



**Office of Children
and Family Services**

Foster Parents as Recruiters Program

Step-by-Step Guide

This document is provided under a contractual agreement between the

New York State Office of Children and Family Services

AND

Welfare Research, Inc. (WRI)



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Welfare Research, Inc.

14 Columbia Circle Drive, Suite 104, Albany, NY 12203

This brief guide describes the Foster Parents as Recruiters program, explains the step-by-step process counties and agencies can take to use the program, and includes sample contract and billing documents.

The Foster Parents as Recruiters program incorporates the idea that foster parents are the best recruiters and are valuable partners with local districts and voluntary agencies in planning and implementing recruitment and retention activities. Requests to utilize the program are submitted by a local social services district (LDSS) or voluntary agency to the OCFS Regional Office. Once the request is approved by the regional office, it is submitted to the OCFS training office for review and approval. Upon approval an OCFS contractor, for example Welfare Research, Inc. (WRI) or CDHS, prepares a consultant contract for the recruiter. The typical six month contract does not exceed \$495.00 (\$15.00/hour, about 33 hours). Mileage is also often reimbursed. The foster parent recruiter submits invoices to the OCFS contractor for payment.

Step-By-Step Process

LDSS or Voluntary Agency

A LDSS or voluntary agency determines which recruitment and retention activities a foster parent could assist with, and identifies a valued foster parent for this role. Both currently and formerly certified foster parents are viable candidates for this role, as are older foster youth. The county or agency presents their plans and goals for the recruiter in a Scope of Services to their ROPA (Regional Office Project Associate). **See attached Sample Scope of Services (Addendum A).**

Regional Office

The ROPA writes a request for the services of the consultant and submits it to the OCFS training office. The contract typically does not exceed \$495.00 @\$15.00 per hour, about 33 hours (not including mileage claimed). The OCFS training office approves the request, or follows up to obtain clarification as needed about the request.

OCFS and contractor

Once approved by the OCFS training office, OCFS sends a memo to the contractor describing the proposed services by the Foster Parent as Recruiter consultant that includes approval signatures by OCFS Training and the appropriate regional office director. OCFS attaches a contractor Request Form with details needed for the contract. An agency contact is included for contractor to contact for billing verification.

The contractor develops a consultant contract and sends it to the Foster Parent Recruiter for signature, along with consultant billing forms, a Form W-9 and mileage expense forms. Note: If an older foster youth is the consultant, then the contract is with the agency, and the agency pays the child the consultant payment. **See attached Sample Contractor Memorandum and Consultant Contract.**

Foster Parent as Recruiter

Upon completion of the agreed upon work, the Foster Parent as Recruiter submits the Consultant Billing Form with the tasks performed and dates of tasks. The consultant may invoice the contractor monthly, bi-monthly, or even a one-time bill at the end of the contract period. The contractor follows up with the LDSS or voluntary agency contact for verification of work completed, and then the recruiter receives payment. **See attached Sample Consultant Billing Form.**

SAMPLE



WRI Memorandum

Welfare Research, Inc., 14 Columbia Circle, Suite 104 – Albany, NY 12203 518-713-4726

Date: December 16, 2015
To: John Q. Public
From: Lawrence Poitras, CFO & Director of Operations
Subject: Consultant Contract

Enclosed please find the following information and forms in connection with your consultant contract agreement with WRI for work to be performed on the Child Welfare Training and Technical Assistance Project.

1. Consultant contract, please review, sign as Consultant and return.
2. Form W-9, please complete and return.
3. Consultant Billing Forms. Submit for services rendered.
4. A copy of WRI's travel guidelines and expense report forms.

WRI must receive your completed payment request forms, no later than 5 business days after the completion of your recruitment activities. This allows WRI staff to comply with the reporting requirements of the NYS Office of Children and Family Services. Please note that WRI is not able to process any payment due to you under this contract until ALL the paperwork cited above has been received.

If you have any questions, please contact me at 518-713-4726 or at lpoitras@welfaresearch.org

SAMPLE



WRI Consultant Contract (page 1)

Welfare Research, Inc., 14 Columbia Circle, Suite 104 – Albany, NY 12203 518-713-4726

This records an agreement entered into on this day of December 16, 2015, between Welfare Research, Inc. hereinafter referred to as WRI, and John Q. Public, hereafter referred to as Consultant.

1. The Consultant agrees to perform technical and professional services for WRI particularly described in Addendum A which is attached hereto and made a part of this agreement.
2. In consideration of the satisfactory and timely performance of such services, WRI agrees to pay Consultant the rate of \$15.00 per hour, for 33 hour(s) not to exceed \$495.00. This amount is for services only and does not include travel expenses. Travel expenses, if any, will be reimbursed as cited in paragraph #4 and shall be reimbursed in accordance with Federal GSA rates and NYS OSC travel policy guidelines. Consultant shall pay all expenses including but not limited to: relocation, insurance, business taxes, assessments and withholding, and shall make no claim against WRI for same. Consultant further agrees that final payment shall not be made until all tasks in Addendum A are completed and accepted by WRI.
3. WRI shall make payments to the Consultant based upon billing forms submitted to and approved by WRI. These forms shall be supplied by WRI and shall be submitted at least monthly. If disapproved, billing forms shall be returned to the Consultant with the reason(s) for disapproval within ten (10) working days of receipt.
4. Notwithstanding and contrary provisions in Paragraph 2, WRI agrees to provide the Consultant with reimbursement for only the following expenses:
5. Performance of this agreement shall commence on 12/1/2015 and shall terminate no later than 12/31/2015.
6. This agreement may be terminated by either party at any time upon three (3) days written notice to the other. Such notices shall be deemed sufficiently given if sent to the other by registered mail, return receipt requested. Upon termination, the Consultant shall forthwith deliver to WRI all work in progress, work products and any other information which the Consultant has obtained or otherwise accumulated in the course of his/her performance hereunder. Notices to the Consultant may be sent by registered or certified mail to the following address which is hereby designated by the Consultant as his/her address for any and all correspondence, payment, etc. The Consultant shall notify WRI of any change in said address.
7. All products, including conceptual designs, audio-visual materials and all written work products resulting from performance under this agreement shall be the property of New York State Office of Children and Family Services (OCFS) under and as a result of a parent Agreement between WRI and NYS OCFS. NYS OCFS will have exclusive control and rights to reproduce and distribute the use thereof.

SAMPLE

WRI Consultant Contract (page 2)

8. Consultant warrants and represents himself/herself to be an independent business person, and is retained by WRI exclusively for the purpose and to the extent set forth in the Agreement. The relationship between WRI and Consultant is that of an independent contractor and the Consultant shall not be considered under the terms or in connection with the performance of this Agreement to be an employee of WRI, or be entitled to any employee plans, benefits, distributions or other remuneration of any kind, nor shall Consultant be subject to or be required to perform in accordance with any WRI employee policies or practices. Consultant may dispose his/her time, in such manner and in such places as Consultant deems necessary; provided however, Consultant shall devote sufficient time and best efforts to satisfactorily perform and deliver the contractual services and products hereunder; and provided further that such products and services shall be completed and delivered on a timely basis in accordance with any project deadlines set forth in Addendum A and which are required by WRI under the terms of the Contract. Consultant may, without interference by WRI, devote such portion of his/her entire time, skills and expertise in providing professional consulting services to other persons, firms, corporations, or governmental agencies; provided however, that such services do not impair Consultant's ability to perform in a manner as required hereunder, and provided that such services do not conflict or adversely affect the services and duties to be performed by WRI.
9. Consultant represents and agrees to comply with the provision of **Addendum B**.
10. The parties warrant to each other that there are no other understandings or arrangements between them except as contained herein.
11. This agreement may be terminated if the Federal or State funds intended to be used become unavailable.

Addendum A

Consultant represents and agrees to comply with the provision of Addendum A, see attached for Addendum A.

Wherefore the parties having accepted and approved all of the above hereby provide their signatures.

Consultant (signature)

WRI Executive Director

John Q. Public
123 Main Street
Anytown, NY 12303

SAMPLE

Addendum A

John Q. Public

Scope of Services

The above named Consultant will recruit new foster parents for Region IV, ABC County. ABC County is in need of foster/adoptive homes. The recruiter will assist the MAPP trainers during MAPP training, giving a “real world” experience for the prospective foster parents. The recruiter will also attend community events, speaking about the positive aspects of fostering children in her home.

The Foster Parent as Recruiters (FPR) is a community-based approach to recruiting foster parents which incorporates the idea that foster parents have a challenging job and can play a key role in helping to plan and implement recruitment and retention activities. Highly motivated foster parents are recruited who will work well with local district staff to form a recruiting partnership.

SAMPLE

Addendum B

John Q. Public agrees that all work performed shall be in accordance with the terms of the contract/work plan between the New York State Office of Children and Family Services and Welfare Research, Inc., and that there shall be no contractual relationship between the Consultant and the New York State Office of Children and Family Services.

John Q. Public represents and agrees to comply with the requirements of the Civil Rights Act of 1964 as amended, the Age Discrimination Employment Act of 1967 as amended, the Federal Rehabilitation Act of 1973 as amended, and Executive Order No. 11246 entitled "Equal Employment Opportunity" as amended by Executive Order No. 11375 and as supplemented in Department of Labor Regulations, 41 CFR, Part 60.

John Q. Public also agrees to observe all applicable Federal regulations contained in 45 CFR, Part 84, 28 CFR, Part 41 and OMB Circular A-144 Audits of States, Local governments and Non-Profit organizations.

John Q. Public agrees that any goal percentages contained in this contract/work plan are subject to the requirements of Article 15-A of the Executive Law and New York State, including Section 316 thereof, and any rules and regulations adopted pursuant to it.

SAMPLE



WRI Consultant Billing Form

Welfare Research, Inc., 14 Columbia Circle, Suite 104 – Albany, NY 12203 518-713-4726

Contractor Name and address: Project Name: Child Welfare Training and Technical Assistance

John Q. Public
123 Main Street
Anytown, NY 12303

Agreement date: December 16, 2015
Start date: 12/1/2015
End Date: 12/31/2015
Rate: \$15.00 per hour for 33 hour(s)
for a total of \$495.00

This request is hereby made for payment of services rendered for 12.50 hour(s) at \$15.00 per hour for a total of \$ 157.50

Date(s)	Task Performed (Please be as specific as possible)	Billable	Donated
12/01/15	Staffed an information table to recruit Foster Parents @ Ulster County Fair 8.00 hrs @ \$15/hr	45.00	
12/16/15	Attended + staffed information table to recruit Foster Parents @ Ulster County High School during open house. 2.50 hrs @ \$15/hr	37.50	

I certify that the above statement is true and complete.

John Q. Public
Consultant Signature

12/12/15
Date

WRI Signature

Date