or Magistrate.

In addition, the following topics were described as initial barriers to engagement into a mediation program in the State of Georgia:

- Mothers as gatekeepers: Based on the nature of the relationship between the parents, mothers mediate access and visitation between fathers and their children.
- The law is on her side: The idea that the law resides on the side of mothers, and does not support fathers' rights or that fathers essentially have no rights.
- Parental communication breakdown: How mothers and fathers talk to and understand one another.
- Parental negotiations: Difficulties associated with negotiating rules, values, beliefs, and decisions regarding raising children between the mothers and fathers.
- Too late to be a father: Child is beyond the age to influence values, behavior
- Another father figure: Another father figure's presence may complicate the father's role in the child's life.
- Disintegration of family and society: Fathers concerned about the impact that limited two-parent influence could have upon their children and society.
- Lack of male identity: Fathers concerned about what their absence might mean for their sons, in particular.
- Transition periods: The initial transition period when the father is introduced to his child, new visitation schedule is put into place, etc.

- Financial hardship: For some fathers, custody is the only way they may consistently see their children, however the legal battle is an emotional and financial hardship.

Each of these potential barriers will be taken into consideration during the recruitment and mediation phases of the program. It is essential that we understand the misconceptions that non-custodial parents may have which could mistakenly deter them from engaging in mediation services.

Tab 2 Narrative Description of Proposed Project

2D. Organizational Charts-LCCSEA/LCDJFS and Juvenile Court

Tables of Organization for LCCSEA/LCDJFS and Juvenile Court which reflect the divisions responsible for the deliverables described in this application are included as a separate tab in Section 1c. of this application.

Associated and key staff from both organizations, along with their program-related functions, is listed below. This information is also provided in Section 1d., "Key Staff Experience and Capabilities".

Deb Ortiz-Flores-*LCCSEA/LCDJFS Executive Director*, will provide general administration to all program areas.
Tara Goins – *LCCSEA Administrative Technician*, to provide assistance with program data collection and reporting.
Walter Graff – *LCCSEA Assistant Director of Information Services*, will provide oversight over data collection, maintenance and tracking.
Theresa Lagger-*LCCSEA Assistant Director of Enforcement*, will manage program information dissemination during the paternity establishment, hearing and complaint processes.
Janet Mowry-Wilson-*LCCSEA Client Liaison*, will provide program information to encourage enrollment during contact with applicable, eligible non-custodial parents.
Tom Borgia-*LCCSEA Paternity Supervisor*, will ensure that accurate information regarding voluntary enrollment in the program is shared with applicable clients during genetic testing.
Marcie Cousino-*LCCSEA Review & Adjustment Supervisor*, will ensure that accurate information regarding voluntary enrollment in the program is shared with applicable clients during hearings and will assist with participant data collection.
Theresa Consolo-*LCCSEA Legal Support Staff Supervisor*, will assist in tracking and reporting participant data related to targeted outcomes.
Marsha Cramer-*LCDJFS Administrative Secretary*, will assist with arrangement of meetings and dissemination of information as directed by the Executive Director.
Adam Nutt-*LCCSEA/LCDJFS CFO*, will provide fiscal oversight to all program-related costs.
Michelle Niedermier-*LCCSEA/LCDJFS Fiscal/Contract Manager*, to negotiate and develop Intergovernmental Contract and Vendor Contract with partners; and will oversee subgrantee monitoring.
Suzanne Gwozdz-*LCCSEA/LCDJFS Senior Budget Analyst*, to review allowable costs and correct calculations prior to reimbursement of Contracts.
Breda Dymarkowski-*LCCSEA/LCDJFS Contracts/Acquisitions Supervisor*, to assist with monitoring process.
Deborah Hodges-*Juvenile Court Administrator*, will provide general administration to all Court staff involved with this program.
Amy Matuszewski-*Juvenile Court Finance Director*, will provide fiscal oversight to all program-related costs incurred and charged by Juvenile Court.
Kevin Tackett-*Juvenile Court Mediator*, as Project Manager, will provide direction related to program needs to all partners and will recommend adjustments to procedures; as Mediator,

will facilitate mediation sessions with eligible participants referred by LCCSEA staff. Will determine need of Social Worker services when necessary.

Sheri Blackwood-*Juvenile Court Mediator*, Mediator, will facilitate mediation sessions with eligible participants referred by LCCSEA staff. Will determine need of Social Worker services when necessary.

Tab 3 Scope of Work & Specifications of Deliverables

3a. Security and Safety Plans: at LCCSEA and Juvenile Court

Existing policies and procedures related to security and safety matters at both LCCSEA and Juvenile Court are provided in this section. The attachments include:

- Lucas County Juvenile Court Rule 1, "Court and Attorney Decorum"
- Lucas County Building Security for Courthouse-covers all Court-related buildings
- Lucas County Board of Commissioners "Accident and Incident Reporting Policy"; includes an incident report form
- The Collective Bargaining Agreement (AFSCME) for the Lucas County Child Support Enforcement Agency, effective November 1, 2011 through October 31, 2014; Article 17, "Health and Safety"

As described in 1a, "Mandatory Qualifications", the security and safety of our clients as well as our staff, is taken into consideration during the development of new programs. As a majority of services will be provided at LCCSEA, we are confident that the existing security measures will prevent security breaches from occurring. For all mediation services provided at LCCSEA, all participants are restricted to the first floor. Prior to entry into the mediation area, all participants must register at the front desk. A Sheriff's Deputy is on site at all times pursuant to contractual terms between LCCSEA and The Sheriff's Office. A Deputy will be located in the immediate area where mediation takes place. If there are pre-existing circumstances that would cause the mediation session to be considered "high-risk", the Deputy will remain in the room with the alleged perpetrator for the duration of the mediation session. In addition to these measures, the Deputy scans all members of the public with a handheld security wand metal detector prior to permitting entry into the facility. Panic buttons are located in the mediation area, and two rooms are used to accommodate the custodial and non-custodial parent. For those mediation sessions that take place at Juvenile Court, there are several measures in place as mandated by Lucas County's courtroom security requirements. These measures include: the presence of two Sheriff's Deputies at the entrance of the building, the requirement that all members of public go through a metal detector prior to entry, and the utilization of two rooms to keep the parties separate avoiding unnecessary tension during the proceedings.

Required signage regarding the use of surveillance and the prohibition of weapons is displayed at both LCCSEA and Juvenile Court. As governmental entities, both locations are required to adhere to all pertinent fire, building and health codes. Inspections are conducted as mandated by applicable State and local building code.

The following items describe Juvenile Court's procedures related to safeguarding of mediation participant information, and additional considerations when Domestic Violence issues are present:

Rule of Practice Court, Lucas County Court of Common Pleas, Juvenile Division
Rule 11, "Mediation Conferences"

11.4 Confidentiality and Privilege: All mediation communications as defined in ORC 2710.01(B) are confidential and are subject to the Rules of Evidence and the privileges set forth in ORC 2710 and ORC 3109.052. A "Consent to Mediate and Confidentiality Agreement" document will be executed at the beginning of each mediation conference by all persons in attendance. Mediation communications will not be disclosed without the consent of all mediation participants, unless the information is not privileged pursuant to ORC 2710.05, may be reported pursuant to ORC 2710.06(B), or must be reported pursuant to statute.

11.7 Additional Provisions Specific to Domestic Violence Issues: Pursuant to ORC 3109.052 and Rule 16 of the Ohio Rules of Superintendence, when a case is referred to mediation and domestic violence is alleged, suspected or present, the mediation will occur only if the following conditions are satisfied:

A. If the domestic abuse issues recited in ORC 3109.052(A) apply to any parent in a case involving the allocation of parental rights for the care of a child, the court may order mediation only if the court determines that it is in the best interest of the parties to do so and makes specific written findings of fact to support its determination.

B. Pursuant Juvenile Rule 11.6, the mediator is specifically qualified to mediate the case.

Juvenile Rule 1
Court and Attorney Decorum

Proper decorum in the Court is necessary to the administration of the Court's business.

1.1 No radio or television transmission, voice recording device (other than the court's audio recording of the proceedings) or the making or taking of pictures shall be permitted without prior judicial approval.

1.2 Spectators shall not be allowed in the courtroom without the consent of the presiding Judge or Magistrate. No child shall be permitted to enter or remain in any courtroom unless accompanied by an adult. In every case of an adult charged with a criminal offense, the right of public trial and hearing shall be observed, with the right to trial by jury as provided by law or the Rules of Criminal Procedure.

1.3 Food and beverages are prohibited in the courtroom during all hearings. Smoking is prohibited throughout the building at all times.

1.4 Persons committing any violation of proper conduct shall be removed from the courtroom or the waiting room area by security personnel charged with enforcement of this rule.

1.5 Counsel for all parties shall be present and before the Court at the assigned hearing time.

1.6 If counsel is not present in court at the assigned hearing time, the case may commence without counsel, may be continued, or dismissed, as determined by the presiding Judge or Magistrate.

1.7 When counsel is going to be late for hearing, counsel must make a reasonable effort to notify the presiding Judge or Magistrate as soon as is practical to explain the reason for his/her tardiness.

1.8 Repeated lateness or absences may result in the removal of counsel from the appointment of cases in the Lucas County Juvenile Court.

1.9 Upon entering courtrooms, persons must discontinue all cell phone use and cell phones are to be turned off until exiting the courtroom.

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Building Security

BUILDING SECURITY FOR COURTHOUSE

Lucas County Common Pleas Court

All individuals, upon entering the Courthouse, are subject to security screening. All persons must pass through a magnetometer and all purses, briefcases, packages, and other items must be x-rayed. If someone has an item which is not illegal but which is not permitted in the building, the item will be held at the screening station. A claim check will be issued, with the item to be retrieved upon departure from the Courthouse. If the item being brought into the Courthouse is illegal (i.e. drugs, a weapon), the person is subject to arrest.

Individuals are not permitted to bring cell phones into the Courthouse unless he/she is an attorney, a public safety officer, a juror, a Courthouse employee, or has been pre-authorized by the Court Deputies Department.

BUILDING SECURITY FOR 1100 JEFFERSON-COURT SERVICES BUILDING

Court Services Buildings include Adult Probation and Pretrial-Presentence

All individuals, upon entering the Court Services Building, are subject to security screening. All persons must pass through a magnetometer and all purses, briefcases, packages, and other items must be x-rayed. If someone has an item which is not illegal but which is not permitted in the building, the item will be held at the screening station. A claim check will be issued, with the item to be retrieved upon departure from the Court Services Building. If the item being brought into the building is illegal (i.e. drugs, a weapon), the person is subject to arrest.

Individuals are not permitted to bring cell phones into the Court Services Building unless he/she is an attorney, a public safety officer, a Court Services employee, or has been pre-authorized by the Court Deputies Department.

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LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS	NUMBER: 12	PAGE 1 OF 4
TITLE: ACCIDENT AND INCIDENT REPORTING	PERSONNEL ADMINISTRATIVE X	RESOLUTION NO: 12-272
EFFECTIVE DATE: MARCH 13, 2012	TYPE: POLICY X PROCEDURE	SUPERSEDES: 95-390 POLICY # 12 PROCEDURE #

POLICY STATEMENT

Accident and incident reporting and investigation is necessary to determine the factors which caused the accident; to determine and initiate preventive measures; to assist in the processing of workers compensation and liability claims, and to provide statistical data for accident analysis. Effective accident and incident reporting and investigation can result in financial savings, increased productivity and efficiency, and reductions in injuries and other controllable losses.

To accomplish these important tasks, all of the following will be promptly reported to the Lucas County Office of Management and Budget-Risk Management Division:

* Occupational injuries or illnesses involving County employees
* Injuries to the visiting public
* Incidents involving damage to County property
* Incidents where County employees damage private property
* On-the-job vehicular accidents

The Lucas County Office of Management and Budget-Risk Management Division shall ensure that an appropriate investigation is conducted as soon as possible.

PROCEDURES

A. Occupational Injury or Illness

1. For a serious, life-threatening injury or illness (employee is unconscious; not breathing; no pulse; severe allergic reaction; extensive bleeding) -- notify 9-1-1 immediately. Administer first aid if qualified to do so. Every County department will have a readily available first aid kit (or kits) sufficient for the size and scope of the workforce. The kit(s) shall be inspected regularly, and re-supplied as necessary. All kits shall include disposable gloves and a one-way CPR valve. No employee shall administer first aid before putting on disposable gloves!

2. For an injury or illness that is not an emergency but still requires physical care -- administer first aid if you are qualified to do so (preference is to give the injured employee the necessary first aid supplies so that they can treat themselves, if possible). Employee may be treated at an Occupational Health Center, Urgent Care Center, or by their own physician.

3. Employees must immediately report to their Supervisor any occupational injury. "Immediately" means as soon as possible, but in all cases before the end of the employee's workday. If a supervisor is not available, the injury must be reported the next available work day.

4. The Elected Official/Department Head must report to the Office of Management and Budget-Risk Management Division every occupational injury or illness within 24 hours of Management's awareness of the injury or illness. This initial report can be by telephone or by FAX. On weekends or holidays, this initial report should be made as soon as possible on the next scheduled normal workday (Monday - Friday).

5. Management must complete a County Incident Report, or use their department's substitute form if it is comparable, or the PERRP 301P, and submit the completed form to the Office of Management and Budget-Risk Management Division within 24 hours of Management's awareness of any injury or illness. This form can be delivered through inter-office mail, hand-delivered, or FAXed.

6. Every occupational injury and illness shall be investigated. "Traditional" occupational injuries will be investigated by the Risk Management Specialist or his designee. The Risk Management Specialist will conduct an incident interview for all other injuries when deemed necessary. The Risk Management Specialist (or his designee) will investigate occupational illnesses. "Peace Officers" and "Corrections Officers" are exempt from the Public Employment Risk Reduction Act; therefore, in most cases, the Sheriff will maintain responsibility for investigating "line of duty" injuries to those employees.

7. The focus of every investigation will be on the facts, and not on placing blame. The goal is to determine casual factors and recommend actions to eliminate or reduce the hazard(s).

8. A "Hazard Correction Progress Report" will be completed by the department head, showing what steps have been taken to address the hazard(s). This report will be kept on file in the Office of Management and Budget-Risk Management Division.

9. If the injured or ill employee is covered under the Public Employment Risk Reduction Act, and the injury or illness is recordable as defined by the PERRP Act, then Management must ensure that the appropriate notations are made on that department's annual PERRP 300P and PERRP 300AP Logs.

10. Each February, in compliance with the Public Employment Risk Reduction Act, each department will post the previous year's PERRP 300AP Log. A copy of this Log will be sent to the Office of Management and Budget-Risk Management Division.

B. Injury to the Public/Damage to County or Personal Property

1. Notify 9-1-1 immediately in the event of a serious, life-threatening injury.

2. Management must complete an "Incident Report" (see attached) and return a copy to the Office of Management and Budget-Risk Management Division as soon as possible as described in the "Risk Retention Fund Procedural Policy".

3. Once complete information has been received from the reporting department, the Office of Management and Budget-Risk Management Division will notify the appropriate insurance company, and will initiate and maintain an investigative/insurance file on the incident reported.

C. Vehicular Accidents

1. Send for the police. If someone is injured, notify 9-1-1 immediately for medical attention, and follow the appropriate reporting paragraphs above.

2. If possible, take steps to prevent further accidents -- park safely on the side of the road, set out warning devices.

3. All County-owned and leased vehicles will be supplied with a complete "Accident Report Kit," that includes a Driver's Accident Report, Insurance Identification Card, Witness Questionnaires and Injury Questionnaire.

4. Except in emergencies: Complete the Driver's Accident Report.

5. Discuss the accident only with police and your supervisor. Do not make any comments regarding responsibility for the accident. Provide the other driver(s) with the information contained on the "Insurance Identification Card"; get similar information from the other driver(s).

6. If possible, have witnesses complete the "Witness Questionnaire".

7. Employees involved in an accident must notify their supervisor immediately. All completed cards and reports must be submitted to the Office of Management and Budget-Risk Management Division for insurance purposes as soon as possible. (Note: if there was property damage, an "Incident Report" may also have to be completed and submitted).

8. Once complete information has been received from the reporting department, the Office of Management and Budget-Risk Management Division will notify the appropriate insurance company, and will initiate and maintain an investigative/insurance file on the accident.

APPROVED BY:	DATE:
Barbara Kabat	3/14/12

EXHIBIT 1

LUCAS COUNTY ENTITIES

* Lucas County, Board of Commissioners and their Departments
* Lucas County Solid Waste Management District
* Lucas County Workforce Development
* Lucas County Children Services Board
* Lucas County Court of Common Pleas, General Division
* Lucas County Prosecutor
* Lucas County Prosecutor (Suburban Courts)
* Lucas County Board of Developmental Disabilities fka Lucas County Board of Mental Retardation
* Lucas County Recreation Center
* Lucas County Treasurer
* Lucas County Auditor
* Lucas County Court of Common Pleas, Domestic Relations Divisions
* Lucas County Child Support Enforcement Agency
* Lucas County Court of Common Pleas, Juvenile Division
* Lucas County Clerk of Courts
* Lucas County Court of Common Pleas, Probate Division
* Lucas County Veteran Services
* Lucas County Sheriff
* Lucas County Recorder
* Lucas County Emergency Management
* Lucas County Board of Health aka (Toledo-Lucas County Regional Health Department)
* Lucas County Community Development
* Lucas County Engineer
* Lucas County Mental Health and Recovery Board (Formerly Lucas County Mental Health Board and Lucas County Alcohol & Drug Addiction Services Board)
* Lucas County Sanitary Engineer
* Lucas County Wastewater Treatment Plant
* Lucas County 9-1-1
* Lucas County Coroner
* Lucas County Board of Elections
* Lucas County Emergency Medical Services (E.M.S.)
* Lucas County Facilities
* Lucas County Court of Appeals
* Lucas County Family Council

LUCAS COUNTY INCIDENT/ACCIDENT REPORT
(To be completed by the employee and supervisor)

Name: _____ Job Title: _____

Department: _____

Location of Incident: _____

Incident Date: _____ Time: _____ A.M. P.M.

Date Reported: _____ To Whom: _____

Description of Incident: _____

_____

_____

_____

Witness(es):(Name / Address / Phone) _____

_____

INJURY:

What part(s) of your body was/were affected (be specific: right elbow, left knee, right index finger)

_____

What type of injury did you experience? (be specific: bruise, laceration, pull)

_____

Was first aid provided at the scene? ☐ No ☐ Yes

If yes, please describe: _____

_____

Did you seek other Medical Treatment? ☐ No ☐ Yes

If yes, where? _____

Property / Equipment Damage: (Please include location and description) _____

_____

_____

Supervisor's Signature: _____ Date: _____

Medical Release

Under current workers' compensation law, the employer is entitled to a signed medical release.

I hereby authorize any person or persons who have in the past or will in the future medically attend, treat or examine me, or any person who may have information of any kind which may be used to reach a decision in any claim for injury or disease arising from the injury/illness described above, to disclose such information to my employer and/or Managed Care Organization (representative of employer). A copy of this form will serve as the original.

Employee's Signature: _____ Date: _____

☐ Fax Copy to Diane Robinson at (419) 213-2601 or email to drobins@co.lucas.oh.us

SECTION 10. ADJUSTED SENIORITY

Laid off employees who are reinstated in accordance with these provisions shall retain all previously accumulated seniority, but shall not earn seniority during the time period separated.

SECTION 11. LAYOFF DURING LEAVE:

If an employee is laid off during sick leave, vacation leave, maternity leave, disability leave, military leave, FMLA or any other leave of absence, they are considered the same as any other employee, except that an employee on sick leave or on FMLA at the time of layoff shall be continued on sick leave or on FMLA and the effective date of the layoff shall not be until it is exhausted or the employee is able to return to work, whichever occurs first.

SECTION 12. LAYOFF IN LIEU OF DISPLACEMENT

An employee who has been designated for layoff may accept layoff rather than exercise his displacement rights. The exercise of such option shall not cause the Employer to prejudice the employee's rights to unemployment benefits or recall.

ARTICLE 17
HEALTH AND SAFETY

SECTION 1 - HEALTH AND SAFETY COMMITTEE

A Health and Safety Committee shall be formed consisting of Non-Bargaining employees and Bargaining Unit Members. The purpose of the Health and Safety Committee is to promote a safe work environment. The committee shall be responsible for drafting a Health and Safety Handbook.

SECTION 2 - HEALTH AND SAFETY

Safety must be the prime concern and responsibility of both parties. Therefore, the Employer accepts the responsibility to attempt to provide safe working conditions, and working methods for his employees. The employee(s) accept the responsibility to maintain his equipment and work area in a safe and proper manner, and accepts the responsibility to follow all safety rules and safe working methods of the Employer. Employees are expected to exercise common sense and due caution in their work environment. All working conditions believed to be unsafe must be reported to the designated supervisor as soon as said unsafe working conditions are known. The supervisor will investigate all reports of unsafe working conditions and correct same if possible. The supervisor will attempt to correct all unsafe practices found and see that the safety rules and safe working methods are followed by his employees.

The Union representative shall bring safety complaints from employees to the Labor-Management meetings.

SECTION 3 - SMOKING

Smoking is prohibited in all facilities owned or leased in the name of the Board of County Commissioners, Lucas County, Ohio as per resolution # 94-320. A covered butt-hut is provided by the Employer and is located on the 4th floor of the attached parking structure.

SECTION 4 - PERSONAL BELONGINGS

Keys to desks will be provided and broken desk locks will be fixed as best and quickly as possible.

SECTION 5 - EMERGENCY SUPPLIES AND EQUIPMENT

Fully equipped first aid supplies shall be maintained in the building and all employees shall be made aware of the location of such supplies.

SECTION 6 - BUILDING SAFETY/SECURITY

1. The Employer shall, within his authority, provide adequate, clean, sanitary, well ventilated, deodorized and adequately supplied, including feminine hygiene receptacles, in restrooms at all times. Further, the Employer agrees that except for those restrooms designated for public use, all other restrooms, if any, will be designated for employees only.

2. The Employer shall provide adequate lighting in all work areas per Building Specifications.

3. The Employer will provide and maintain a flashlight in all areas without windows.

4. The Employer will provide panic buttons for reception area and for cashiers.

5. The Employer will provide security.

SECTION 7 - PAGING/INTERCOM

The Employer will install a paging/intercom system in the building for emergencies.

SECTION 8 - EMPLOYEE IDENTIFICATION CARDS

All Lucas County CSEA employees shall wear their Lucas County CSEA Employee Identification Card affixed to their clothing (in a visible manner), at all times, whenever they are in a county facility.

An employee who has forgotten, etc., their Lucas County CSEA I.D. Card should report to Security to have a temporary tag issued for that day. Temporary tags shall be good for one (1) day only.

Wearing of your Employee Identification Card is for your safety as well as others. Replacement of lost cards is subject to a $5.00 replacement fee.

ARTICLE 18
JOB SECURITY AND MAINTENANCE OF STANDARDS

SECTION 1 - MAINTENANCE OF STANDARDS

The Employer agrees that all conditions of employment in its operations relative to all working conditions and employee benefits, explicitly referenced in this contract, shall be maintained as far as practical for no less than the highest minimum standards in effect at the time of the signing of this Agreement.

SECTION 2 - SUBCONTRACTING

No bargaining unit employee shall be laid off as a result of subcontracting. The Employer shall not sub-contract if any such sub-contracting shall directly result in the lay-off of any Bargaining Unit Employee, unless the Employer is required to contract out per Federal or State mandate. The Employer will do all that is reasonable to avoid lay-offs under this situation.

The Union shall be given prior notification and the opportunity to propose alternate solutions during Labor/Management meetings.

SECTION 3 - WORK STUDY STUDENTS/SEASONAL WORKERS

No work study student, seasonal worker or intermittent worker shall perform work which would directly result in the loss of a regular employee's job.

SECTION 4 - BARGAINING U4NIT WORK

Under normal circumstances supervisors shall not perform the work of bargaining unit employees.

ARTICLE 19
GRIEVANCE PROCEDURE

SECTION 1 - DEFINITION

A grievance shall be defined as misinterpretation or misapplication of a specific term of this

Tab 3 Scope of Work & Specifications of Deliverables

3b. Local and Long-Distance Parenting Plans

Parenting plans developed as part of the voluntary mediation process will be individualized and created to meet the each family's specific needs. The attached documents serve as a guide in this process; they pose some of the fundamental questions that need to be addressed prior to completion of a parenting plan.

Attached - Juvenile Court's "Parenting Plan and Companionship Schedule" for local and long-distance co-parenting situations.

Each plan must be mutually agreed upon and shall take each family's unique circumstances into consideration. When both parents are in agreement with the terms, the plan shall be presented to the Court for signing and journaling; neither party has to be present at the Court for this process. This Court proceeding makes the terms of the plan legally binding. No court fees will be charged for this filing process. If a case number has been established, the services will be covered under the existing IV-D Magistrate contract held with Juvenile Court. If no case number has been established at the time of the filing, the Court will inquire about the participant's income level to determine if they meet the standards to have the fees waived due to indigence. LCCSEA staff will discuss both of these issues with potential participants prior to referral.

Liberal parenting time is encouraged since contact with both parents is important to a child (ren)'s well being. The schedules contained in the attached plans are guidelines for parenting time; it is the responsibility of the parents to adjust the schedule to meet the best interest of their children.

Allocation of Parental Rights and Responsibilities
PARENTING PLAN AND COMPANIONSHIP SCHEDULE
Court of Common Pleas, Lucas County, Ohio
Juvenile Division

November - 2004

This Parenting Plan and Companionship Schedule is based upon two guiding principles: first, the child's age/ development (as accepted in fully accredited academic programs for medical personnel, mental health professionals) and second, predictability for parents and child.

Parents of very young children should keep in mind:

- For children up to age 2: At a time the residential parent and legal custodian starts giving up the baby to other care givers, the non-residential parent with parenting time could be equally involved.
- *For children up to age 5: Vacation limits apply to both parents. Prolonged absence of children from either parent is not recommended.
- The child should be returned to the custodial parent's home one hour before bedtime. If this means ending earlier than the scheduled times, back up the beginning times accordingly. Total time will be the same. If bedtimes change, one week notice must be given.

If the Court Order or Decree indicates that the Court Schedule is the order for parenting time/access, then the ORDER OF THE COURT IS THE FOLLOWING:

PARENTING TIME SHALL TAKE PLACE AT SUCH TIMES AND PLACES AS THE PARTIES CAN AGREE. This shall not be less than:

Age 0 - 4 Months:

Frequent, short visits in the baby's home, or taking the child out for walks or drives if sleeping and feeding are provided for.
If the custodial parent is **not working**: **daily from 6:00 p.m. until 8:00 p.m.**
If the custodial parent **is working**: **2 hours during day care, or Monday, Wednesday, Friday and Sunday from 6:00 p.m. until 8:00 p.m.**
Midweek: Wednesday from 6:00 p.m. to 8:00 p.m.
Vacation: none
Holidays: All from 5:00 p.m. to 7:30 p.m.

Age 2 - 3 years:

Alternate Weekends: Court Schedule
Midweek: Court Schedule
Vacation: Court schedule limited to 7 consecutive days with 30 days notice
Holidays: Court Schedule

Age 4 - 9 Months:

Fridays: 5:30 p.m. to 8:30 p.m.
Sundays: 2:00 p.m. to 5:00 p.m.
Midweek: Wednesday from 5:00 p.m. to 7:30 p.m.
Vacation: 24 hours on 2 occasions
Holidays: Court Schedule days from 5:00 p.m. to 7:30 p.m.

Age 3 - 5 years:

Alternate Weekends: Court Schedule
Midweek: Court Schedule
Vacation: Court schedule limited to 12 consecutive days with 30 days notice
Holidays: Court Schedule

Age 9 - 18 Months:

Week 1: Saturday from 11:00 a.m. to 7:00 p.m.
Week 2: Sunday from 11:00 a.m. to 7:00 p.m.
Midweek: Wednesday from 5:00 p.m. to 7:30 p.m.
Vacation: 48 hours on 2 occasions, with 30 days notice
Holidays: Court Schedule Days: from 5:00 p.m. to 7:30 p.m.

Age 5 - 16 Years:

Alternate Weekends: Court Schedule
Midweek: Court Schedule
Vacation: Court Schedule
Holidays: Court Schedule

Age 18 - 24 months:

Fridays from 7:00 p.m. to **Saturdays** at 7:00 p.m.
Midweek: Wednesday from 5:00 p.m. to 7:30 p.m.
Vacation: 3 days on 2 occasions with 30 days notice
Holidays: Court Schedule - Days

Age 16 - 18:

On alternate weekends, child can choose either Saturday from 7:00 p.m. to Sunday at 7:00 p.m.; or Friday from 7:00 p.m. to Saturday at 7:00 p.m. with one week notice to non-residential parent.
Midweek: Court Schedule
Vacation: Court schedule with consideration for child's job or sport schedule
Holidays: Court Schedule

COURT SCHEDULE:

Alternate Weekends: Every other weekend from Friday night at 7:00 p.m. to Sunday night at 7:00 p.m.

Midweek: In addition, the child(ren) shall spend a minimum of one week day as follows with the access parent:
For a child not yet in mandatory education, 5:00 p.m. to 7:30 p.m.
For a child in grades Kindergarten to 8th grade, 5:00 p.m. to 8:00 p.m.
For a high school student, 5:00 p.m. to 9:00 p.m.

If there is more than one child, the hour of return shall be the hour for the youngest child. Wednesday shall be the midweek day unless parents agree otherwise. If a child is in a child care arrangement, the non-residential parent may not pick up the child from the caretaker without the prior permission of the residential parent in writing.

Days of Special Meaning:

A. Mother's Day shall always be spent with the mother, Father's Day shall always be spent with the father, regardless of which parent is entitled to the weekend. If the parties cannot agree on times, the time is 10:00 a.m. to 7:00 p.m. The child(ren) shall spend the rest of the weekend with the parent who normally has that weekend.

B. The child's birthday shall always be spent with the mother in the even-numbered years, and shall always be spent with the father in the odd-numbered years. If the parties cannot agree on times, the time is 10:00 a.m. to 8:00 p.m., for a child not in school on the birthday; and 5:00 p.m. to 8:00 p.m. for a child in school on the birthday. The other parent can celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, mid-week, holiday or vacation with the child.

C. Other days of special meaning, such as religious holidays, Martin Luther King Day, etc., should be discussed and must be written into the Court Order, or agreed upon by the parties.

Holidays: Parents may wish to change by agreement a holiday in order to observe family or religious traditions. If not changed by agreement, holiday times are as follows:

	Even-Number Years	Odd-Numbered Years	As Agreed, Or
Easter	Father	Mother	Sunday, 10am - 7pm
Memorial Day	Mother	Father	Sunday 7pm - Monday 8pm
July 4	Father	Mother	7/4 @9am - 7/5 @9am
Labor Day	Mother	Father	Sunday 7pm - Monday 8pm
Thanksgiving	Father	Mother	Thursday 9am - Friday 9am
Christmas Eve	Mother	Father	12/23 9pm - 12/24 10pm
Christmas Day	Father	Mother	12/24 10pm - 12/25 9pm
New Year's Eve/Day	Mother	Father	12/31 5 pm - 1/1 9 pm

Holidays will take priority over any other parenting time, except birthdays. A holiday that falls on a weekend shall be spent with the parent who is designated to have the child(ren) for that holiday. The rest of the weekend is to be spent with the parent who would normally have that weekend. This time does not have to be made up.

Breaks:

I. Father will have Spring School Break in the even numbered years, and Mother will have Spring School Break in the odd numbered years.

II. Mother will have the beginning of Christmas School Break until December 24 at 10:00 pm in the even numbered years. Father will have from December 24 at 10:00 pm until the end of the break. In the odd years, the time periods will reverse.

III. The Break begins when the school schedule says it begins, and ends at 7:00 pm the night before school resumes. It is understood that not all the schools of children in the same family will necessarily have the same break.

Vacation:

I. Four (4) weeks of parenting time each year are to be arranged by the non-residential parent with not less than sixty (60) days advance notice or by May 1. The non-residential parent's choice of vacation has priority over the residential parent's choice, unless the residential parent's vacation is an annual mandatory shut-down of their place of employment, or unless the residential parent is required by an employer to give more than sixty (60) days notice of intent to take a vacation and the non-residential parent has no similar requirement. The residential parent must give the other parent not less than sixty (60) days advance notice of vacations or special plans for the child to avoid planning conflicts. Parents who cannot resolve vacation scheduling conflicts may file a motion in the Court. Due to legal notice requirements, the hearing may not be scheduled until 21 days after filing.

III. Summer school necessary for the child to pass to the next grade must be attended. Extended parenting time (vacation) may be scheduled by either parent during a mandatory summer school period, but the child must attend all classes.

III. Each parent must provide the other parent with destination, times of arrival and departure and method of travel if the vacation will be outside the parent's community.

IV. Vacation companionship must be exercised in minimum periods of one week, and the non-residential parent has the right to determine whether to exercise vacation in periods of two, three or four weeks.

V. Alternate weekends which normally would be spent with the residential parent, which fall during the non-residential parent's vacation must be given to the residential parent, or made up at another time. Alternate weekends which normally would be spent with the non-residential parent and that fall during the residential parent's vacation must be given to the non-residential parent or made up at another time.

Parenting Presumptions:

A. Basis for Schedule: This parenting plan and access schedule presumes that the father and mother are good parents and that a child is safe with either parent. The father and the mother shall respect the right of their child(ren) to have two parents throughout the child(ren)'s life for nurturing, continuity, normal development, and emotional and economic support; and the father and mother shall respect the right of the other to parent their child(ren).

B. Keeping the Children Together: This schedule presumes that if the parents have more than one child, the companionship will be exercised with all children together.

C. Child's Response to Companionship: It is normal when parents first separate that a child may have a strong emotional reaction to saying goodbye to one parent and going with the other parent. Parents need to know that the emotional response is quite natural, and that each parent needs to calmly reassure the child that he or she will see the other parent soon. Parents should understand that this response by the child does not mean that the child does not love the other parent, or wishes not to spend time with the other parent. The length of the adjustment will vary.
If a child indicates strong opposition to being with the other parent, it is the responsibility of each parent to appropriately deal with the situation, by calmly talking to the child as to the child's reasons, to work with the other parent to do what is in the child's best interests, and particularly to avoid confrontation or unpleasant scenes. If the matter is not settled, either parent should seek the immediate assistance of a mental health professional or file a motion with the court. As uncomfortable as this issue may be for a parent, this issue should not go unresolved. IT IS THE ABSOLUTE AFFIRMATIVE DUTY OF THE RESIDENTIAL PARENT TO MAKE CERTAIN THAT HIS OR HER CHILD GOES FOR THE PARENTING TIME WITH THE NON-RESIDENTIAL PARENT.

D. Exercise of Parenting Time: This schedule presumes that the non-residential parent shall be there for all the parenting times and days for Weekends, Mid-weeks, Days of Special Meaning and Holidays, and that no advance notice to the residential parent is necessary (except for the child's birthday and vacation, unless the parties agree otherwise). The residential parent shall have the child(ren) ready.

E. Cancellation of Parenting Time by Non-Residential Parent: The non-residential parent must give notice of intent NOT to have parenting time, not less than twenty-four (24) hours in advance, unless a last minute emergency occurs. A parent who does not exercise parenting time forfeits the time. The schedule presumes ordinary parenting times will be spent with the child(ren), non-canceled parenting times where the parent fails to appear upsets the child(ren) considerably, as well as the residential parent. A parent who continually fails to keep his or her commitment to parenting time may have rights of parenting time modified, and may be subject to other legal remedies as well, upon motion by the residential parent.

F. Returning the Child(ren) After Exercising Parenting Time: This schedule presumes that the non-residential parent will not return the child(ren) prior to the end of their parenting time period stated (not early, not on a different day), unless the parents agree in advance, and the residential parent or other responsible adult will be present when the child(ren) is returned.

G. Transportation: The non-residential parent has the responsibility for picking up and returning the child(ren), unless the parties agree to a different arrangement or the Court orders a different arrangement. The non-residential parent, if unavailable for the pick-up or delivery of the child(ren), must use an adult well-known to the child(ren) for this purpose. All child restraint laws must be complied with by an person driving with the child(ren). No person transporting the child(ren) may be under the influence of drugs or alcohol. Only licensed drivers may transport the child(ren).

H. Clothing: The residential parent is responsible for providing sufficient appropriate clean clothing for every parenting time period based on the lifestyle of the residential parent and child. If the planned parenting time activities require special or unusual clothing needs, the non-residential parent must notify the residential parent at least two days in advance of the parenting time period. If the child does not have the type of clothing required, the residential parent is under no obligation to comply with the request. All clothing sent by the residential parent MUST be returned immediately after the parenting time period.

I. School Work: A parent must provide time for any child to study, complete homework assignments, papers or other school assigned projects, even if the completion of this work interferes with the parent's plans with the child(ren). If schoolwork is assigned by the school prior to the parenting time, the residential parent must inform the other parent of the work to be done, and it must be completed.

J. Address and Telephone Numbers: Each parent must, unless the court orders otherwise, keep the other informed of his and her current address and telephone numbers, and an alternate telephone number in the event of an emergency. The residential parent must notify the Court and the non-residential parent of their intent to relocate 60 days in advance of any move.

K. Family Traditions: This schedule is in no way meant to interfere with family traditions. Each parent is encouraged to respect each other's family traditions and to adjust the parenting time schedule accordingly. Each parent should expect new traditions will develop.

It is also expected that the child(ren) will continue contact with grandparents, aunts, uncles, cousins and any other family members during such times as they are with each parent.

L. Child(ren)'s Activities: Scheduled parenting times shall not be delayed or denied because a child has other scheduled activities (with friend, work, lessons, sports, etc.). It is the responsibility of the parents to discuss activities important to the child(ren) in advance, including

times, dates and transportation needs, so that the child(ren) is not deprived of activities and maintaining their friends. If the activities are regularly scheduled, they should be agreed upon in advance and written into the judgment entry or decree. Both parents are encouraged to attend all their child(ren)'s activities. Each parent is entitled by law to equal access to the student activities of their child(ren), unless limited by Court Order.

M. Illness or Injury of a Child: If a child becomes ill or injured, warranting the giving of medication or consultation with a doctor or dentist, each parent must notify the other parent as soon as possible. If the child becomes ill while with the residential parent prior to a scheduled parenting time with the non-residential parent, the parent must contact the other parent and discuss the advisability of whether the parenting time should take place with he best interests of the child as the primary consideration. Parents should consider the nature of the illness (whether it may be contagious, or the child is physically uncomfortable, etc.), the care necessary, the ability to provide the care, exposure of the illness to others, parenting time plans, and any other important issues.

If the parents agree that the child should go for the parenting time period, then the residential parent **MUST** provide written instructions and sufficient medication to last during the parenting time period to the other parent. The non-residential parent must care for the child as directed, notifying the other parent if the child's condition worsens, or does not improve as might reasonably be expected.

If the parents cannot agree that the child should go for the parenting time period, then the non-residential parent has the right to visit the child, for not more than one hour, at the time scheduled for the parenting time period to begin. This does not apply if the Order of any court or consent agreement prohibits the non-residential parent from being at the home. If another child is scheduled to have parenting time, then the regular parenting time must go on with that child. If the parenting time period is canceled due to the child's illness or injury, then the time must be made up within sixty (60) days to the non-residential parent, at a time of his or her choice.

If the child becomes ill or injured during the parenting time period warranting the use of medication or medical or dental consultation, the non-residential parent must secure appropriate emergency treatment.

NO SCHEDULE CAN ADEQUATELY SPELL OUT WHAT SHOULD BE COMMON SENSE WHEN DEALING WITH AN ILL OR INJURED CHILD.

Any allergy or chronic condition suffered by a child must be communicated in writing from the residential to the non-residential parent, including medication or treatment recommended for the illness or condition.

If a child often misses parenting time periods due to illness or injury, then a non-residential parent may require the child to be examined by the child's usual physician. The examination shall be at the expense of the non-residential parent. The examination of the child may be in the presence of the non-residential parent, subject to the discretion of the treating physician. If the residential parent refuses to schedule a medical appointment as requested, the non-residential parent may file a motion.

N. Communication Between Parents: IT IS THE RESPONSIBILITY OF THE PARENTS, NOT THE CHILDREN, TO MAKE ALL COMPANIONSHIP ARRANGEMENTS. Neither parent should communicate with a child about the issue of companionship, or future events or activities which conflict with the other parent's allotted times. It is not the responsibility of a child to mediate, or become involved in parental differences over parenting time periods, dates or activities. If parents have temporary difficulty communicating about either parenting time or the needs of their child(ren), parents should not enlist the child to resolve the parents' inability to talk to each other.

When Parents Do Not Communicate With Each Other: Parents temporarily may use other adults to make arrangements for parenting time but the best solution is to seek professional help to learn or improve their ability to work together for their child(ren)'s best interests. Failing to get the cooperation of the other parent to enter counseling, a parent should file a motion with the Court to order counseling to resolve this very serious problem before the damage to the child becomes irreversible.

O. Discipline and Changes in Child(ren)'s Behavior: It is presumed that the parents use methods of discipline consistent with the law, and consistent with each other as much as possible, and will communicate with each other if a child is becoming a discipline problem.

Parents need to discuss behavior problems and solutions with each other as the need arises. Parents who have major disagreements over appropriate discipline, or solutions to their child's problems, and cannot resolve their disagreement should seek the assistance of a mental health professional. Examples of times for concern are decline of child's grades, serious or chronic problems with school, dramatic changes in behavior, or delinquency, to name a few.

P. Step-Parent Name: A parent should not, nor permit any other person to suggest, encourage or require a child to refer to any person other than the child's parents as "mom" or "dad".

Q. Child's Records:

1. **Name**: The residential parent is responsible for taking all necessary action for all record keeping purposes to use the birth or adopted name only.

2. **School Records**: The residential parent is responsible to personally provide copies of every grade card or notice regrading the child(ren) within five (5) days of receipt, and may not use the child(ren) to deliver the grade cards or notices. The residential parent must list the non-residential parent as a parent of the child, and must authorize the school to release to the non-residential parent any and all information concerning the child(ren). The residential parent must personally inform the other parent of school or special activities, such a parent-teacher conferences, school programs, athletic events, honors programs, special ceremonies, graduation events and any other school activity in which the child(ren) is involved as soon as (s)he receives the notice. Both parents are entitled by law to equal access to their child(ren)'s records, unless limited by court order. The non-residential parent shall have access to the child(ren)'s day care center, unless limited by court order.

3. **Medical Records/Consultation**: The residential parent shall, upon request by the non-residential parent immediately comply with whatever action is required, including the signing of a full release, to provide access to any medical, dental, hospital, surgical, optometry or mental health records of the minor child(ren). Both parents are entitled to equal access to their child(ren)'s records, unless limited by court order.

R. Communication Between Parent and Child: Each parent has the right to talk over the telephone with the child(ren) as often as the parents agree. If the parents do not agree, then the non-residential parent should not normally have telephone privileges more than twice per week. In addition, a parent may call a child once during a scheduled or agreed parenting time period that is missed. Also, the residential parent has the right to call a child when on vacation with the other parent as the parties can agree, if no agreement, then the residential parent has telephone privileges twice per week if the vacation period takes place at the other parent's home. Phone calls should be during normal hours that a child is awake; and if the child is unavailable for conversation, each parent shall take the responsibility of seeing that the child timely returns the call. A child is permitted to call a parent.

S. Non-Compliance With Court Order: Any of the responsibilities or rights outlined in this schedule may be enforced by the Court after the filing of the appropriate motion by either party. A parent may not withhold the rights of parenting time because the other parent does not obey a court order, for instance, to pay support or medical bills, etc.

Penalties for the Parent Who Willfully Fails to Comply With This Parenting Time Schedule: A parent who willfully fails to comply with this parenting time schedule may be found guilty of contempt of Court, the penalty for which is a fine not to exceed $250.00, and a jail sentence not to exceed ten (10) days, for each separate act of contempt. The Court may also assess attorney fees and court costs, order the appointment of a Guardian ad Litem for the minor child(ren), and payment of the Guardian's fees. The Court may order the reimbursement of transportation costs, and make up parenting time in addition to any other remedy available at law. Failure to obey the Court's orders may be a basis for changing custody of the child pursuant to Ohio Revised Code.

T. Moving: Either parent must notify the other in writing at least forty-five (45) days in advance of their intent to change their residence, in or out of the county in which they resided at the time of the last court order or decree about parenting time. If the parents move more than 150 miles apart after the court orders or adopts the schedule herein, unless the parties agree otherwise, each is ordered to comply with the long distance parenting schedule (available from the Juvenile Court Clerk) without further order of the court. The non-residential parent is entitled to notice of the residential parent's intent to relocate unless limited by court order.

U. Promptness: This schedule presumes that each parent will be prompt for pick-up and return of the child(ren), that the residential parent will ready the child(ren) emotionally and physically for the parenting time with their non-residential parent. The residential parent has no duty to wait for the non-residential parent to pick-up the child(ren) longer than thirty (30) minutes, unless the non-residential parent notifies the residential parent that (s)he will be late, and the residential parent agrees to remain available after the thirty (30) minute waiting period. A parent who is more than thirty (30) minutes late loses their parenting time. A parent who has a pattern of lateness is subject to penalties under the law.

V. Employment of Parents: This schedule presumes that the parents are available for parenting purposes for full weekends and mid-week parenting time. If the non-residential parent is regularly employed every weekend and chooses not to exercise parenting time on the weekend, the parents should agree in advance about an alternate day and time for parenting.

W. Newborn Child(ren): This schedule sets out a specific parenting time schedule for newborn and very young children since their sense of time differs from an older child. A newborn needs more frequent contact with a parent not living in the same household. Parents need to exercise more flexibility in scheduling times for a newborn and very young children. Parents may need to consult with the child's physician or mental health professional to meet the needs of the child.

X. Teenagers: A regular routine of parenting time may become more difficult as a child ages, has more activities outside of the family unit, obtains a driver's license, dates, works and spends time with friends, as the parents allow a young adult more freedom of choice generally. The parents need to respect their teenager opting to spend time more with friends or in organized activities, and less time with each parent, especially weekends and summer holidays. Maximum flexibility in scheduling is absolutely necessary for a child of this age. Within limits, it is advisable to consider the teenager's wishes as long as the parents agree. If the parents are unable to resolve scheduling conflicts, they may wish to file a motion in court.

Y. Modifying the Order: The Court reserves the right to modify the parenting time order upon motion by either party.

JUDGE DENISE CUBBON **JUDGE CONNIE ZEMMELMAN**

DEFINITIONS:

"Parenting Time" - is a legal term applied to non-residential parents for the time they are awarded to spend with the child(ren).

"Visitation" - is a legal term applied to grandparents, relatives and other persons who are awarded time to be with the child.
"Curb Side Exchange" - a legal term always written into the Court Order if needed. The non-residential parent is prohibited from entering upon the property of the residential parent to exchange the child(ren), the residential parent must remain inside the home, and there must be no communication during the exchange of the parents' child(ren). The process of curb-side exchange means the non-residential parent (at the specified time of parenting time of parenting) parks in front of the residential parent's residence, honks the horn to notify the residential parent to send the child(ren) to the car, watching the child(ren) enter the car and leave. Upon return after the parenting period, the non-residential parent returns the child(ren) at the time for the parenting period to end, parks in front of the residential parent's residence, honks the horn to signal that the child(ren) are returning, watches the child(ren) return to the residence, makes certain that there is an appropriate person able to care for the child(ren) (if the residential parent is not visible), unless the parties have agreed otherwise.

Allocation of Parental Rights and Responsibilities

LONG DISTANCE PARENTING PLAN AND COMPANIONSHIP SCHEDULE

Court of Common Pleas, Lucas County, Ohio

Juvenile Division

LD-Short
November - 2004

Whenever the non-residential parent is awarded companionship per the Court's Parenting Plan and Companionship Schedule without restrictions, and either parent moves more than 150 miles from the residence of their child(ren), this parenting plan automatically becomes the order of the Court without further court action. If you believe that the Parenting Plan is inappropriate for your circumstances, then you should file a Motion seeking to change the companionship order.

The Court expects that you make your best effort to resolve a problem by contacting the other parent first and trying to work out the differences between yourselves. A Motion can be filed with the Court to enforce the order. Due to legal notice requirements, a hearing normally cannot be scheduled until three (3) weeks after filing.

If the court order indicated that the Long Distance Court Schedule is the order for companionship, then THE ORDER OF THE COURT IS THE FOLLOWING:

COMPANIONSHIP SHALL TAKE PLACE AT SUCH TIMES AND PLACES AS THE PARTIES CAN AGREE. NORMALLY, COMPANIONSHIP SHALL NOT BE LESS THAN --

OPTION #1:

This option provides three (3) visits for companionship in the even-numbered years, and four (4) visits for companionship in the odd-numbered years. Depending on the lengths of school vacations, this schedule should provide the non-residential parent approximately 72 - 82 days each year to exercise parenting rights. **Unless the parties agree to Option 2, or the Court orders Option 2, Option 1 is the Court Order.**

The non-residential parent must give the residential parent sixty (60) days, or by May 1st, notice in writing to exercise the following:

Summer Vacation: End of school year, or June 15th through and including August 15th each year; and in

Even-Numbered Years:

Christmas Vacation

a.	School-Aged Child(ren):	The first day of vacation through December 26th
b.	Preschoolers:	December 18th through December 26th

Spring Break Vacation

a.	School-Aged Child(ren):	Fifth day of vacation through the last day
b.	Preschoolers:	The Monday after Easter Sunday through the following Sunday

Odd-Numbered Years:

Thanksgiving
Wednesday after school through Sunday

Christmas Vacation

a.	School-Aged Child(ren):	December 26th through the Sunday before school starts
b.	Preschoolers:	December 26th through January 2nd

Spring Break Vacation

a.	School-Aged Child(ren):	First full day of vacation through the fifth day
b.	Preschoolers:	Sunday before Easter Sunday through Easter Sunday

If this Option is selected, the parties should initial here.

Mother: _____ Father: _____

PTION #2:

This option provides a minimum of two (2) visits for companionship annually. Depending on the lengths of school vacations, this option should provide approximately 70 - 78 days per year for the non-residential parent to exercise parenting rights.

The non-residential parent must give the residential parent sixty (60) days, or by May 1st, notice in writing to exercise the following:

Summer Vacation: End of the school year or June 15th through and including August 15th; and in

Even-Numbered Years:

Christmas Vacation

a. School-Aged Child(ren): The first to last day of vacation
b. Preschoolers: December 18th through January 2nd

Odd-Numbered Years:

Spring Break Vacation

a. School-Aged Child(ren): First full day of vacation through the fifth day
b. Preschoolers: Sunday before Easter Sunday through Easter

If this Option is selected, the parties should initial here.

Mother: _____ Father: _____

If there are multiple children, one or more of school age, all children including preschoolers will follow the school-aged schedule.

Additional Companionship Times:

Weekend: The third (3rd) Friday of every month at 7:00 pm through Sunday at 7:00 pm, if the travel time between home is less than three (3) hours. One (1) week advanced notice must be given to the residential parent to exercise this additional companionship time.

B. **Mother's Day** shall always be spent with the mother, and **Father's Day** shall always be spent with the father, if there is one (1) week advanced notice to exercise this additional companionship time.

C. The non-residential parent, who visits the community where the residential parent lives, is entitled to companionship with the child(ren) if the non-residential parent provides two (2) days advanced notice to the residential parent. The residential parent must permit the companionship between the other parent and their child(ren) outside the presence of the residential parent. Frequent and regular visits are highly recommended for preschool aged children.

D. If the residential parent travels to the community where the non-residential parent lives, the residential parent must provide two (2) days notice and grant companionship rights to the non-residential parent.

E. Such other times as agreed upon as follows:

_____

_____

_____

_____

These dates cannot be changed, except by agreement of the parties or a Court Order.

The residential parent shall presume that the other parent intends to exercise the option agreed to or Ordered by the Court , unless timely notice is received.

It is the responsibility of the residential parent to notify the non-residential parent in writing, no later than October 1st of each year of the dates for Christmas and Spring Break vacations, if they have a school-aged child.

ng Distance Companionship Presumptions:

- **Keeping the Children Together:** This schedule presumes that if the parents have more than one (1) child, the companionship will be exercised by the children together.

- **Exercise of Companionship:** This schedule presumes that the non-residential parent shall exercise all companionship times and days listed in Option #1 or Option #2, whichever the parties choose, or the Court Orders, so long as proper notice is given. The residential parent shall presume that the non-residential parent will exercise all companionship under the Option chosen or Ordered and not schedule plans for their child(ren) which interfere with the non-residential parent's rights of companionship, nor deny the rights set forth in this schedule to the other parent.

- **Notice of Intent to Exercise Companionship:** Notice of intent to exercise companionship periods must be provided in writing by the non-residential parent for all companionship periods not less than sixty (60) days in advance of the first day of the companionship period, unless the schedule sets a different notice limit.

- **Cancellation of Companionship by Non-Residential Parent:** The non-residential parent must given notice of intent **NOT** to exercise companionship, when he/she is aware that companionship is not possible, unless a last minute emergency occurs. A parent who does not exercise companionship forfeits the time, and is not entitled to make-up companionship, unless the parties agree otherwise.

- **Summer School:** Summer school which is necessary for a child to pass to the next grade must be attended at the location of the **non-residential home** after receipt of written notice from the residential parent. The non-residential parent must make arrangements with both schools and be certain that documentation of completion is received by the child's school in the residential parent's community.

- **Communication Between Parents**: The parents are solely responsible for planning all companionship events, dates and times.

- **Returning the Child(ren) After Exercising Companionship**: The non-residential parent is responsible for picking up and returning the child(ren). The non-residential parent (if unavailable for the pick-up or delivery) must use an adult who is familiar to the child(ren) for this purpose. All child restraint laws must be complied with by any person driving the child(ren).

- **Communication Between Parent and Child(ren):** Unless the parties agree, or the Court Orders otherwise, there shall be no limit on the number and length of telephone calls from either parent to his or her child(ren). The Court retains the right to limit phone calls if it is not in the best interests of the child(ren), the calls are disruptive to the child(ren), or the calls are for harassing the other parent. Each parent must always provide to the other parent a telephone number where the child(ren) may be reached.

  Each parent must provide all letters, audio tapes, video tapes, gifts, cards and any written communication from the other parent to the child(ren) as soon as it is received, and must provide a home address to the other parent at all times.

  Each parent must allow all communications to the other parent which are requested by the child(ren), in his or her home to the other parent (excluding telephone calls for which the parent would be charged).

  The child(ren) must be allowed privacy by each parent for the purpose of communicating to the other parent.

- **Transportation for Exercise of Companionship**: The non-residential parent is responsible for the physical transporting of the child(ren) from the residential parent's home to his or her own home. Travel by methods other than car may require the residential parent to timely transport the child(ren) to the transportation terminal for departure, and for picking up the child(ren) from the terminal as well.

  Transportation by Airplane: Airline regulations govern the age at which a child may fly unescorted. The parent who is taking the child to the airport must call the other parent immediately upon departure to notify the other parent when the child is arriving. The parent who meets the child must immediately notify the other parent that the child has arrived.

  Other Methods of Transportation: The parent should carefully consider the age of the child(ren), the safety of the child(ren) traveling alone, and the child(ren)'s experience in traveling alone, or whether an adult who is familiar to the child(ren) should be traveling with the child(ren).

  Costs of Transportation: The parents need to agree on payment of transportation expense before the first time the child needs to be transported, and make their agreement part of their Court Order.

- **Child(ren)'s Clothing:** The residential parent is responsible for providing sufficient and appropriate clothes for every companionship period. If the planned companionship activities require special clothing needs, the non-residential parent must notify the residential parent at least two (2) days in advance of the companionship period. If the child does not have the type of clothing requested, the residential parent is under no obligation to comply with the request. All clothing sent by the residential parent must be returned immediately after the companionship period.

Child(ren)'s Activities: A scheduled companionship period must not be delayed because a child wishes to schedule other activities. No residential parent shall schedule, or allow a child to schedule, any event which conflicts with the times and dates for companionship herein, unless the parties agree otherwise.

- **Child(ren)'s Response to Long Distance Companionship**: It is the absolute affirmative duty of the residential parent to make certain that his or her child(ren) goes for the companionship period.

- **Information Required to be Shared with Non-Residential Parent**: Each parent shall provide information available involving the following promptly to the other parent: copies of all report cards; conference reports; honors; unsatisfactory reports; graduation exercises; therapy reports; physician report; school pictures; school year calendars; and other similar documentation as it relates to any child of these parents; of any court proceeding involving the minor child(ren); any investigation of any agency involving the minor child(ren); the names, addresses and telephone numbers of any day care center and school that the child(ren) is enrolled in; the names, addresses and telephone numbers of any treating physician, dentist or specialists of any kind who are treating the child(ren), and authorizations to speak to, and gain information from, any of the persons involved in the child(ren)'s life; an intent to move from the last known address (not less than thirty (30) days in advance of the actual physical move), unless the Court Orders otherwise. The non-residential parent has a legal right to receive school and medical information concerning the minor child(ren) unless limited by the Court Order.

- **Penalties for the Parent who Willfully Fails to Comply with this Companionship Schedule**: A parent may not withhold the rights of companionship because the other parent does not obey a Court Order, for instance, to pay support or medical bills, etc. A parent who willfully fails to comply with this companionship schedule may be found guilty of contempt of court, the penalty for which is a fine not to exceed $250.00 and a jail sentence not to exceed ten (10) days for each separate act of contempt. The Court may also assess attorney fees and court costs, order the appointment of a guardian ad litem (attorney) for the minor child(ren), and payment of the guardian's fees. The Court may order the reimbursement of transportation costs and make-up companionship, in addition to any other remedy at law. Failure to obey a court order may be grounds for changing custody of a child pursuant to the Ohio Revised Code.

- **Child(ren)'s Health:** As a general rule, if a child is hospitalized, or has a serious injury or illness, each parent is entitled to be notified. If the child is ill or injured while with the non-residential parent, that parent shall secure appropriate emergency treatment. The residential parent shall be notified. Regularly prescribed medications should be sent during companionship (i.e., asthma or allergy medicine), along with instructions for use. Any health care regimen recommended by the child(ren)'s doctor in case of certain symptoms should be copied and sent in advance of the companionship period.

Step-Parent Name: A parent should not suggest, encourage or require a child to refer to any person other than the child's parents as "mom" or "dad", etc., nor permit any other person to do so.

- **Moving**: Either parent must notify the other in writing at least thirty (30) days in advance of their intent to change their residence, and provide anew address and telephone number within ten (10) days of establishing a new residence. The Lucas County Child Support Enforcement Agency must also be notified pursuant to the Court's Additional Order and Notice to Parties.

- **Modifying This Order:** The Court reserves the right to modify this companionship order upon Motion by either party.

JUDGE DENISE CUBBON

JUDGE CONNIE ZEMMELMAN

Tab 3 Scope of Work & Specifications of Deliverables

3c. Performance Measures

The following charts reflect the desired outcomes of Lucas County's Voluntary Mediation Program; a separate chart is provided for each FFY of the program. Each chart contains the goal, current conditions, the method of measurement to assess improvement, and the target. The "Current Status" for each category will be recorded closer to the start date of this program; this will allow the application of a benchmark that will be less likely to be impacted by external variables not related to program implementation.

Federal Fiscal Year 2013, 10/1/12 – 9/30/13

Goal	Current Status	Method of Measurement	Target
Increase the number of visitation orders established		Number of signed Visitation Orders (Parenting Plans)	Program target-development of 500 plans in 1 year.
Increase the amount of "parenting time" that the non-custodial parent spends with their children (following establishment of a parenting plan)		Self-reported surveys (mailings and phone calls) to both parents. The number of calls regarding noncompliance with the plan will also be assessed *	Parenting time will increase by 40%. Numbers of days per week and hours per day will also be assessed
Increase the consistency and the amount of child support payments in cases where delinquencies exist		SETS data regarding number of payments and amount of each payment. Will be evaluated 3 mts. prior to enrollment in the program, through the duration of the program, and 3 mts. after.	Non-custodial parents who engage in a minimum of 80% of their "parenting time" will improve the consistency of support payments by 50%. Amount paid will be assessed based on arrearages and employment status.

Federal Fiscal Year 2014, 10/1/13 – 9/30/14

Goal	Current Status	Method of Measurement	Target
Increase the number of visitation orders established		Number of signed Visitation Orders (Parenting Plans)	Program target-development of 650 plans through the FFY year.
Increase the amount of "parenting time" the non-custodial parent spends with their children		Self-reported surveys (mailings and phone calls). The number of calls regarding noncompliance with the plan will also be assessed *	Parenting time will increase by 40% (same as FFY2013). Numbers of days per week and hours per day will also be assessed
Increase the consistency and the amount of child support payments in cases where delinquencies exist		SETS data regarding number of payments and amount of each payment. Will be evaluated 3 mts. prior to enrollment in the program, through the duration of the program, and 3 mts. after.	Non-custodial parents who engage in a minimum of 80% of their "parenting time" will improve the consistency of support payments by 50%. (same as FFY2013). Amount paid will be assessed based on arrearages and employment status.

Federal Fiscal Year 2015, 10/1/14 – 9/30/15

Goal	Current Status	Method of Measurement	Target
Increase the number of visitation orders		Number of signed Visitation Orders	Program target-development of 750

established		(Parenting Plans)	plans in 1 year.
Increase the amount of "parenting time" the non-custodial parent spends with their children		Self-reported surveys (mailings and phone calls). The number of calls regarding noncompliance with the plan will also be assessed *	Parenting time will increase by 45%. Numbers of days per week and hours per day will also be assessed
Increase the consistency and the amount of child support payments in cases where delinquencies exist		SETS data regarding number of payments and amount of each payment. Will be evaluated 3 mts. prior to enrollment in the program, through the duration of the program, and 3 mts. after.	Non-custodial parents who engage in a minimum of 80% of their "parenting time" will improve the consistency of support payments by 55%. Amount paid will be assessed based on arrearages and employment status.

* Please note: Research indicates that custodial parents tend to under-report while non-custodial parents may over-report visits, this may hold true for our participants as well. Also, although every attempt will be made to contact all parents in our program to capture parenting time data, response to these requests for this information may go unfulfilled.

Ancillary items that will also be evaluated will include:

Satisfaction with parenting time - Once co-parenting is implemented, parents must strive to have ongoing, positive communication in order for the plan to work. Recognizing that adjustments to the schedule will need to occur, open dialogue must continue between parents to in order to accommodate their own schedules, while considering their child's needs.

Referrals to community partners for needed services – Through the mediation process, or contact with their LCCSEA representative, Voluntary Mediation participants may discuss circumstances that they may not realize are related to their challenges with visitation. The staff involved with this program will be tuned in to recognize that these apparent external issues may, in fact, be one of the primary hindrances to visitation or payment of support. If any community resources exist which could address the need presented, the participant will be referred accordingly.

In addition to the data collected pertaining to Performance Measures, LCCSEA will also track and record the following information:

- Referral Source – which of the four LCCSEA areas
- Number of referrals who participate in mediation
- Demographics of the custodial and non-custodial parents:
  1. Mother or father
  2. Current marital status
  3. Race/ethnicity
  4. Income
  5. Parenting plan implemented – yes or no
  6. Increased parenting time – yes or no, by how much
  7. Child Support collection

It is our hope that, through this program, we are able to impart the concept that parents must separate visitation and child support; withholding either will only result in harming the child. Children generally fare best when they have the emotional and financial support and ongoing involvement of both parents. A parent does not have a right to withhold visitation or child support because of the other parent's failure to comply with court-ordered visitation or support. Rather than withholding visitation or support, there are more productive and effective ways for parents to resolve support and visitation issues. Our goal is that parents experiencing conflict over visitation or child support will become engaged in this program so that they can resolve these issues while keeping their child the focus of the process.

Tab 4 Budget

Budget Narrative

The Lucas County Child Support Enforcement Agency is requesting to be awarded $45,000 in grant funding per year for four years beginning October 1, 2012 in order to administer voluntary mediation services to parents with an active Child Support order. These mediation services will focus on Access & Visitation for the non-custodial parent, which may also include a parenting plan. Along with this grant funding, $4,500 (10% match) will be devoted to the program from the Child, Family and Adult Community & Protective Services Allocation. These are State of Ohio funds awarded to the Lucas County Job & Family Services Agency who will be providing these funds to the Child Support agency for these services. Since the two agencies are combined per ORC, no agreement is required to transfer these funds.

Lucas County recognizes the importance of these mediation services in parent's lives, and understands that this program is essential to families in our community, regardless of whether we receive grant dollars from ODJFS. However, since these services do not yet exist, we are requesting the grant funds as start-up costs to a program we hope to continue for many years after the grant funding is available. In future years, the Lucas County CSEA hopes to utilize a larger portion of Child, Family and Adult Community & Protective Services funds to continue the program, and will work to ensure these funds are available beyond the life of the Access & Visitation Services grant from ODJFS.

Within the Budget Summary, Lucas County CSEA plans to utilize funds for the following:

- **$37,500** per year will be spent on Personnel costs for one (1) to two (2) mediators, working a combined total of five (5) days per week at $150 per day for fifty (50) weeks.
- **$2,460** per year will be spent on Supplies cost to ensure the mediators have the appropriate tools for their workday. These tools include schedule books, pens, note pads, 3-inch binders, wall calendars, document wedges, vertical sorters, file folders, and calculators.
- **$9,540** will be spent as follows (separated due to the 10% In-Kind Cash Requirement):
    - $6,740 in the first year and $7,940 in subsequent years will be spent on social workers who will work with families participating in the program. These services will be provided via a contract with the Zepf Center. ***(Contractual Section & 10% Cash Section)***
    - $1,600 will be spent on Mediator Training each year. ***(10% Cash Section)***
    - $1,200 (in the first year only) will be spent on a laptop that the mediators will utilize while working with clients. This will allow for mobile access between rooms and locations throughout the process of mediation. ***(10% Cash Section)***

Lucas County CSEA will ensure compliance with Federal Cost Principles for all funds expensed utilizing the ODJFS Grant Funding for Access & Visitation services.

APPENDIX C

JFS-R-1213-09-8032

Certification of In-Kind Requirement

Date: June 11, 2012
Submitted By: Adam Nutt
CSEA: Lucas County

The Lucas 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:

__x__ 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 $4,500. A description of the in-kind contribution is the use of Child, Family and Adult Community & Protective Services Funds received from ODJFS. We have discussed the use of these funds as allowable with Wes Shrider, ODJFS Fiscal Supervisor and they are allowed per the definition of uses and non-Federal nature.

ATTACHMENT D

JFS-R-1213-09-8032

Access/Visitation Project Budget Summary

Name of Grantee Lucas County CSEA

	SFY12	SFY13	SFY14	SFY15	
	October 1 – June 12	July 12 – June 13	July 13 – June 14	July 14 – December 14	Total
Personnel	$37,500	$37,500	$37,500	$37,500	$150,000
Fringe Benefits					
Travel					
Equipment					
Supplies	$2,460	$2,460	$2,460	$2,460	$9,840
Contractual	$5,040	$5,040	$5,040	$5,040	$20,160
Other (Define)					
10% Cash or In-Kind Contribution	$4,500	$4,500	$4,500	$4,500	$18,000
TOTAL	$49,500	$49,500	$49,500	$49,500	$198,000
Grant Amount Requested	$45,000	$45,000	$45,000	$45,000	$180,000

LUCAS COUNTY

Board of County Commissioners
Pete Gerken
President
Tina Skeldon Wozniak
Carol Contrada

»Department of Job & Family Services
»Division of Child Support
Deb Ortiz-Flores
Director

June 7, 2012

Mr. Aldridge
ODJFS
Office of Child Support
P. O. Box 182709
Columbus, Ohio 43218-+2709

Dear Mr. Aldridge:

This letter confirms that I have granted approval for the Lucas 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 Lucas County CSEA as a recipient.

If you have any questions regarding my approval or need further information about our agency, please do not hesitate to contact me at the following e-mail address: ORTIZD@odjfs.state.oh.us or call me at 419-213-8103. Thank you.

Sincerely,

Deb Ortiz-Flores
Executive Director

Department of Job & Family Services
3210 Monroe Street • Toledo, Ohio 43606
Ph. (419) 213-8999 Fax (419) 213-8820
www.lucasjfs.org

Division of Child Support
701 Adams Street • Toledo, Ohio 43604
Ph. (419) 213-3001 Fax (419) 259-3033
www.co.lucas.oh.us

An Equal Opportunity Employer

Date: June 5, 2012 **Resolution No. 12-510**

Title: Approval of Application to Request Grant Funds from the Ohio Department of Job and Family Services for Access and Visitation Services

Department/Agency: Lucas County Child Support Enforcement Agency

Contact: Deb Ortiz-Flores

Summary/Background: The funds would allow Lucas County Child Support Enforcement Agency, in partnership with Lucas County Juvenile Court, to provide mediation and education-based services regarding access and visitation issues experienced by non-custodial parents. The objective is to enhance the emotional and financial well-being of children by supporting visitation of children by their non-custodial parents.

Budget Impact: Requesting $45,000 in grant funds with a 10% match coming from Child Family & Adult Community and Protective Funds from the State.

Statutory Authority/ORC: 329.04

Commissioner Contrada offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. The Board hereby approves the Application to request grant funds in the amount of $45,000 from ODJFS to provide access and visitation services.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Commissioner Contrada voted yes
Commissioner Skeldon Wozniak voted yes
Commissioner Gerken voted yes

Jody L. Balogh, Clerk

Court of Common Pleas
Juvenile Division
Lucas County, Ohio

Denise Navarre Cubbon,
Administrative Judge

Connie F. Zemmelman,
Judge

June 7, 2012

Jay Easterling,
Deputy Director
Office of Contracts & Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414

RE: RFGA #JFS-R-1213-09-8032

Dear Mr. Easterling:

This letter indicates that I am authorizing the Lucas County Juvenile Court to be identified as a partner agency in the grant application submitted by the Lucas County Child Support Enforcement Agency in response to the Request for Grant Applications referenced above.

Submission of this letter further indicates that Lucas County Juvenile Court will commit to provide the mediation services related to access and visitation for non-custodial parents as described in detail in the application. The Court understands that a contract will be entered into with the Lucas County Child Support Enforcement Agency dependent upon your selection of their application, and that this contract will reflect the requirements addressed in the RFGA. If the grant is awarded to the Lucas County Child Support Enforcement Agency, the terms of the contract will cover services provided from October of 2012 through September of 2015, contingent upon performance and available funding.

Please accept this letter of engagement and support for the Lucas County Child Support Enforcement Agency's application for Access and Visitation Services. If you require additional information, please contact me at the address listed below or directly by telephone at (419) 213-6702.

Sincerely,

Deborah K. Hodges,
Court Administrator

DKH/dmr

1801 Spielbusch Avenue Toledo, Ohio 43604
Information (419) 213-6722 Fax (419) 213-6898

Corporate Offices
6605 West Central Avenue
Toledo, OH 43617
Main Number: (419) 841-7701
Fax: (419) 843-6431
Medical: (419) 841-7926
Medical Fax: (419) 843-4175

Downtown Facility
905 Nebraska Avenue
Toledo, OH 43602
(419) 255-4050
Fax: (419) 255-1625

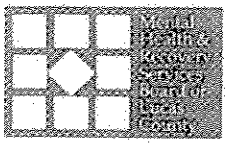
Network
1301 Monroe Street
Toledo, OH 43624
(419) 213-5627
Fax: (419) 213-6399

Maumee House
1028 Linden Lane
Toledo, OH 43615
(419) 535-8726

Ottawa House
5310 Hill Avenue
Toledo, OH 43615
(419) 535-7852

Stewart Apartments
4654 Hill avenue
Toledo, OH 43615

The Oaks
5320 Hill Avenue
Toledo, OH 43615
(419) 531-0019



Zepf Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, handicap or sex.

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

RE: RFGA #JFS-R-1213-09-8032

Dear Mr. Jay Easterling, Deputy Director,

Please accept this letter of support for Lucas County Child Support Enforcement Agency's application for Access and Visitation Services grant funding. The Zepf Center has partnered with the County on several endeavors over the past few years as we share a commitment to improving the lives of those in need in our community. If awarded these funds, we believe that Lucas County CSEA will be able to greatly impact the lives of both children and parents by encouraging non-custodial parents to have an active role in providing for their children's emotional and financial well-being.

In addition, this letter also indicates that I am aware of the fact that The Zepf Center is identified as a potential vendor in the grant application submitted by Lucas County Child Support Enforcement Agency (LCCSEA) in response to the Request for Grant Applications referenced above. We will commit to provide Social Worker services related to access and visitation for non-custodial parents as described in the application. We understand that a vendor contract will be required which will delineate the specifics of the services to be rendered, and that this contract will reflect the requirements addressed in this RFGA. If the grant is awarded to Lucas County CSEA, the terms of the contract will cover services provided from October, 2012 through September, 2015, contingent upon performance and available funding.

Please accept this letter of possible engagement and support for LCCSEA. If you require any additional information, please contact Craig Gebers at 419-213-6350.

Sincerely,

Craig C. Gebers, MRC, MA
Chief Operating Officer of Adult Services
Zepf Center, Inc.

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

494
+10
444

Applicant: Lucas 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 Requirement	Partially Meets Requirement	Meets Requirement	Exceeds 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			24	

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
	ORGANIIZATIONAL 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.			8	
4	The applicant has provided a organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. NOTE: Applicant must have someone with an accounting degree or accounting experience with federal grants devoted to this project.	3	Sec., 3.2, D			24	
	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.			8	
8	The staff accountant must have an accounting degree or accounting experience with federal grants.	1	Sec. 2.2. B., 4			8	
	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			24	
10	The applicant has described the key goals and objectives of the project activity providing a comprehensive and detailed description of each outcome to be achieved within each component of the program indicating the type of change targeted.	3	Sec. 3.1, D			24	
11	The applicant provided a comprehensive and detailed description of each component of the activities that will be furnished to the target population(s) that is, for mediation services, a description of who will provide services, defines the partnerships, etc.: for neutral drop-off and pick-up services, a description of who will operate the site. Where the site will be located, what type of security will be provided, etc.: for supervised visitation services, a description of who will operate the program site, where it will be located, what type of security will be provided etc.: for parenting classes, a description of who will teach the class, where classes will be offered, range of topics, etc.	3	Sec., 3.1, E			24	
12	The applicant has described in detail the target populations that include: information about the type and number of individuals being served or potentially to be served. Are the participants married, separated, divorced, or never married?	2	Sec., 3.1 F			16	
13	The applicant describes the geographic location of the participants that are being served; urban or rural and does the participant have a child support order.	2	Sec., 3.1, F			16	

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
14	The applicant provided a time line for each component of the program displayed by SFY focusing on which individual activities will be performed and/or services provided and their expected duration.	2	Sec., 3.1, G			16	
15	The applicant provided a comprehensive and detailed description of the roles and duties of any partners who will participate in the program, including; a description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.).	2	Sec., 3.1, H			16	
16	The applicant described in detail the manner of payment, if any, to the listed partners.	2	Sec., 3.1, H		12		
17	The applicant has established a status-reporting procedure for reporting work completed and resolution of unanticipated problems.	2	Sec., 3.1, I			16	
18	The applicant has provided a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported quarterly to ODJFS.	2	Sec., 3.1, J			16	
19	The applicant has identified and described the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented and discussed in detail how those deliverables will be accomplished.	3	Sec., 3.1, K			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			8	
21	The applicant has provided a narrative describing how they plan to measure parenting times as it relates to implementing access and visitation services that include methods and tools to be used to measure if the non-custodial parenting time has increased.	3	Sec., 3.1, M			24	
22	The applicant provided a narrative that describes in detail how the applicant will obtain additional financial resources, or already has obtained additional funding from the local community.	3	Sec., 3.1, N			24	
23	The applicant has provided a narrative detailing how child support collections will be tracked and recorded for all noncustodial parents who are ordered to pay child support, and participate in the access/visitation program.	2	Sec., 3.1, O			16	
24	The applicant has provided an explanation for the process that will be used to obtain the amount of child support obligation due and the amount collected three months prior to the noncustodial parent beginning the access/visitation program, and the child support obligation due and the amount collected three months after the noncustodial parent leaves the program.	2	Sec., 3.1, O			16	
25	The applicant has provided a budget summary for the access/visitation services proposed, which is for a minimum of $45,000 per year and clearly indicates a minimum of 10% cash or in-kind match.	3	Sec., 3.1, P				30
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]:			

Lucas County Date 7-11-12

1. Meets
2. Meets
3. meets
4. meets
5. meets
6. meets
7. meets
8. meets
9. meets
10. meets
11. meets
12. meets
13. meets
14. meets
15. meets
16. partially meets - not clearly defined
17. meets
18. meets
19. meets
20. meets
21. meets
22. meets
23. meets
24. meets
25. exceeds - narrative very descriptive