

CHFS 2nd Party Contract

For Family Unification Services Agreement

Issued by

Lexington-Fayette Urban County Housing Authority

And

**The Cabinet for Health and Family Services (CHFS)
The Department for Community Based Services**

Point of Contact

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KY004 Memorandum of Understanding (MOU) 2019FUPNOFA

LEXINGTON-FAYETTE URBAN COUNTY HOUSING AUTHORITY
300 West New Circle Road Lexington, KY 40505
Phone: (859) 281-5060 Fax (859) 281-5055

MEMORANDUM OF UNDERSTANDING (MOU)
FAMILY UNIFICATION PROGRAM (FUP)

This Memorandum of Understanding (MOU) has been created and entered on December 2, 2019, by and between the following parties in relation to the application for Family Unification Program Vouchers.

Public Housing Authority (PHA):
Lexington-Fayette Urban County Housing Authority
300 West New Circle Road
Lexington, KY 40505

Public Child Welfare Agency (PCWA):
Commonwealth of Kentucky, Cabinet for Health and Family Services, Division of Community Based Services
272 East Main Street
Frankfort, KY 40621

Continuum of Care (CoC):
Lexington-Fayette Urban County Government
Office of Homelessness Prevention and Intervention
101 East Vine Street
Lexington, KY 40507

Acronym and Nomenclature:

FUP	Refers to Family Unification Program
CoC	Refers to the Lexington-Fayette Urban County Continuum of Care
HCV	Refers to the HUD Section 8 Housing Choice Voucher Program
HUD	Refers to U.S. Department of Housing and Urban Development
MOU	Refers to this three-party memorandum of understanding
PCWA	Refers to Kentucky's state public child welfare agency: The Cabinet for Health and Family Services, Department for Community Based Services
PHA	Refers to Lexington-Fayette Urban County Housing Authority
ILS	Refers to Independent Living Specialist
OOHC	Refers to Out of Home Care

I. Introduction, Goals and Standards

In entering this MOU:

- a. The PHA and PCWA confirm their commitment to successfully administering the FUP Program.
- b. The CoC confirms its commitment to cooperating with and assisting the PHA and PCWA; and
- c. The PHA and PCWA agree to the following goals and standards in administering the FUP Program:
 1. Compliance with HUD and other federal regulations and requirements
 2. Timely and optimal utilization of FUP vouchers for eligible families and youth and
 3. Adherence to the details of this MOU.
- d. The parties commit to dedicating the following staff positions as lead FUP liaisons:

PHA:	Aldean Pleasant, HCV Manager, Lexington-Fayette Urban County Housing Authority
PCWA:	Paula Saenz, Transitional Services Branch Manager, Commonwealth of Kentucky, Cabinet for Health and Family Services
CoC:	Polly Ruddick, Director of Office of Homelessness Prevention and Intervention, Lexington-Fayette Urban County Government

II. Statement of Cooperation

The PHA, PCWA, and CoC agree to cooperate with any program evaluation efforts undertaken by HUD, U.S. Department of Health and Human Services (HHS), or a HUD or HHS-approved contractor, including compliance with HUD and HHS-approved evaluation protocols and data sharing requests.

III. Populations to be served with FUP Assistance

- a. **FUP-Eligible Families** are defined as a family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).
- b. **FUP-Eligible Youth** is defined as a youth that the PCWA has certified to be at least 18 years old, and not more than 24 years of age (have not reached their 25th birthday) and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and are homeless or is at risk of becoming homeless at age 16 or older. A FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months.

IV. Housing Search Assistance

1. PHA will provide the following housing search assistance to FUP Families and Youth:

- a. The PHA will maintain a list of units accepting Section 8 Housing Choice Vouchers. The PHA will provide a copy of the list to the PCWA quarterly.
- b. The PHA will provide briefings and materials related to compliance with HCV participant requirements.
- c. PHA will provide counseling on compliance with rental lease requirements and setting up a household.
- d. PHA has a staff position of a Housing Navigator that will help in locating housing units that accept Housing Choice Vouchers.
- e. PHA will recruit landlords in low-poverty census tracts.
- f. The PHA Housing Navigator will provide FUP eligible families and youth transportation for neighborhood tours, unit viewings and landlord introductions.
- g. PHA will provide security deposit assistance to landlords for families and youth, utility start up and/or seek deposit assistance from other PHA partners.
- h. PHA will increase Payment Standard to 120% of FMR for FUP eligible families and youth leasing a unit in a low-poverty census tract.

2. PCWA will provide the following housing search assistance to FUP Families and Youth:

- a. PCWA will help in locating housing units that accept Housing Choice Vouchers.
- b. Counseling on compliance with rental lease requirements and setting up a household.
- c. PCWA will work with rental property owners to assist a FUP-eligible families and youth to rent a unit with a FUP voucher.
- d. PCWA will seek funds for security deposits, utility hook-up fees, and utility deposits.
- e. PCWA caseworkers will conduct an assessment of each family, specifying anything that presents a risk of harm to the child. Based on the assessment, the caseworker completes a prevention plan and/or case plan with the family. The plan(s) will include linkage to area housing resources, including search assistance.

3. The CoC will provide the following housing search Assistance to FUP families and youth.

- a. The CoC will provide a listing of landlords and available units for rent.
- b. The CoC will work with rental property owners to assist FUP eligible families and youth to rent a unit with a FUP voucher.

V. Services to be provided to FUP-eligible youths

The PCWA will provide the following services to FUP-eligible youth:

- **Services Prior to Transitioning Out of Home Care:**
 - a) “Soft” skills include anger management, problem-solving, decision making, and daily living skills, such as cooking, household responsibilities, laundry, and money management.
 - b) Formal life skills classes are taught by Independent Living Specialist (ILS) or private contractors. The curriculum includes instruction on employment, money management, community resources, housing, and education.
- **Transitional Services:**
 - a) Transitional services are provided to all committed youth beginning at age seventeen (17) to prepare them for living independently. The primary goal for independent living services is to provide youth with the skills necessary to live a healthy, productive, self-sufficient, and responsible adult life.
 - b) This is a period for youth to build relationships with new people who will assist them in developing budgets and locating affordable housing.
 - c) Employment assistance is provided during this period to ensure the youth can maintain established housing.
 - d) Once a youth’s case is closed and the youth accepts voluntary services, independent living services will be provided by the independent living specialist, the youth’s worker, and private childcaring or child-placing providers.
 - e) One of the services provided is a youth-driven transition plan meeting, held within 45 days of the youth turning 17, a follow up meeting at age 17.5 and a third meeting within ninety (90) days of the youth attaining age eighteen (18).
 - f) Written Transition Plan: The Independent Living Specialist (ILS) will assist the youth or family’s team in addressing the needs of the youth for independent living services. Planning for services requires a clearly stated written plan developed by engaging the youth in setting objectives. Federal legislation requires that the youth participate in developing a Transition Plan. An effective plan requires an accurate assessment of the youth’s strengths and needs. It is important to consider the knowledge any young person needs to prepare for independence, and the youth should be involved in the assessment process.
 - g) The ILS assists the youth in making the transition from OOHC to self-sufficiency by providing or facilitating services centered on the youth’s needs for:
 - 1. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and health access to health care (e.g. doctors, medication, and mental and behavioral health services)

2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits
3. Provide such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.
4. Job preparation and attainment counseling (e.g., where to look/how to apply, dress, grooming, and relationships with supervisory personnel).
5. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.
6. Socialization, cultural awareness, and recreation; and
7. Aftercare monitoring and reporting post-commitment, general adult services provided through PCWA, access to Medicaid, and linkage peer support, mentors, and community resources.

The services will be provided for at least 18 months to FUP-eligible youth receiving rental assistance using a FUP voucher regardless of age. A FUP-eligible youth cannot be required to participate in these services as a condition of receipt of the FUP voucher.

- **Eighteen (18) to twenty-one (21) years olds committed to the Cabinet**
 - a) An eligible youth who aged out of care at eighteen (18) can request reinstatement of his/her commitment to the Cabinet prior to attaining nineteen (19) years of age. This reinstatement will allow the youth to be committed to the Cabinet until the age of twenty-one (21) and to receive the transitional living support described above.
 - b) Eighteen (18) to twenty-one (21) year olds who extend their commitment are eligible to participate in formal life skills classes, to apply for the Fostering Success Employment Program, to receive tuition assistance, and to request a tuition waiver.
- **Eighteen (18) to twenty-one (21) year olds who left OOHA because they turned eighteen (18)**
 - a) Youth eighteen (18) to twenty-one (21) who left care because they turned eighteen (18) are eligible for formal life skills classes and a tuition waiver, The Education Training Voucher (ETV), and assistance with room and board.
 - b) Youth are eligible to apply for summer employment through the Fostering Success Program, a 10-week summer experience that provides current and former foster youth the opportunity to participate in a paid internship while receiving personal development training and career planning support.
- In most cases, the above services can be provided for a minimum of 18 months to FUP youth. However, the duration of case management made available through PCWA is contingent upon the assessed needs of the family, family cooperation with the case plan, and court interventions. Case management for foster youth is ongoing through the child/youth's commitment.
- Services, such as tuition waiver and ETV, vary based upon the prescribed rules of the program.

- The Family First Prevention Services Act of 2018, Pub. L. 115-123, enacted February 9, 2019, amended the federal independence program by extending independent living services to assist former foster youth up to age 23 and eligibility for ETV to age 26. PCWA is conforming to the federal act.

VI. The PHA will provide the following services:

- a. The PHA will accept families and youth certified by the PCWA as eligible for the FUP.
 1. The PHA will develop a FUP HCV pre-application to allow the PCWA to certify the eligibility of the FUP families and youth.
 2. The PHA upon receipt of the list of FUP-eligible families and youths currently in the PCWA caseload compares the names with those already on the HCV waiting list.
 - a. If the family or youth is not already on the waiting list, the PHA will add the family or youth to the waiting list with a FUP preference. If the HCV waiting list is closed, the PHA will reopen it to add FUP-eligible families and youth.
 - b. If the family or youth is already on the waiting list, the PHA will update the family or youth's waiting list record noting the FUP preference.
 3. FUP-eligible applicants may receive an offer of an HCV upon availability prior to applicants without a preference-based on adherence to the requirements of the applicable program.
- b. The PHA will determine if any families with children or youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP, and will refer such applicants to the PCWA, subject to applicable privacy laws and policies.
 1. The PHA will update its processes to begin noting homelessness in its Emphasys HCV waiting list database.
 2. The PHA will review its current waiting list to earmark households who were homeless at the time they were placed on the HCV waiting list. The resulting list of potentially FUP-eligible youth and families will be shared with the PCWA, with appropriate release of information in place, to determine persons previously part of the PCWA's active caseload. This process will take place at the initial rollout of the FUP program and at quarterly coordinating meetings among all three parties.
 3. The PHA will refer identified families with children or youth age 18 to 24 to the PCWA.
- c. The PHA will determine if families with children or youths age 18 through 24 referred by the PCWA are eligible for HCV assistance and places eligible families/youth on the HCV waiting list.
 1. When the PHA receives a FUP referral form the PCWA, along with the PHA's pre-application form, the PHA will review the preapplication to determine if the family or youth is eligible for HCV assistance.
 2. The PHA will, once eligibility is determined, place the family or youth on the HCV waiting list with the FUP preference. If the HCV waiting list is closed, the PHA will reopen it to add FUP-eligible families and youth.

- d. The PHA will amend its Administrative Plan and Family-Self Sufficiency Action Plan in accordance with applicable program regulations and requirements, as needed.
- e. The PHA will administer FUP vouchers in accordance with applicable HCV and FUP program regulations and requirements.
- f. Upon notification that vouchers have been awarded, train PCWA and CoC staff on the PHA's HCV program.
- g. Work with the PCWA and CoC to develop necessary data and tracking metrics for tracking and improvement purposes.
- h. The PHA will provide post-move counseling to families utilizing PHA administrative funds and Family Self-Sufficiency grant funds to provide post-move counseling to families and youth who successfully lease-up with a FUP-voucher. Services from the PHA will focus on compliance with the HCV program, renter's right information, fair housing, and inspection of the HCV units. FSS services will focus on building family independence, economic stability, and escrow savings.
- i. The PHA will assign a PHA caseworker to FUP eligible families upon issuance of voucher:
 - 1. To access and identify the family's needs in order to be successful with the requirements of the HVC program.
 - 2. Referrals will be made by PHA caseworker to address the family's housing needs
 - 3. PHA caseworker will meet with family/youth to follow up on referrals and provide new referrals as necessary.
 - 4. PHA caseworker will meet with family/youth quarterly to ensure family/youth needs are being met and will coordinate needs with PCWA.
 - 5. Case management will be provided to FUP eligible families for a minimum of 12 months after the family is issued a voucher.
- j. Conduct regular meetings (at least quarterly) with the PCWA and CoC(s);
- k. Comply with provisions of this MOU.

VII. PCWA Responsibilities

- a. The PCWA will establish and implement a system for identifying FUP-eligible families and youth within the agency's caseload and review referrals from the PHA and CoC.
- b. The PCWA will use the following criteria to prioritize families with an open case, along with a substantiated report of child abuse and neglect, and whose children are already in out of home care, at high risk for experiencing additional negative child welfare outcomes, and where housing assistance could help the parent(s) stabilize and participate in any other services necessary to subsequent reunification.
 - 1) Families for whom housing stability is a primary factor impacting the family's ability to reunify or remain unified.
 - 2) Families with reports of environmental neglect indicating inadequate housing.
 - 3) Families exhibiting strengths and positive behaviors that minimize the risk of additional negative child welfare outcomes:
 - Recognition of dangerous situations.
 - Ability to understand the child's needs.
 - Parent is remorseful and is engaged with worker.
 - Perpetrator access is removed or limited

- A non-offending parent in the home who can protect.
 - Family has a good support system.
 - Family receives support from community programs.
- c. The PCWA will establish and implement a system to identify FUP-eligible youth not currently within the agency's caseload in cooperation with CoC.
- d. The PCWA will provide written certification to the PHA that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and this NOFA;
- e. The PCWA will commit enough staff resources to ensure that eligible families and youth are identified and determined eligible in a timely manner.
- 1) PCWA will review its active caseload no later than the 15th of each calendar month to identify FUP-eligible families and youths and make referrals to the PHA within 30 working days of receiving notification from the PHA about voucher availability.
 - 2) PCWA will refer priority families as soon as they are identified without waiting for the successful completion of case management plans.
 - 3) PCWA caseworkers or ILS will work with FUP-eligible families and youth to complete an HCV pre-application form for a FUP voucher.
 - 4) PCWA will then transmit via secure, encrypted email, a list of referrals and/or completed preapplication forms to PHA.
 - 5) PHA will verify eligibility of pre-applicants and place FUP-eligible families and youths, not on HCV waiting list.
- f. The PCWA will commit staff resources to provide follow-up supportive services after the youth leases a unit, documenting the source of funding for services being provided.
- g. Comply with the provisions of the MOU.
- h. Upon notification that vouchers have been awarded, the PCWA will train PHA and CoC staff on the work of the PCWA as it related to FUP-eligible families and FUP-eligible youth;
- i. The PCWA will conduct regular meeting (at least quarterly) with the PHA and CoC
- j. The PCWA will utilize resources to provide post-move counseling to families and youth who successfully lease-up with a FUP voucher through general state funding that covers caseworker cost. Post-move services are customized for each household.
- k. Case Management to FUP Families
- 1) The PCWA will negotiate a case plan with the family and youth to outline services to match any needs identified in the assessment. Family and community partners participate in case planning conference with the caseworker. PCWA collaborates with community agencies (schools, community action agencies, health departments, child care providers, mental health providers, health care providers, etc.) to provide supportive services to families to decrease the high-risk patterns of behaviors within the family/youth, prevent recurrence of maltreatment, and provide caregivers with skills to safely parent the children at home. While a case is open for ongoing services the worker will make at least monthly home visits to the family and children, documenting progress and continued areas of concern. The caseworker will also maintain contact with service providers involved with the family.
 - 2) PCWA case management services may include:
 - Assessments and classes
 - Attending treatment team meetings

- Participating in the child's school meetings
 - Providing placement support
 - Completing collateral interviews to assess the progress of the family's case plan
 - First Steps early intervention for children ages 0-3 years
 - Health Access Nurturing Development Services
 - Mental Health Services
 - Treatment services
 - Child Care Assistance
 - Local health departments and Medicaid Providers
- 3) The PCWA routinely refers families to Medicaid providers, community action agencies, maternal and child health or early intervention providers, food pantries, housing agencies, child care providers, private foster care providers, school and educational resources, faith-based organizations, area development districts and workforce investment boards, rape crisis centers, domestic violence shelters, children's advocacy centers, and other providers whose services may be needed.
- 4) The duration of case management made available by the PCWA is contingent upon the assessed needs of the family, family cooperation with the case plan, and court interventions. Typically, if a child has been removed from the child's home or origin, the case remains open for approximately seven to ten months but may extend well past this.

VIII. CoC Responsibilities

- a. The CoC will integrate the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process;
- b. The CoC's coordinated entry process will be advertised by education of mainstream service providers;
- c. All youth aged 24 and under will be assessed using a common assessment tool, the Transition Age Youth-Vulnerability Index-Service Prioritization Decision Assistance Tool (TAY-VI-Spdat).
- d. The CoC will accept referrals from the PCWA and PHA of youths who may be eligible for CoC services and housing assistance whether or not they are FUP-eligible.
- e. The CoC will place eligible youth on the Coordinate Entry prioritization list for other housing available to the general population experiencing homelessness. This will ensure youth are not excluded from other housing opportunities simply because they might be FUP-eligible.
- f. The CoC will identify services, if any, to be provided using CoC program funds to youth who qualify for CoC program assistance;
- g. The CoC will make referrals of FUP-eligible youth to the PCWA;
- h. The CoC will adopt a policy requiring TAY-VI-SPDAT assessors to ask youth if they have previously been in foster care, subject to applicable privacy laws and policies;
- i. The CoC will participate in regular meetings conducted by the PHA and PCWA (at least quarterly);
- j. The CoC upon notification that vouchers have been awarded, train PHA and PCWA staff on the work of the CoC; and

- k. Comply with the provisions of the MOU.

IX. MOU Items Related to HUD Rating Factors

a. Self-Sufficiency Programs

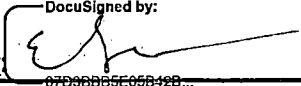
- 1) The Lexington-Fayette Urban County Housing Authority (LHA) currently administers the HUD-Family Self-Sufficiency Program, promoting self-sufficiency and purposes strategies to encourage enrollment and participation of FUP-eligible families in its Family Self-Sufficiency program. All FUP eligible families will be encouraged to participate in the program. LHA certifies to adoption of the strategies within three months of being awarded FUP vouchers.

b. Supportive Assistance for Youth to 36 months

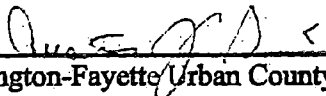
- 1) The PHA will assign a PHA caseworker to FUP eligible youth upon issuance of voucher:
 - a. To assess and identify the family's needs in order to be successful with the requirements of the HCV program.
 - b. Referrals will be made by PHA caseworker to address the family's housing needs.
 - c. PHA caseworker will meet with family/youth to follow up on referrals and provide new referrals as necessary.
 - d. PHA caseworker will meet with family/youth quarterly to ensure family/youth needs are being met and will coordinate needs with PCWA.
 - e. Case Management will be provided to FUP eligible youth for 36 months after the family is issued a voucher or termination of assistance, whichever date is first.

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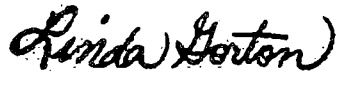
In agreement with the provisions of this FUP MOU:

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By:  Title: Deputy Commissioner
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Cabinet for Health and Family Services (PCWA)

12/17/2019 | 1:01 PM PST
Date

By:  <
Lexington-Fayette Urban County Housing Authority, Austin Simms, Executive Director

12/3/19
Date

By: 
Lexington-Fayette Urban County Government, Linda Gorton, Mayor

12/5/19
Date

ORIGINAL AGREEMENT (2nd Party)

Approvals

This Memorandum of Understanding (MOU) is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

1st Party Signature (Vendor Name):


Signature

Title

Printed Name

Date

2nd Party Signature (CHFS):

DocuSigned by:


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Signature

Secretary
Title


Eric Friedlander

Printed Name

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Date

Department's Commissioner:

DocuSigned by:


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Signature

Deputy Commissioner
Title


Elizabeth Caywood

Printed Name

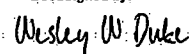
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Date

Approved as to form and legality:

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Legal

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