

**FY 2020 CONSOLIDATED BLOCK GRANT-  
SOCIAL SERVICES BLOCK GRANT  
INTENDED USE PLAN &  
PRE-EXPENDITURE REPORT**



**DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS**

**ROBERT H. HUNTER  
SECRETARY**

**October 01, 2019 through September 30, 2020**

**RALPH DLG TORRES  
GOVERNOR**

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**Appendix:** Federal Financial Reporting (FFR) Form SF- 425

**Appendix:** FY 2019 CNMI Indirect Cost Agreement

**VII. ADDITIONAL INFORMATION**

- A. U.S. 2010 Census Summary Report Table #6-3, School Enrollment, Educational Attainment and Sex by Income.
- B. U.S. 2010 Census Summary Report Table #6-5, Work Status by Income.
- C. DCCA-Division of Youth Services Organizational Chart.
- D. DCCA- Division of Youth Services Functional Chart.
- E. 2019 Federal Poverty Guideline, HHS.
- F. FYs 2016-2018 Compilation on Children & Adults Served.

**II. Letter of Transmittal**

### III. PUBLIC INSPECTION REQUIREMENT

#### A. Public Hearing

1. Saipan – Multi- Purpose Center, August 14, 2019, 5:30-6:30 p.m.
2. Tinian – Tinian Youth Center, August 20, 2019, 5:30-6:30 p.m.
3. Rota – Rota Mayor’s Office, August 22, 2019, 2:30-3:30 p.m.

#### B. Public Inspection of SSBG Pre-Expenditure Report

1. The hard copies of the SSBG Pre-Expenditure Report and Intended Use Plan may be picked up at the DYS office located at the Chalan Piao Plaza Building next to Bank of Guam in Chalan Piao. It can be viewed and downloaded from the following websites:

- ✓ Division of Youth Services website: <http://www.dys.gov.mp>. or
- ✓ CNMI Office of the Governor website: <http://www.gov.mp>
  - Mr. Kevin Bautista is the contact person and his information is as follows:

Mr. Kevin Bautista  
Governor’s Press Secretary  
Tel. # (670) 237-2216

#### C. Legislative Joint Hearing

1. The joint legislative hearing was held on August 09, 2019, 10:00 a.m. at the House Chambers, CNMI Legislature.

### IV. THE NARRATIVE PRE-EXPENDITURE REPORT

#### A. Administrative Operations

##### 1. State Administrative Agency

The Division of Youth Services (DYS) under the auspices of the Department of Community and Cultural Affairs (DCCA) is the mandated state agency to provide social service programs for children, youth, and families throughout the Commonwealth of the Northern Mariana Islands (CNMI). The proposal is submitted pursuant to 45 CFR 97 under the authority of the Social Services Block Grant – Title XX, as amended and codified at 42 U.S.C. § 1397 et seq. The implementing regulations for SSBG are authorized by Omnibus Budget Reconciliation Act of 1981 and are published at 45 CFR Part 96. Requirements specific to SSBG are found in 45 CFR § 96.70 through § 96.74. The following U.S. Department of Health and Human Services (HHS) estimated awards are hereby submitted for consolidation:

CFDA #	GRANT TITLES	GRANT AMOUNT
93.669	CHILD ABUSE & NEGLECT PREVENTION & TREATMENT ACT	\$68,691
93.645	CHILD WELFARE SERVICES	\$150,461
93.643	CHILDREN’S JUSTICE	\$53,270

93.569	COMMUNITY SERVICES BLOCK GRANT	\$575,176
93.556	PROMOTING SAFE & STABLE FAMILIES	\$158,040
93.556	PROMOTING SAFE & STABLE FAMILIES- CASEWORKER VISITATION	\$5,696
93.590	COMM-BASED CHILD ABUSE PREVENTION	\$200,000
93.671	FAMILY VIOLENCE PREVENTION	\$132,738
93.667	SOCIAL SERVICES BLOCK GRANT – Title XX	\$54,986
93.590	COMMUNITY-BASED CHILD ABUSE PREVENTION (CARRY OVER)	\$23,779
93.669	CHILD ABUSE & NEGLECT PREVENTION & TREATMENT ACT (CARRY OVER)	\$61,719
93.643	CHILDREN’S JUSTICE (CARRY OVER)	\$11,364
	<b>TOTAL GRANT APPLICATION AMOUNT</b>	<b>\$ 1,495,920</b>

Pursuant to 45 CFR 97.13(b), this application specifies the following HHS programs under whose authority the funds are to be expended:

**TITLE XX, SOCIAL SERVICES BLOCK GRANT \$ 1,495,920**

**1. STATE OFFICE**

**A. Mission & Responsibilities**

The Division of Youth Services (DYS) has the responsibility to provide community- and evidence-based programs and services: to assist the youth population in coping with adversities in their lives, that when left unaddressed will result with lifelong negative repercussions, which includes their health; to assist near poverty and poverty-stricken families overcome governmental subsistence through education, training and job placement, and be “employment ready”; to refer clients and families to other partnering social service agencies to avail other necessary care; and collaborate and advocate on all the levels of governmental organizations to initiate more resilient social services and other supportive policies and procedures to effectuate the “Theory of Change.”

- 1) **Mission:** *“Strengthening families by promoting the well-being of children, youth, adults and communities.”*

The focus is on educational, intervention, and preventative programs and services that provide children, youth, and families the opportunities to interact, to learn life skills, and to develop the ability to cope with challenges. Additional programs attempt to reduce and when possible eradicate child abuse & neglect, juvenile delinquency, youth violence, and other related social problems plaguing families. The community outreach and display activities educate the communities of the Division’s programs and services.

- 2) **Vision:** *Families in the Commonwealth of the Northern Mariana Islands will be self-sufficient, self-reliant and economically, socially and culturally independent.*

The vision illustrates the distinguishing and unique attributes of the services and programs which provides expediency to the children, youth, and families: the multi-functionality and the diversity of the personnel allow the continuity of services which support the complexities and multi-faceted social problems.

DCCA-DYS serves the following consumers:

- ✓ Victims of child abuse and/or neglect and their families
- ✓ Juvenile Offenders and their families
- ✓ Youths in the community (Prevention Programs)
- ✓ Parents in the community (Prevention Programs)
- ✓ Low Income Households
- ✓ Homeless Individuals and Families
- ✓ Individuals and Families Who Are at Risk of Being Homeless
- ✓ Children and Families Affected by Natural Disaster

**B. Division of Youth Services is comprised of the following major units/programs:**

**1. ADMINISTRATIVE SUPPORT UNIT**

The DYS Administrator and support unit ensures that the agency’s mission is successfully achieved by assisting the major units and programs in meeting its goals by providing support in the following areas:

- ✓ Administrative & Technical Support
- ✓ Human Resource
- ✓ Financial Management
- ✓ Grants Management
- ✓ Program Resources
- ✓ Planning
- ✓ Professional Development Trainings
- ✓ Program Reports and Data

**ADMINISTRATIVE SUPPORT ACTION PLAN**

**Goal 1: TO INCREASE ORGANIZATIONAL CAPACITY**

**OBJECTIVE 1.1: To update written procedures**

Action	Timeframe	Desired Outcome
Strategy 1: Update SOP through multiple work sessions with the Children’s Bureau/Child	December 31, 2019	✓ Updated Standard Operating Procedures for DYS Units/Programs



Welfare Capacity Building Technical Assistance	March 1, 2020	✓ SOP Legal Sufficiency Approval
Strategy 2: Provide updated SOP copy to the AG's Office for review on legal sufficiency	March 1, 2020	✓ Internal Control Measures in Place
Strategy 3: Review and update DYS internal control measures policies and forms		

**OBJECTIVE 1.2: To increase program and service delivery resources**

Action	Timeframe	Desired Outcome
Strategy 1: Comply with current grant funding requirements	September 30, 2020	✓ Post Expenditure Report  ✓ FY 2020 Annual Report  ✓ FY 2021 CBG State Plan
Strategy 2: Compile and submit Annual Consolidated Block Grant State Plan	September 30, 2020	✓ Two (2) New Funding Source
Strategy 3: Apply for additional funding resources.	September 30, 2020	

**OBJECTIVE 1.3: To meet daily operational needs**

Action	Timeframe	Desired Outcome
Strategy 1: Process and procure daily operational and office supply needs to meet service delivery	September 30, 2020	✓ Program and Service Needs Met
Strategy 2: Process travel authorizations for client services, community presentations, community partnership activities and personnel training	September 30, 2020	✓ Completion of Services ✓ Completion of Trainings

Strategy 3: Purchase two (2) new vehicles to meet daily operations.	December 31, 2019	<ul style="list-style-type: none"> <li>✓ Increased access to services</li> <li>✓ Increased access to offices</li> </ul>
Strategy 4: Maintain office rental space for Saipan, Tinian and Rota.	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Financial Management System</li> <li>✓ Financial obligations cleared</li> </ul>
Strategy 5: Maintain accounting system to include setting up accounts, reprogramming, processing purchase requisitions, forwarding invoices for payments	September 30, 2020	

**OBJECTIVE 1.4: To address human resource needs**

Action	Timeframe	Desired Outcome
Strategy 1: Maintain the number of FTEs and process annual Within Grade Increases (WGI) and Merit Bonuses for eligible personnel based on anniversary dates, performance evaluations and availability of funding	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Program Staffing Needs Met (See Organizational Chart)</li> </ul>
Strategy 2: Update all personnel jackets	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Updated employee record</li> </ul>

**OBJECTIVE 1.5: To comply with health and safety requirements**

Action	Timeframe	Desired Outcome
Strategy 1: Assist with building safety inspections with the Department of Public Works for DYS offices and program outlets.	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Certificate of Occupancy for DYS Office, Shelter, Tanapag Youth Center and Kagman Community Center</li> </ul>
Strategy 2: Assist with fire safety inspections with Dept. of Fire and Emergency	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Meet Fire Safety Requirements for the above buildings</li> </ul>

Medical services (DFEMS) for DYS offices and program outlets.		
Strategy 3: Assist with health and sanitation inspections for program outlets.	November 30, 2019	✓ Meet Health and Safety Inspection Requirements
Strategy 4: Coordinate Food Handler's permit scheduling for all staff working with programs handling food.	November 30, 2019	✓ Food Handler permits for 20 DYS staff
Strategy 5: Assist with securing Child Care License for all program outlets directly working with children.	January 31, 2020	✓ Shelter, Tanapag Youth Center and Kagman Community Center licensed

**OBJECTIVE 1.6: To evaluate programs and measure performance**

Action	Timeframe	Desired Outcome
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**OBJECTIVE 1.7: To strengthen community awareness and partnerships**

Action	Timeframe	Desired Outcome
Strategy 1: Increase new and maintain existing public and private partnerships.	September 30, 2020	✓ Leveraging of Resources
Strategy 2: Secure MOU with partners identifying specific service delivery.	September 30, 2020	✓ Leveraging of Resources ✓ Increased Access to programs and services
Strategy 3: Coordinate media productions, including DYS website, fb account, etc.	September 30, 2020	✓ Increased public awareness on DYS programs and services

Goal 2: TO INCREASE PROFESSIONAL DEVELOPMENT OPPORTUNITIES

OBJECTIVE 1.I: To coordinate trainings

Action	Timeframe	Desired Outcome
Strategy 1: Conduct Standard Operating Procedure trainings	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Updated Standard Operating Procedure</li> <li>✓ Trained staff on SOP</li> </ul>
Strategy 2: Conduct inter-unit meetings/trainings.	September 30, 2020	<ul style="list-style-type: none"> <li>✓ At least four (4) completed</li> </ul>
Strategy 3: Coordinate inter-agency/multi-disciplinary trainings.	September 30, 2020	<ul style="list-style-type: none"> <li>✓ At least two (2) completed</li> </ul>
Strategy 4: Coordinate on-line trainings.	September 30, 2020	<ul style="list-style-type: none"> <li>✓ At least four (4) completed</li> </ul>
Strategy 5: Coordinate off-island trainings.	September 30, 2020	<ul style="list-style-type: none"> <li>✓ At least one (1) completed per unit/program</li> </ul>

**2. CHILD PROTECTIVE SERVICES (CPS)**

The Child Protective Services (CPS) is legally mandated to protect the children who have been abused/neglected, or who are at risk of abuse/neglect. CPS is responsible for child abuse and neglect cases and Foster Care programs.

a) Protective Services

The CPS personnel responds and intervenes to reported cases of child maltreatment. These types of cases are complex in nature and often require a substantial amount of work time to help resolve factors that may be contributing to the abuse and neglect. The unit is on a 24/7 response system to ensure that each report of child maltreatment is accommodated.

Additionally, the unit provides the following services:

- ✓ Advocacy
- ✓ Crisis Intervention
- ✓ Investigation
- ✓ Case Management – Intakes - Safety Assessment, Family Service Plans, Placements (Shelter or Foster), Case Closures
- ✓ Linkage and Referrals to community resources
- ✓ Adoption & Home Studies

- ✓ Public Awareness/Education

b) Foster Care Program

This program provides for a long-term care for children who cannot live with their families for an extensive period of time. The children may live with kinship or foster parents. The help of foster families aims to reduce the risk of maltreatment, enabling change and reunification to occur. Kinship/Foster Parents who meet placement requirements are provided a stipend of \$250/child/month.

- ✓ Kinship/relative placement
- ✓ Foster placement
- ✓ Support for Kinship/Foster Children
- ✓ Support for Kinship/Foster Families
- ✓ Home monitoring
- ✓ Home assessment
- ✓ Supervised Visitation
- ✓ Counseling
- ✓ Family Preservation
- ✓ Linkage & Referral to community resources
- ✓ Family Reunification

CHILD PROTECTIVE SERVICES ACTION PLAN

Goal 1: TO INCREASE PROGRAM CAPACITY

OBJECTIVE 1.1: To update written procedures and forms

Action	Timeframe	Desired Outcome
1.1.1 Conduct Standard Operating Procedure training on Child Protective Services and Foster Care procedures to include review and updates	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Best Practices</li> <li>✓ Two (2) SOP trainings completed</li> </ul>
1.1.2 Review and update forms utilized from intake to closure	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Forms are updated as to data and SOP requirements</li> </ul>

OBJECTIVE 1.2: To develop a unified approach in case management

Action	Timeframe	Desired Outcome
1.2.1 Conduct Case Review on all CPS Cases (Saipan, Tinian & Rota)	Monthly	<ul style="list-style-type: none"> <li>✓ Peer Review</li> <li>✓ Best Practices</li> <li>✓ Case Closure</li> <li>✓ Twelve (12) case reviews completed</li> </ul>
1.2.2 Conduct Inter-Unit meetings on programs and services	Quarterly (December 2019, March 2020, June)	<ul style="list-style-type: none"> <li>✓ Systematic approach and outcomes</li> <li>✓ Four (4) meetings completed</li> </ul>

	2020 & September 2020)	
1.2.3 Conduct Inter-Agency meetings on programs and services	Quarterly (December 2019, March 2020, June 2020 & September 2020)	<ul style="list-style-type: none"> <li>✓ Systematic approach and outcomes</li> <li>✓ Four (4) meetings completed</li> </ul>

**OBJECTIVE 1.3: To coordinate professional development opportunities**

Action	Timeframe	Desired Outcome
1.3.1 Coordinate Child Abuse and Neglect Trainings	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Two (2) Child Abuse and Neglect trainings completed</li> </ul>
1.3.2 Coordinate Foster Care Training	January 30, 2021	<ul style="list-style-type: none"> <li>✓ One (1) Foster Care training completed</li> </ul>
1.3.3 Coordinate available on-line trainings/webinars	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Two (2) On-line trainings/webinars completed</li> </ul>

**OBJECTIVE 1.4: To strengthen community awareness and partnerships**

Action	Timeframe	Desired Outcome
1.4.1 Conduct Presentation on Mandated Reporters & Case Process	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Increase awareness amongst Mandated Reporters</li> <li>✓ Twelve (12) Mandated Reporter Presentations completed</li> </ul>
1.4.2 Conduct Presentation on Child Abuse and Neglect (CAN) to School-Aged Children and Community Organizations	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Increase Awareness on Child Safety &amp; Well-being</li> <li>✓ Twelve (12) CAN presentations completed</li> </ul>
1.4.3 Conduct outreach at community/partnership events	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Increase Awareness on CAN</li> <li>✓ Five (5) CAN outreach completed</li> </ul>

**Goal 2: TO PROVIDE DIRECT AND SUPPORTIVE SERVICES TO CHILD ABUSE AND NEGLECT VICTIMS AND THEIR FAMILIES**

**OBJECTIVE 2.1: To investigate and conduct all necessary assessments**

Action	Timeframe	Desired Outcome
2.1.1 Conduct Crisis Intervention	24/7, as reported	<ul style="list-style-type: none"> <li>✓ Child's safety addressed</li> </ul>

2.1.2 Conduct ongoing monitoring and assessment	As scheduled	✓ Child's safety addressed
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**OBJECTIVE 2.2: To coordinate safe placement**

Action	Timeframe	Desired Outcome
2.2.1 Place child (ren) with Emergency Shelter for protective custody	24/7, as reported	✓ Child's Safety addressed
2.2.2 Coordinate kinship placement when family placement is identified	As determined by service Plan	✓ Child's Safety addressed ✓ Long term placement needs met
2.2.3 Coordinate foster care placement	As determined by service plan	✓ Child's Safety addressed ✓ Long term placement needs met

**OBJECTIVE 2.3: To coordinate case management services**

Action	Timeframe	Desired Outcome
2.3.1 Conduct forensic interview	As required	✓ Child Safety Addressed ✓ Evidence gathered
2.3.2 Prepare for and attend wardship/review hearings	Preliminary / Wardship/Review Hearing Schedule	✓ Monitoring on case progress
2.3.3 Formulate and implement service plan	As determined by monitoring and assessments	✓ Direct and support services met
2.3.4 Coordinate interunit referrals	As determined by service plan	✓ Support Services met
2.3.5 Coordinate interagency referrals	As determined by service plan	✓ Support services met
2.3.6 Facilitate family reunification process	As determined by service plan	✓ Child and family services completed ✓ Family reunification

**3. EMERGENCY SHELTER PROGRAM (ESP)**

This program provides temporary direct care and supervision for children who are adjudicated as state wards, legally removed from home for protective custody. The children placed in the shelter's care are provided a "home away from home" atmosphere with safety and services such as:

- ✓ Daily nutritious meals/snacks
- ✓ School assignments/project and academic tutoring
- ✓ Transportation
- ✓ Counseling
- ✓ Support Group Sessions

- ✓ Life Skills Activities
- ✓ Recreational Activities

## EMERGENCY SHELTER ACTION PLAN

### Goal 1: TO INCREASE PROGRAM CAPACITY

#### OBJECTIVE 1.1: To update written procedures and forms

Action	Timeframe	Desired Outcome
1.1.1 Conduct Standard Operating Procedure training on Emergency Shelter procedures to include review and updates	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Best Practices</li> <li>✓ Two (2) SOP trainings completed</li> </ul>
1.1.2 Review and update forms utilized from intake to release	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Forms are updated as to data and SOP requirements</li> </ul>

#### OBJECTIVE 1.2: To address health and safety requirements

Action	Timeframe	Desired Outcome
1.2.1 Complete building safety code inspection	November 2019	<ul style="list-style-type: none"> <li>✓ Certificate of Occupancy obtained</li> </ul>
1.2.2 Complete food handler doctor visit and class	October 2019	<ul style="list-style-type: none"> <li>✓ Food Handler Permit</li> </ul>
1.2.3 Complete sanitation inspection	October 2019	<ul style="list-style-type: none"> <li>✓ Inspection clearance</li> </ul>
1.2.4 Formulate a fire evacuation plan	October 2019	<ul style="list-style-type: none"> <li>✓ Fire evacuation plan and maps</li> </ul>
1.2.5 Complete fire safety code inspection	November 2019	<ul style="list-style-type: none"> <li>✓ Fire Safety Inspection requirements met</li> </ul>
1.2.6 Complete a natural disaster evacuation plan	December 2019	<ul style="list-style-type: none"> <li>✓ Disaster Preparedness Plan procedures</li> </ul>
1.2.7 Submit application for Child Care Licensing	December 2019	<ul style="list-style-type: none"> <li>✓ Child Care License obtained</li> </ul>

#### OBJECTIVE 1.3: To coordinate professional development opportunities

Action	Timeframe	Desired Outcome
1.3.1 Attend Emergency Shelter operations trainings that caters to	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Two (2) trainings completed</li> </ul>



victims of Child Abuse and Neglect; Homeless Youth		
1.3.2 Attend Child growth and development, nutrition, serving children with disabilities and mental health trainings	September 2020	✓ Four (4) trainings completed
1.3.3 Attend DYS Parenting Classes	September 2020	✓ Three (3) classes completed
1.3.4 Coordinate available on-line trainings/webinars	September 30, 2020	✓ Two (2) On-line trainings/webinars completed
1.3.5 Cross Train with the Child Protective Services Unit	Ongoing	✓ Background Knowledge and Skill Building
1.3.6 Complete NIMS 100 and 200	September 2020	✓ NIMS Certification ✓ Disaster Preparedness
1.3.7 Complete First Aid and CPR Training	September 2020	✓ First Aid/CPR Certification

**OBJECTIVE 1.4: To strengthen community awareness and partnerships**

Action	Timeframe	Desired Outcome
1.4.1 Conduct outreach at community/partnership events	September 30, 2020	✓ Increase Awareness on Emergency Shelter functions ✓ Four (4) Emergency Shelter outreach completed

**Goal 2: TO PROVIDE DIRECT AND SUPPORTIVE SERVICES TO CHILD ABUSE AND NEGLECT VICTIMS**

**OBJECTIVE 2.1: To coordinate and implement emergency shelter programs and services**

Action	Timeframe	Desired Outcome
2.2.1 Conduct client intake and maintain client inventory	24/7, as new client (s) arrive	✓ Completion of required intake documentations
2.2.2 Coordinate scheduling of client services	Daily	✓ Appointment schedule met
2.2.3 Prepare daily snacks and meals for clients	Daily	✓ Client meals served

2.2.4 Maintain client hygiene	Daily	✓ Client hygienical needs met
2.2.5 Address client medical needs	As needed	✓ Medical needs met
2.2.6 Address client educational needs	Ongoing	✓ School requirements met
2.2.7 Coordinate youth development activities	Monthly	✓ Twelve (12) activities (dependent on intake)
2.2.8 Provide clearance for client release	Upon notice for client release	✓ Exit clearance ✓ Completion of required exit documentations

#### 4. JUVENILE PROBATION UNIT (JPU)

The mission of the Juvenile Probation Unit is to ensure public safety, build competencies within the offender and their families, reduce recidivism, restore victim's safety and protect the community. This will be accomplished through the following:

- Crisis Intervention
- Case Management (Home visits/monitoring, status reports, pre-disposition reports, restitution reports, curfew monitoring)
- Linkage and referrals to community resources.
- Public Awareness/Education

#### JUVENILE PROBATION UNIT ACTION PLAN

##### Goal 1: TO INCREASE PROGRAM CAPACITY

##### OBJECTIVE 1.1: To update written procedures and forms

Action	Timeframe	Desired Outcome
1.1.1 Conduct Standard Operating Procedure training on Juvenile Probation procedures to include review and updates	September 30, 2020	✓ Best Practices ✓ Two (2) SOP trainings completed
1.1.2 Review and update forms utilized from intake to closure	September 30, 2020	✓ Forms are updated as to data and SOP requirements

##### OBJECTIVE 1.2: To develop a unified approach in case management

Action	Timeframe	Desired Outcome
1.2.1 Conduct Case Review on all JPU Cases (Saipan, Tinian & Rota)	Monthly	✓ Peer Review ✓ Best Practices ✓ Case Closure ✓ Twelve (12) case reviews completed

1.2.2 Conduct Inter-Unit meetings on programs and services	Quarterly (December 2019, March 2020, June 2020 & September 2020)	<ul style="list-style-type: none"> <li>✓ Systematic approach and outcomes</li> <li>✓ Four (4) meetings completed</li> </ul>
1.2.3 Conduct Inter-Agency meetings on programs and services	Quarterly (December 2019, March 2020, June 2020 & September 2020)	<ul style="list-style-type: none"> <li>✓ Systematic approach and outcomes</li> <li>✓ Four (4) meetings completed</li> </ul>

**OBJECTIVE 1.3: To coordinate professional development opportunities**

Action	Timeframe	Desired Outcome
1.3.1 Attend probation and community corrections trainings	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Two (2) probation and community corrections trainings completed</li> </ul>
1.3.2 Coordinate available on-line trainings/webinars	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Two (2) On-line trainings/webinars completed</li> </ul>

**OBJECTIVE 1.4: To strengthen community awareness and partnerships**

Action	Timeframe	Desired Outcome
1.4.1 Conduct school/community presentations	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Increase awareness on Juvenile Probation process</li> <li>✓ Four (4) school/community presentations completed</li> </ul>
1.4.2 Conduct outreach at community/partnership events	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Increase Awareness on Juvenile Probation functions</li> <li>✓ Four (4) Juvenile Probation outreach completed</li> </ul>

**Goal 2: TO PROVIDE DIRECT AND SUPPORTIVE SERVICES TO JUVENILE PROBATIONERS AND THEIR FAMILIES**

**OBJECTIVE 2.1: Respond to juvenile delinquency reports**

Action	Timeframe	Desired Outcome
2.1.1 Conduct crisis intervention	24/7, as reported	<ul style="list-style-type: none"> <li>✓ Juvenile and Family Safety Addressed</li> </ul>
2.1.2 Perform risk assessments	As reported	<ul style="list-style-type: none"> <li>✓ Guidance for probation plan</li> </ul>
2.1.3 Conduct home and school assessments	As reported	<ul style="list-style-type: none"> <li>✓ Guidance for probation plan</li> </ul>

**OBJECTIVE 2.2: To coordinate juvenile probation case management services**

Action	Timeframe	Desired Outcome
2.2.1 Attend court proceedings	Probation period	✓ Ongoing monitoring of court conditions
2.2.2 Formulate and implement probation plans	Probation period	✓ Juvenile and family services met
2.2.3 Coordinate services for juveniles detained	Detention period	✓ Juvenile educational and rehabilitative services met
2.3.4 Coordinate interunit referrals	As determined by service plan	✓ Direct and support services met
2.3.5 Coordinate interagency referrals	As determined by service plan	✓ Support services met
Coordinate community work service	August 2020	✓ Juvenile Probation condition satisfied
Curfew monitoring	Probation Period	✓ Juvenile Probation condition satisfied
Coordinate services with Student Attendance Review Committee	<ul style="list-style-type: none"> <li>✓ Weekly interventions</li> <li>✓ Monthly meetings</li> </ul>	✓ 10% decrease in # of truancy reported cases

**5. FAMILY & YOUTH ENHANCEMENT PROGRAM (F&YEP)**

The program’s goal is to provide preventative and supportive activities that would assist youths and families in developing sustainable cognitive skills to eliminate at-risk behaviors and provide opportunities for more positive lifestyle, enhancing their capacity to make healthier life choices and achieve self-sufficiency. There are (3) sub-units within this program:

**a. Youth Services**

The program provides evidence-based programs to assist youth acquire life skills for positive development/behavior change necessary to successfully manage their adolescence years. The program delivers intervention and prevention services addressing drugs and underage drinking; effectively using public resources to provided family assistance and support; volunteering and leadership development; F&YEP contracts professional services, and referrals to CHCC-Community Guidance Center, Behavioral Health Solutions and Marianas Counseling Services and Treatment Services for mental health services and therapy.

- 1) **Assessment/intake** for case plan, program placement and referral.
- 2) **Case Management** development and implementation of client case plan which facilitate treatment, program placement, and progress toward positive outcome and goal.
  - Counseling sessions; available to all DYS’ clients.
  - Psychological Evaluations; available to all DYS’ clients and to include the Juvenile Detainees at the Department of Corrections.

### 3) Evidences-based intervention and prevention programs:

- **Aggression Replacement Training® (ART)** *Psycho-educational cognitive behavioral intervention focusing specifically on the problems associated with youth's aggressive behaviors and teaching them skills to choose a positive alternative behavior. (10 weeks program)*

Core Components:

- Skill streaming.
- Anger control training.
- Moral reasoning training specific emphasis is placed on motivation and resistance to change.

- **Teen Matrix/Drug & Alcohol** *cognitive-based "behavior change" curricula*

- Cognitive Life Skills *helps juveniles overcome negative habits and learn essential skills and alternative coping mechanisms that they can easily incorporate into their lives. This program helps juvenile achieve positive behavior change and gets them moving in the right direction for leading pro-social, productive lives (14 weeks program)*
- Truancy program *is for young people who need additional skills and encouragement to fully comprehend why school attendance is vital to their future success (10 week program)*
- High Risk Offender *program teaches critical cognitive thinking skills, decision making skills, positive goal development and planning (27 week program)*

- **Botvin Life Skills Training:** *is a research-validated substance abuse prevention program proven to reduce the risks of alcohol, tobacco, drug abuse and violence by targeting the major social and psychological factors that promote the initiation of substance use and other risky behaviors. This comprehensive and exciting program will provide the middle school and high school students with the confidence and skills necessary to successfully navigate through the challenging situations. The staffs are certified trainers and they will implement the Middle School and High School Curricula. The following are the three major components of the curricula:*

- Drug Resistance Skills: *These will enable young people to recognize and challenge common misconceptions about tobacco, alcohol and other drug use. Through coaching and practice, they learn information and practical ATOD (Alcohol, Tobacco and Other Drug use) resistance skills for dealing with peers and media pressure.*
- Personal Self-Management Skills: *Students learn how to examine their self-image and its effects on behavior; set goals and keep track of personal progress; identify everyday decisions and how they may be influenced by others; analyze problem situations, and consider the consequences of each alternative solution before making*

*decisions; reduce stress and anxiety, and look at personal challenges in a positive light.*

- ***General Social Skills:** Students develop the necessary skills to overcome shyness, communicate effectively and avoid misunderstandings, initiate and carry out conversations, handle social requests, utilize both verbal and nonverbal assertiveness skills to make or refuse requests, and recognize that they have choices other than aggression or passively when faced with tough situations.*
- 4) **Juvenile Detention Programs/Services:** All programs and services offered under the FYEP Youth Services is made available to the Juvenile Detention youth residents.
- *Behavioral Modification Program: A Point System is a behavioral management method in which rewards detainees with points. These incentives for acceptable behavior during their stay and motivates the frequency of positive choices.in which can be used in the Canteen to purchase snacks, The participants learn how to identify values in which aids them to set effective personal goals. This process is ongoing, fueling fundamental motivation and fueling a positive attitude. Through the accountability logs, the participants sustain the commitment, transparently showing that they are walking the walk rather than being full of talk.*
- 5) **After-school Program and Summer Youth Program:** Provides a mix of academic support, recreational activities, cultural mentoring, character building lessons, drug & alcohol prevention lessons in a fun learning environment at the Tanapag Youth Center every Tuesday's and Thursday's from 3:00pm - 5:00pm.
- 6) **Cooperative Education Program:** "Co-op" is designed to assist students prepare to join the workforce by graduation. In the classroom, the students learn to fill out the job application, choose the job openings, etc. At the job site, the employer will orientate the students to the culture of the work place. Attendance and performance evaluation of the student worker is recorded and submitted to the respective schools. Mentorship from the employer is a must. The students rotate every semester and DYS has 10 positions available.

#### **b. Parent Education Services**

The program provides direct services to parents and caregivers. The main objective of the program is to train and equip parents with the skills and knowledge necessary to empower parents in their roles. In special cases with parents have a comprehension and language barriers, the certified instructors will work one-on-one and instruct in the indigenous vernacular; Carolinian and Chamorro languages.

➤ The following parent education classes and support are available:

- **Active Parenting Now and of Teens™**
- **Common Sense Parenting®**
- **Early Childhood Systematic Training for Effective Parenting (S.T.E.P.)**
- **Parents Anonymous®, Inc.**

- **Parents Anonymous® Children’s Program**

- Parent Education Services will facilitate the “*Resource Center*”; as a sub-recipient of a federal grant from the Leadership in Disability and Achievement of Hawaii. Included in the sub-grant deliverables, the division will train and assist parents and their children with disabilities understand their mandated rights. Facilitate and assist with the students’ Individualized Educational Plan (IEP).

c. **Community Service Program**

The Community Service Program serves the community through a variety of programs and services to assist the poor and near poor to reduce and eliminate the causes of poverty through the following programs and services: Conduct community outreach to increase awareness of DYS programs and services in the community.

- 1) **Transportation:** Is made available through vouchers purchased by the Division of Youth Services from the Commonwealth Office of Transit Authority. This service is offered to DYS program participants who do not have any available means of getting to their scheduled youth groups, medical appointments, re- newel of their Medicaid applications, Nutritional Assistance Program appointments, job interviews and educational related reason. Although this service is available for low- income individuals only, restrictions are also applied.
- 2) **Volunteer Program:** Recruitment of youth and adult volunteers to assist with DYS programs and events.
  - Tanapag Youth Center- After school tutoring program and youth psycho- educational groups
  - Summer Youth in Transition Camp
  - Parent Anonymous- Children’s Program
  - Community Outreach events
  - Support for DYS Units and Programs
  - Internship Programs
- 3) **Partnerships:** DYS maintains its partnerships with governmental and other non-governmental organizations for coordinated services to children, youth and families. Key partners include the following:
  - *Family Violence Task Force (FVTF)*
  - *Karidat- Guma Esperansa*
  - *NMI Coalition Against Domestic Violence & Sexual Assault*
  - *Ayuda Network, Inc. (ANI)*
  - *Northern Marianas College (NMC)- Community Development Institute (CDI)*
  - *Joeten-Kiyu Public Library(JKPL)*
  - *Northern Marianas Humanities Council- Motherread/Fatheread Program/Reading Literacy*
  - *Public School System (PSS) - Head Start Program (Saipan, Rota, Tinian)*
  - *PSS- State Systematic Instruction Plan (SSIP) & SSEP*

- *PSS- Student Attendance Review Committee (SARC)*
- *PSS- Interagency Coordinating Council*
- *PSS- Children’s Development Assistance Center (CDAC)*
- *PSS- Early Childhood Intervention Program*
- *PSS- Food & Nutrition Program*
- *PSS- Kagman High School*
- *PSS- Marianas High School*
- *PSS- Alternative Education Program*
- *PSS- Cooperative Education*
- *PSS- Office of Student & Support Services*
- *The Public Health H.O.M.E. Visiting Program*
- *CNMI Department of Public Safety*
- *CNMI Homeland Security & Emergency Management (HSEM)*
- *CNMI- Voluntary Organization Active in Disaster (VOAD)*
- *CNMI Salvation Army*
- *CNMI- Women’s Association*
- *Commonwealth HealthCare Corporation (CHCC)- Commonwealth Cancer Association*
- *CHCC- Community Guidance Center*
- *CHCC- Let’s Move Marianas Alliance*
- *CHCC- Systems of Care*
- *CHCC- Women Infant & Children Program*
- *CNMI Dept. of Labor- Workforce Investment Agency (WIOA)*
- *Sexual Assault Response Team (SART)*
- *Office of the Attorney General- Domestic Violence Intervention Center (DVIC)*
- *Criminal Justice Planning Agency (CJPA)*
- *CNMI Homeless Coalition*
- *Northern Marianas Trades Institute*
- *Commonwealth Trial Court (CTC)- Office of Adult Probation*
- *CTC- Family Court*
- *CTC- Drug Court*
- *Grace Christian Academy (GCA)*
- *Department of Fire & Emergency Medical Services (DFEMS)*
- *Office of the Governor- Youth Affairs Office*
- *Office of the Governor- Indigenous Affairs Office*
- *Office of the Governor- Women’s Affairs Office*
- *Northern Marianas Protection and Advocacy Systems, Inc. (NMPASI)*
- *DCCA Child Care and Development Fund (CCDF)*
- *DCCA Child Care Licensing*
- *DCCA Nutrition Assistance Program (NAP)*
- *DCCA Commonwealth Council for Arts and Culture*
- *DCCA Low Income Home Energy Assistance Program (LIHEAP)*
- *DCCA Office on Aging (OoA)*
- *DCCA Historic Preservation Office (HPO)*
- *DCCA Chamorro and Carolinian Language Policy Commission*
- *Department of Corrections- Juvenile Detention Facility*
- *Micronesian Youth Services Network (MYSN)*
- *CNMI Homeless Coalition*
- *Council on Developmental Disabilities*
- *Office of Vocational Rehabilitation (OVR)*



# FAMILY & YOUTH ENHANCEMENT PROGRAM ACTION PLAN

## Goal 1: TO INCREASE PROGRAM CAPACITY

### OBJECTIVE 1.1: To update written procedures and forms

Action	Timeframe	Desired Outcome
1.1.1 Conduct Standard Operating Procedure training on the Family & Youth Enhancement Program to include review and updates	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Best Practices</li> <li>✓ Two (2) SOP trainings completed</li> </ul>
1.1.2 Review and update forms utilized for youth, parent and community services	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Forms are updated as to data and SOP requirements</li> </ul>

### OBJECTIVE 1.2: To address health and safety requirements

Action	Timeframe	Desired Outcome
1.2.1 Complete building safety code inspection for Kagman Community Center (KCC) and Tanapag Youth Center (TYC)	November 2019	<ul style="list-style-type: none"> <li>✓ Certificate of Occupancy obtained</li> </ul>
1.2.3 Complete sanitation inspection for KCC and TYC	October 2019	<ul style="list-style-type: none"> <li>✓ Inspection clearance</li> </ul>
1.2.4 Formulate a fire evacuation plan for KCC and TYC	October 2019	<ul style="list-style-type: none"> <li>✓ Fire evacuation plan and maps</li> </ul>
1.2.5 Complete fire safety code inspection for KCC and TYC	November 2019	<ul style="list-style-type: none"> <li>✓ Fire Safety Inspection requirements met</li> </ul>
1.2.6 Complete a natural disaster evacuation plan for KCC and TYC	December 2019	<ul style="list-style-type: none"> <li>✓ Disaster Preparedness Plan procedures</li> </ul>
1.2.7 Submit application for Child Care Licensing for KCC and TYC	December 2019	<ul style="list-style-type: none"> <li>✓ Child Care License obtained</li> </ul>

### OBJECTIVE 1.2: To maintain a pool of facilitators, instructors and volunteers

Action	Timeframe	Desired Outcome
1.2.1 To recruit, train and certify PA facilitators	September 30, 2020	✓ Four (4) Certified Facilitators
1.2.2 To recruit, train and certify parenting class instructors	September 30, 2020	✓ Three (3) Certified Facilitators
1.2.3 To recruit, train and retain volunteers, including internships	September 30, 2020	✓ Twenty (20) trained volunteers

**OBJECTIVE 1.3: To coordinate professional development opportunities**

Action	Timeframe	Desired Outcome
1.3.1 Coordinate Family & Youth Enhancement Program Trainings	September 30, 2020	✓ Three (3) F&YEP trainings completed
1.3.2 Coordinate available on-line trainings/webinars	September 30, 2020	✓ Three (3) On-line trainings/webinars completed

**OBJECTIVE 1.4: To strengthen community awareness and partnerships**

Action	Timeframe	Desired Outcome
1.4.1 Conduct Presentation on Family & Youth Enhancement Program Youth, Parent and Community Services	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Increase program awareness</li> <li>✓ Ten (10) Presentations completed</li> </ul>
1.4.2 Conduct outreach at community/partnership events	September 30, 2020	✓ Six (6) F&YEP outreach completed

**Goal 2: TO PREVENT CHILD ABUSE/NEGLECT AND JUVENILE DELINQUENCY**

**OBJECTIVE 2.1: To implement evidence-based prevention programs**

Action	Timeframe	Desired Outcome
2.1.1 To coordinate youth programs <ul style="list-style-type: none"> <li>• Botvin Life Skills®</li> <li>• Aggression Replacement®</li> <li>• Matrix®</li> </ul>	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Two (2) Botvin Life Skills® completed</li> <li>✓ Two (2) Aggression Replacement® completed</li> <li>✓ Two (2) Matrix® completed</li> <li>✓ Four (4) Truancy Prevention Sessions completed</li> </ul>

<ul style="list-style-type: none"> <li>• Truancy Prevention Sessions</li> </ul>		
2.1.1 Coordinate and schedule parenting classes <ul style="list-style-type: none"> <li>• Early Childhood STEP</li> <li>• Commonsense Parenting</li> <li>• Active Parenting Now</li> </ul>	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Five (5) Early Childhood STEP parenting class completed</li> <li>✓ Five (5) Commonsense Parenting class completed</li> <li>✓ Two (2) Active Parenting Now class completed</li> </ul>
2.1.2 Coordinate and schedule Parents Anonymous, Inc.® parent support groups and Children's Program	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Successful completion of five (5) PA Groups</li> <li>✓ Successful completion of four (4) Children's Program</li> </ul>
2.1.3 Coordinate program linkages to address education, training and employment	Ongoing	<ul style="list-style-type: none"> <li>✓ Ten (10) case management for self-sufficiency closed</li> </ul>
2.1.4 Coordinate program linkages to address homelessness	Ongoing	<ul style="list-style-type: none"> <li>✓ Five (5) case management for homeless cases closed</li> </ul>

**OBJECTIVE 2.2: To implement support services**

Action	Timeframe	Desired Outcome
2.2.1 Inter-unit referrals	September 30, 2020	✓ Increase in child and family services
2.2.2 Coordinate inter-agency referrals	September 30, 2020	✓ Increase in child and family services
2.2.3 Coordinate a Summer Youth Empowerment Camp	August 30, 2020	✓ Four (4) Summer Camps completed
2.2.4 Coordinate Parent Development Workshops	September 30, 2020	✓ Three (3) Parent Development Workshops
2.2.5 Coordinate Youth and Parent Mentorship Activities	September 30, 2020	<ul style="list-style-type: none"> <li>✓ Three (3) Youth</li> <li>✓ Three (3) Adult</li> </ul>
2.2.6 Coordinate volunteer service opportunities	September 30, 2020	✓ Twenty (20) volunteer certification

2.2.7 Coordinate rehabilitative services for Juvenile Detention clients	Ongoing	<ul style="list-style-type: none"> <li>✓ Educational Session completed</li> <li>✓ Counseling Session completed</li> <li>✓ Skill Building Session completed</li> </ul>
2.2.8 Provide informational resources for parent with children with disabilities	Ongoing	<ul style="list-style-type: none"> <li>✓ Information provided to one-hundred (100) parents with children with disabilities</li> </ul>

## B. Fiscal Operations

**1. Criteria for Distribution** – The Division allocates funds to each program and/or activities as the unit justifies the need. The administrator and the supervisors will review, identify and prioritize critical need areas.

**2. Planning Process for Use and Distribution Funds-** The Division will process annual and merit increment of personnel salaries and wages pursuant to the approved CNMI statutes and regulations affecting salary adjustments.

A. Major Disaster Recovery Effort- When the President approves the CNMI Disaster Assistance request, the Division under the Department of Community & Cultural Affairs' Community Disaster Plan is activated to deploy its staff and available resources to the various disaster recovery efforts.

B. State Disaster Recovery Effort- When the Governor approves disaster assistance request, the Division under the Department of Community & Cultural Affairs' Community Disaster Plan is activated to deploy its staff and available resources to the various disaster recovery efforts.

**3. Financial Operations System:** The Division utilizes the method of Random Moment in Time (RMT) to calculate costs.

- The **CNMI 2019 Indirect Cost Agreement** has been established and implemented immediately. The documentation is in the Appendix item D.

## C. Program Operations

### 1. SSBG STATUTORY GOALS

The basic tenets and programs that would be implemented under the Social Services Block Grant Consolidation for the CNMI are based on achieving the following goals:

1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency. (Self-Support)
2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency. (Self-Sufficiency)

3. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families. (Protective Services)
4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care. (Prevent Institutionalism)
5. Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions. (Appropriate Institutionalism)

Moreover, the Commonwealth of the Northern Mariana Islands (CNMI) State Plan under the Child Welfare Services, Subpart 2 (Family Preservation), promoting safe and stable families, includes five program priorities. These priorities are incorporated into the Legislation Uniform Definition of Services of the Social Services Block Grant, Title XX, as amended. The priorities of the Child Welfare Services, subpart 2, include:

- a) CHILD ABUSE & NEGLECT PREVENTION & INTERVENTION**
- b) BUILDING POSITIVE YOUTH DEVELOPMENT**
- c) PROMOTE SAFE & STABLE FAMILIES**
- d) PARENT EDUCATION**
- e) STAFF PROFESSIONAL DEVELOPMENT & TRAINING**

## **2. Characteristics of Individuals to be served:**

### **A. Definition of Adult**

In the CNMI Social Services Block Grant Program, an adult is defined as an individual who is of eighteen (18) years or older who receives services based on need.

### **B. Definition of a Child**

An individual who is seventeen (17) year of age or younger is defined as a child.

### **C. Definition of a Family**

The following members include in the SSBG family:

- One or more adults and children related by blood, marriage or adoption, and residing in the same household; or a parent substitute, such as a related caregiver or legal guardian, who has responsibility for the 24-hour care and supervision of a child.

- Adult children from eighteen (18) to twenty-one (21) years of age living or away from home to further education if their parents claim them as dependents on their income tax return.

#### D. Eligibility Criteria

The eligibility criteria based on a most in-need basis that belongs to categories of low income (near poverty level), economically disadvantaged, elderly, and disabled. In addition to being a recipient of one of the target groups and meeting the income criteria, applicants must also demonstrate a need for the specific service.

The Division has attached the result of the **U.S. 2010 Census Summary Report Table # MP73 shows the families with income in 2009 below poverty with related children under 18 years old in the Commonwealth of the Northern Mariana Islands** and the **Table # 2-11 which shows the Education Attainment of the CNMI population that are over 18 years and over.**

#### E. Income Guidelines

The Federal Poverty Guidelines **must** be used as the primary criterion in determining income eligibility. In order to receive assistance under any CBG project involving direct services, an **applicant's total household income must not exceed 125% of the poverty level.** Household is defined by the Bureau of Census as consisting of all persons who occupy a housing unit (i.e., house or apartment), whether they are related to each other or not. Total household income is based on income at the time of application.

**Total household monthly or annualized gross income** should be used to determine eligibility. The monthly income should be calculated for the thirty (30) day period preceding and including the date of application. When using a paper application, use only the 4 prior pay check gross amounts, add them together, divide by 4, then multiply by 4.33 to get the accurate 30 days of income (each check copy must be in file; therefore, you may not use a check twice if one check is missing). In an effort to assist as many households/individuals as possible, the annual income should be calculated either for the past 12 months: last 30 days, including date of application, times 12 or last 180 days times 2.

The purpose of the income determination is to establish an individual's eligibility for services in accordance with the statutory definition of poverty level. The goal is to implement programs and services that will enhance and promote self-sufficiency, and not to penalize low-income persons as they move from poverty to self-sufficiency. The Division shall allow determination of eligibility to be based on total household income according to the 2019 Federal Poverty Guidelines and will continue to remain effective as the maximum income guideline for FY 2020.

<b>Size of Household</b>	<b>Monthly Poverty Guideline</b>	<b>Threshold Guideline/125%</b>
<b>1</b>	<b>\$ 1,198/\$ 14,380</b>	<b>\$ 1,498/\$ 17,975</b>
<b>2</b>	<b>\$ 1,622/\$ 19,460</b>	<b>\$ 2,027/\$ 24,325</b>

3	\$ 2,045/\$ 24,540	\$ 2,556/\$ 30,675
4	\$ 2,468/\$ 29,620	\$ 3,085/\$ 37,025
5	\$ 2,892/\$ 34,700	\$ 3,615/\$ 43,375
6	\$ 3,315/\$ 39,780	\$ 4,144/\$ 49,725
7	\$ 3,738/\$ 44,860	\$ 4,673/\$ 56,075
8	\$ 4,162/\$ 49,940	\$ 5,202/\$ 62,425

*For family units with more than 8 members, add \$529 to the monthly amount for each additional member or \$6350 to the total annual amount under the Threshold Guideline. This schedule shall be adjusted based on the Federal Poverty Guidelines currently in effect. This information is based on the 2019 Federal Poverty Guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2). **The 2019 guideline will continue to remain effective as the maximum income guidelines for FY 2020.***

Self-certification will be permitted, provided there is complete written information in the client file about the applicant household, confirming efforts to obtain documentation from former employers, the client, and other social service agencies. The "Zero Income Certification" (DYS Intake Form) must be signed by applicants reporting zero income and/or individuals living in the household who are 18 years or older reporting zero income.

Please note the current computer printout from the CNMI Department of Finance Payroll may not be used to verify earned income. However, it may be used to verify unearned income (including utility check and amounts).

Proof of income verification (i.e., a check stub, a copy of a check or Statement from the employer confirming the amount of income received for the thirty (30) days preceding and including the date of application) must be included in the client record/file, along with proof of identification for applicant (copy of driver's license or government-issued pictured ID card) and copy of Social Security card. Social security numbers are required for all household members.

### **3. Types of Activities to be Supported:**

#### **Case Management**

The fundamental activity of the case worker duties includes the following, to engage the youth and family into the treatment process by conducting;

#### **Child Protective Services, Juvenile Probation Unit, Family & Youth Enhancement Program:**

- Risk Assessment for client's needs
- Developing a service plan
- Linking the client with appropriate services

- Monitoring the client's progress with his court ordered sanction, rehabilitative program and intervening when necessary.
- Advocate for the client as needed. (education, multi-system involvement);
- The Division receives orders for a home study report from the CNMI Family Court. Although a few, there had been cases involving children whose biological parents opted for adoption. For these instances, the Division would provide assistance in identifying prospective adoptive parents; and
- Services to be rendered upon intake at the shelter will include initial assessments for accommodations on meeting basic needs, special dietary meals, medical allergies, WIC program, Medicaid enrollment, updating of immunization and dental check-ups and transportation to and from school and appointments.
  - School-aged clients will receive assistance in school notifications, free meal forms, school bus transportation forms, school work and needs, IEP meetings, school meetings with counselors, and other pertinent activities.
- Periodic assessments are ongoing to assure client safety.
- Perform additional task as recommended beyond those assumed by traditional social service caseworker.

a. SSBG statutory goals supported: 1, 2, 3, 4, 5.

b. Method of delivery: Both

c. Geographic service area/location: CNMI-wide

## **Congregate Meals**

### **FYEP- Youth Program:**

At the closing of the youth training: Aggression Replacement Training, MATRIX- Substance Abuse Intervention Training, the Division hosts a networking celebration with the clients and families.

a. SSBG statutory goals supported: 1, 2, 3, 4.

b. Method of delivery: Both

c. Geographic service area/location: CNMI-wide

## **Counseling Services**



## **Child Protective Services, Juvenile Probation Unit, Family & Youth Enhancement Program:**

1. Victims and their families will continue to be referred for counseling services to address abuse/neglect issues. This is a critical area of series for clients, most especially for cases of critical natures such as child sexual abuse, severe physical abuse, and chronic neglect. Counseling services are provided by governmental and private psychiatrists.
2. Provides 24-hour crisis counseling to youth and their families to keep the family together and the Youth receive a comprehensive assessment that assimilates family involvement, educational history, prior criminal history, substance use, medical & psychiatric history, and review of risk factors related to offending. Following assessment, a service plan is developed and the youth is assigned placement in a residential or community based setting. Youth participate in clinical interventions that involve learning cognitive and life-skills which are positive protective behavior factors to ameliorate risk factors and to support acquisition of positive behaviors.
3. Available for the community is a 24-hour crisis helpline for parents and youths.
  - a. SSBG statutory goals supported: 1, 2, 3, 4.
  - b. Method of delivery: Both
  - c. Geographic service area/location: CNMI-wide

## **EDUCATION & TRAINING Family**

This program will provide education and training opportunities for youth and young people; self-referred and/or referred from partnering agencies:

### **FYEP- Youth Program:**

1. **Botvin Life Skills Training:** *is a research-validated substance abuse prevention program proven to reduce the risks of alcohol, tobacco, drug abuse and violence by targeting the major social and psychological factors that promote the initiation of substance use and other risky behaviors. This comprehensive and exciting program will provide the middle school and high school students with the confidence and skills necessary to successfully navigate through the challenging situations. The staffs are certified trainers and they will implement the Middle School and High School Curricula. The following are the three major components of the curricula:*
  - *Drug Resistance Skills: These will enable young people to recognize and challenge common misconceptions about tobacco, alcohol and other drug use. Through coaching and practice, they learn information and practical ATOD (Alcohol, Tobacco and Other Drug use) resistance skills for dealing with peers and media pressure.*
  - *Personal Self-Management Skills: Students learn how to examine their self-image and its effects on behavior; set goals and keep track of personal progress; identify everyday decisions and how they may be influenced by others; analyze problem situations, and consider the consequences of each alternative solution before making decisions; reduce stress and anxiety, and look at personal challenges in a positive light.*

- *General Social Skills: Students develop the necessary skills to overcome shyness, communicate effectively and avoid misunderstandings, initiate and carry out conversations, handle social requests, utilize both verbal and nonverbal assertiveness skills to make or refuse requests, and recognize that they have choices other than aggression or passively when faced with tough situations.*
2. **Aggression Replacement Training® (ART)** *Psycho-educational cognitive behavioral intervention focusing specifically on the problems associated with youth's aggressive behaviors and teaching them skills to choose a positive alternative behavior. (10 weeks program)*

Core Components:

- *Skill streaming.*
  - *Anger control training.*
  - *Moral reasoning training specific emphasis is placed on motivation and resistance to change.*
3. **Cooperative Education Program:** “Co-op” is designed to assist students prepare to join the workforce by graduation. In the classroom, the students learn to fill out the job application, choose the job openings, etc. At the job site, the employer will orientate the students to the culture of the work place. Attendance and performance evaluation of the student worker is recorded and submitted to the respective schools. Mentorship from the employer is a must. The students rotate every semester and DYS has 10 positions available. At the end of the training period, the student is awarded stipend.
  4. **After-school Program:** Provides a mix of academic support, recreational activities, cultural mentoring, character building lessons, drug & alcohol prevention lessons in a fun learning environment at the Tanapag Youth Center.
  5. **NMC Hi-Set and Adult Basic Education (ABE);** a high school diploma equivalency programs. Component services or activities may include screening, assessment and testing, individual or group instructions, tutoring, provision of books, supplies and instructional materials, counseling, computer training, internet access for online resources, transportation, and referral to community resources.

As a critical component to the division's growth and continued effort to be an efficient and effective service provider, the Office of the Director will seek and provide additional education and training services to fulfill the professional development goals of the division. This will be conducted by collaborating with other government, private and non-profit organizations in maximizing all resources that are made available to equip its personnel with the knowledge and tools to enhance the delivery of client and family services. To name a few, the division will be collaborating with various programs under the CNMI Department of Labor (DOL) Workforce Innovation and Opportunity (WIOA), CNMI Public School System, the Dept. of Public Health, the Northern Marianas College, the CNMI Family Court, the Criminal Justice

Planning Agency, Ayuda Network, Inc., etc. In addition, off-island educational and training services will be provided to address specialized areas not readily available in the CNMI.

**FYEP- Parent Education services:**

1. The Joeten-Kiyu Public Library and the CNMI Council for Humanities provides a literary program Motherread/Fatheread to the Parents Anonymous® Parent Group members and the Training for Trainers segment at the Kagman Community and Tanapag Youth Centers.

2. The following parent education classes are considered effective enhancement skills:

- **Active Parenting Now and of Teens™**
- **Common Sense Parenting®**
- **Early Childhood Systematic Training for Effective Parenting (S.T.E.P.)**

3. The following Parent Leader Group Meeting and Child’

- **Parents Anonymous®, Inc.**
- **Parents Anonymous® Children’s Program**
- **Annual Parent Leadership Workshop & Community Parent Leader Nominees.**

- a. SSBG statutory goals supported: 1, 2, 3, 4,
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

**EMPLOYMENT SERVICES**

Youths in the program will be provided opportunities to enhance their skills and knowledge, making them viable for employment. Program staff will provide assistance in identifying potential employment resources which they would tap upon to secure temporary or permanent employment for youths in the program. Collaboration with other governmental & non-governmental agencies, such as the Northern Marianas College, will help in promoting mentorship, acquiring employment skills, and generally supporting youth growth and development.

As an added support to the family services, the Office of the Director will work with the units/programs to seek services that would allow disadvantaged and eligible individuals to gain employment. All units/programs will work towards meeting the goal of producing self-sufficient families in the CNMI. Networking with DOL-WIOA, the Northern Marianas Trade Institute (NMTI) and the Northern Marianas College (NMC) Adult Basic Education (ABE) Program are vital components in providing families with the resources to gain “employment ready” skills.

- a. SSBG statutory goals supported: 1, 2, 3
- b. Method of delivery: Both

c. Geographic service area/location: CNMI-wide

## **FOSTER CARE SERVICES**

### **Child Protective Services:**

1. Children temporarily removed from their homes for reasons of abuse and/or neglect are placed either in the emergency shelter or in foster homes. Although the number of foster parents for placement purposes is minimal, foster parenting is encouraged through DYS' informational and display booths during program activities, school events, workshops & conferences, interagency events, and other community events. Counseling, transportation, school supplies, workshops, conferences and other pertinent services are provided as needed. Recruitment of foster parents/families is on-going. The stipend provides additional subsistence to the hosting family in sharing their home. The stipend will be raised to Four Hundred Dollars (\$400) per child to ease the additional burden of the hosting families.
2. Kinship Navigation Program- this new program is in- line with the newly enacted Family First Prevention Services Act. The Division has been implementing this kinship foster care program and will further assist families.
  - a. SSBG statutory goals supported: 1, 2, 3, 4
  - b. Method of delivery: Both
  - c. Geographic service area/location: CNMI-wide

## **HOUSING SERVICES**

1. Caseworkers often conduct assessments on the living conditions of individuals or families referred for child abuse & neglect. When necessary, caseworkers will refer families for housing services to the Northern Marianas Housing Corporation (NMHC); Continuum of Care and Emergency Shelter Program or other non-profit organizations such as Karidat-Guma' Esperanza.
2. CNMI Homelessness Task Force- DCCA-DYS is the Chairperson. DYS in collaboration with the NMHC conducted a sunrise to sunset "Point in Time Count" assessment of the community. This is to assess the homelessness and substandard living condition of the families. Volunteers are recruited CNMI- wide to assist with the assessment. One day training and orientation for the participants. NMHC submitted to HUD on 2019 the end-result of the assessment.
  - a. SSBG statutory goals supported: 1, 2, 3, 4
  - b. Method of delivery: Both
  - c. Geographic service area/location: CNMI-wide

## **INFORMATION & REFERRAL**

Referrals are made contingent on client needs. Referrals are made to appropriate service providers, governmental or non-governmental agencies. Off-island referrals for shelter care are also made when necessary to provide for a safe environment for children/youth that may be at risk of harm within the home environment.

The program continues to actively ensure that parents/caretakers are provided with adequate information on resources that they could avail of in the community. A referral system also allows a smooth and efficient transition to these resources. The program disseminates information of its services and community resources through classes, workshops, trainings, media, exhibits/displays, and participation in community events. A 24-HOUR Youth and Parent Helpline also provides parents and the community in general with a means to information & appropriate referrals.

- a. SSBG statutory goals supported: 1, 2, 3, 4
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

## **PREGNANCY/PARENTING SERVICES**

### **FYEP- Parent Education Program:**

Trainings are provided that motivate parents to become effective in their roles as parents. Trainings include the following:

- PARENT EDUCATION Classes for all parents, child care providers.
  - a. Active Parenting for Teens
  - b. Active Parenting NOW
  - c. Early Childhood, STEP (**S**ystematic **T**raining for **E**ffective **P**arenting)
  - d. Common Sense Parenting Class
- PARENT ANONYMOUS®, INC. group meeting to facilitate on-going parenting mediating and learning new skills as the community members meet as a group to share life-experiences and to empower parents to strengthen their families as they embark to fuel and revitalize a loving and nurturing environment. As the PA facilitator assist in bringing the parents to learn from each other, learn new leadership skills as is encouraged in the group meetings as well as personal growth, shared leadership, and mutual understanding

Aside from providing classes on Common Sense Parenting, Early Step Program, Active Parenting Now, Teen Active Parenting, the program provides resource materials, literatures, audio-visual materials from the Channing Bete Company, Boys Town, and other resources in efforts to promote healthy pregnancy and parenting education. The curriculum is dyadic and culturally sensitive.

- RESOURCE CENTER- the provision of education and training, information and resources, and individual assistance including technical assistance and advocacy for parents and family members of children with disabilities and other special needs. F&YEP-

Youth Program and Parenting Education Services will provide education, training, information, resources and individual assistance on topics of direct relevance to ensuring the educational rights of children and youth with disabilities under the law. Services will cover topics including disability law, special education processes and services, specific disabilities, developing the Individualized Education Program (IEP), understanding evaluations, disability determinations, and others. Outreach events will be held to discover and provide information to new families in need. Service types and Performance Measure targets will be based on needs-assessment data collected.

- a. SSBG statutory goals supported: 1, 2, 3, 4.
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **PREVENTION & INTERVENTION SERVICES**

The caseworkers work on a 24/7 response system to intervene on reported cases of child abuse and neglect and to conduct the assessments for safety purposes. When appropriate and upon substantiation of the alleged abuse and/neglect, children and their families will be referred for services to prevent reoccurrences of abuse/neglect. The primary services in the service plans include parent education classes and counseling services.

Prevention and Intervention are services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or family violence, or to assist in making arrangements for alternative placements or living arrangements when necessary. Such services may include the provision to prevent the removal of a child or adult from the home.

Component services and activities may include investigation, assessment and/or evaluation of the extent of the problem, counseling, including mental health counseling or therapy as needed, developmental and parenting skills trainings, respite care, and other services including supervision, case management, and transportation. To achieve successful provisions in this area, the Center will continue to work collaboratively with the Department of Public Safety, the Health Center, Public and Private Schools and other community service providers.

- a. SSBG statutory goals supported: 1, 2, 3, 4, 5.
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

### **PROTECTIVE SERVICES-CHILDREN**

These services or activities are designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter or medical care.

Component services or activities may include immediate investigation and intervention emergency medical services, emergency shelter, case plan development, legal action initiation, counseling for the child and family, assessment/evaluation of family circumstances, arranging for alternative placements, and referrals to service providers. Children and youth at risk of harm will be taken into protective custody. The caseworker subsequently works with the family to facilitate change and reduce risk factors and encourage family reunification if possible.

The program works closely with the Department of Public Safety, the Health Center, and other community service providers in consultation with the DYS/Child Protection Unit Supervisor for the provision of proper child protection services.

### **1. CPS- Emergency Shelter Program (ESP)**

This program provides temporary direct care and supervision for children who are adjudicated as state wards legally removed from home. The children placed in the shelter's care are provided "*home away from home*" atmosphere with safety and services such as:

- ✓ Daily nutritious meals/snacks,
- ✓ School assignments/project and academic tutoring,
- ✓ Medical care,
- ✓ Transportation,
- ✓ Counseling,
- ✓ Arts & crafts activities and
- ✓ Excursions.

### **2. CPS- Foster Care Program (FCP)**

This program provides for a long-term care for appropriate families to place children who cannot live with their families. The children may live with relatives or with unrelated foster parents. The help of foster families aims to reduce the risk of maltreatment, enabling change and reunification to occur.

- Kinship/relative placement.
- Home monitoring.
- Home assessment.
- Counseling.
- Family Preservation.
- Supervised Visitation.
- Linkage & Referral to community resources
  - a. SSBG statutory goals supported: 1, 2, 3, 4
  - b. Method of delivery: Both
  - c. Geographic service area/location: CNMI-wide

### **RECREATION**

These services or activities are rendered primarily at the Youth Community Centers. They are designed to provide or assist individuals to take advantage of individual or group activities that would help promote physical, cultural, and/or social development.

## **FYEP- Youth Program:**

1. The Summer Youth Enhancement Program works closely with the DCCA- Council for the Arts & Culture, the Commonwealth HealthCare Corporation (CHCC)- American Cancer Association (ACA), PSS- Lunch Program, Carolinian Affairs Office (CAO), the Parent Anonymous®, Inc., and other community stakeholders for the provision and sponsorship of recreational services for youth and families. The program provides for activities focused on preventing juvenile delinquency. These activities include indoor/outdoor sports that encourage teamwork, leadership development, and positive social skills.
2. Clients are usually engaged in various recreational activities that include both indoor and outdoor activities. Aside from the programs at the shelter, clients are enrolled when possible in various community functions/activities. These include youth summits, youth summer camps, and other related activities.
3. To encourage volunteerism, some clients have participated as youth volunteers. Youth involvement increases opportunities to promote positive youth development and healthy lifestyle. This is with the premise that while the youths are in attendance of such activities the positive influence will assist them to navigate their lives positively to make the right choices. The Division holds a 4- hour orientation and training for the youth volunteers.
  - a. SSBG statutory goals supported: 1, 2, 3
  - b. Method of delivery: Both
  - c. Geographic service area/location: CNMI-wide

**SPECIAL SERVICES- for Persons Wth Developmental or Physical** The program provides services that emphasizes interagency coordination and addresses the full range of services for youth with developmental or physical disabilities;

## **FYEP- Parent Education Services**

1. RESOURCE CENTER- the provision of education and training, information and resources, and individual assistance including technical assistance and advocacy for parents and family members of children with disabilities and other special needs. F&YEP- Youth Program and Parenting Education Services will provide education, training, information, resources and individual assistance on topics of direct relevance to ensuring the educational rights of children and youth with disabilities under the law. Services will cover topics including disability law, special education processes and services, specific disabilities, developing the Individualized Education Program (IEP), understanding evaluations, disability determinations, and others. Outreach events will be held to discover and provide information to new families in need. Service types and Performance Measure targets will be based on needs-assessment data collected. Sub- recipient of a federal grant from the Leadership in Disabilities and Achievement of Hawaii.



Additionally, the Division has collaborated successfully with other agencies to develop a community continuum of care for committed and high-risk youth.

- a. SSBG statutory goals supported: 1, 2, 3, 4
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

### **Special Services for Youths Involved in or at Risk of Involvement with Criminal Activity**

The DYS provides supervision, care, and rehabilitation programs for children committing delinquent acts. These programs provide balanced attention to the protection of the community, accountability for offenses committed, and the development of competencies to enable children to become responsible and productive members of the community.

**Juvenile Probation Unit** Programs are as follows:

1. General/Intensive Supervision
2. Curfew Monitor
3. Assessments; client service plan.
4. Community Service (Project Payback)/Accountability program
5. Counseling
6. Monitor clients' compliance with court orders,
7. Written reports for the Family Court- information on the minor's involvement and the circumstances of the offense, prior history of delinquency, social history, employment history, family situation, economic status, education, personal habits and other pertinent information. JPU's sentencing recommendation(s), terms of probation most effective to rehabilitate the minor and hold accountable for restitution to the victims.
8. Diversion Program- The Juvenile Probation Unit in collaboration with the Office of the Attorney General. It is voluntary with set conditions and treatment plan designed to the individual client needs by the Juvenile Diversion Program Coordinator and approved by the Juvenile Probation Unit Supervisor.
  - ✚ Purpose: To divert first time non-felony offenders from the formal sanction system of the Family Court Division and place the minor on voluntary Informal Probation status under the direct supervision of the Division's Juvenile Probation Unit.
  - ✚ Objectives:
    - To encourage the youth to organize his/her behavior, attitude and ambition in a Pro-social manner during the rehabilitative process within the period of the program with minimal exposure to the physical setting of the court. The Diversion Program will further enhance a more positive and trusting disposition with the youth, his family and his/her Probation Officer.
    - To prevent future criminal activity among certain offenders by diverting them from traditional processing into community supervision and services.

- ✚ Disposition: The following list of criteria in the determination of case disposition into the program. Each case will be evaluated through a case conference with the Diversion Program Coordinator and the Supervisor.

### **FYEP- Youth Program:**

1. Juvenile Detention Programs/Services: All programs and services offered under the FYEP Youth Services is made available to the Juvenile Detention youth residents.
  - *Behavioral Modification Program: A Point System is a behavioral management methodology in which rewards detainees for opting on positive choices. These acceptable behaviors are rewarded with points. These points motivate the frequency of positive choices in which translates into higher levels and more points that are used in the Canteen to purchase snacks, privileges, etc. The participants learn how to identify values which aids them to set effective positive personal goals. This process is ongoing, fueling fundamental motivation and fueling a positive attitude. Through the accountability logs, the participants sustain the commitment, transparently showing that they are walking the walk rather than being full of talk.*
  - *All the evidence- based programs: Botvin Life- Skills Training, Aggression Replacement Training, Youth Crossroads Cognitive Training and MATRIX are available to these youths.*
2. Educational Classes through the Public School System; tailored to the client's needs, i.e., alternative education, Individual Educational Plan (IEP), regular academics.
  - a. SSBG statutory goals supported: 1, 2, 3, 4, 5.
  - b. Method of delivery: Both
  - c. Geographic service area/location: CNMI-wide

### **SUBSTANCE ABUSE SERVICES**

#### **FYEP- Youth Program:**

1. **Teen Matrix/Drug & Alcohol** (evidence- based program) *cognitive-based "behavior change" curricula*
  - *Cognitive Life Skills helps juveniles overcome negative habits and learn essential skills and alternative coping mechanisms that they can easily incorporate into their lives. This program helps juvenile achieve positive behavior change and gets them moving in the right direction for leading pro-social, productive lives (14 weeks program)*
  - *Truancy program is for young people who need additional skills and encouragement to fully comprehend why school attendance is vital to their future success (10 week program)*

- *High Risk Offender program teaches critical cognitive thinking skills, decision making skills, positive goal development and planning (27 week program)*

**Child Protective Services- family**

**1. Networking with partnering and private agencies-**

- Substance Abuse Prevention Services provided by the CHCC- Community Guidance Center.
  - Hope Recovery Program under the Drug Court.
  - Marianas Counseling Services and Marianas Behavioral Health International, Inc. both private practices.
- a. SSBG statutory goals supported: 1, 2, 3, 4, 5.
- b. Method of delivery: Both
- c. Geographic service area/location: CNMI-wide

**TRANSPORTATION**

Transportation services provide or arrange for the travel, including travel costs, of individuals in order to access services or obtain medical care or employment. Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.

Disadvantaged parents who lack any means of transport are assisted with transportation to access services. Transportation is provided for numerous activities such as the parenting classes, workshops, job interviews, employment training, housing assistance, nutritional assistance, child care services, medical appointments, etc. The Division transports clients and escorts from the two remote islands, Rota and Tinian, for services needed which cannot be provided.

- a. SSBG statutory goals supported: 1, 2, 3, 4, 5
- b. Method of delivery: Public
- c. Geographic service area/location: CNMI-wide

**V. PRE-EXPENDITURE REPORTING FORM (EXCEL)**

## **VI. APPENDICES**

### **A. Legislative and Public Hearing**

#### **Appendix A: Documentation of Legislative Hearing**

- 1. Letter to request for a Joint Legislative Hearing:**
- 2. Legislative Letter of Commendation:**

#### **Appendix A- 2: Documentation of Public Hearing**

**SAIPAN PUBLIC HEARING- 14 August from 5:30 to 6:30 pm. Public Comments:**

**Saipan Public Hearing- 14 August from 5:30 to 6:30 pm. Saipan Roster:**

**Tinian Public Hearing- 20 August from 5:30 to 6:30 pm. Public Comments:**

**Tinian Public Hearing- 20 August from 5:30 to 6:30 pm. Tinian Comm. Roster:**

**Rota Public Hearing- 22 August from 2:30 to 3:30 pm. Public Comments:**

**Rota Public Hearing- 22 August from 2:30 to 3:30 pm. Hearing Roster:**

### **B: Certifications**

- 1. Appendix B-1 – Anti-Lobbying**
- 2. Appendix B-2 – Drug-Free Work Requirements**
- 3. Appendix B-3 – Debarment and Suspension**
- 4. Appendix B-4 – Environmental Tobacco Smoke (Pro-Children Act of 1994, P.L.103-227).**

## **VII. OTHER INFORMATION**

**A. U.S. 2010 Census Summary Report Table #6-3, School Enrollment, Educational Attainment and Sex by Income.**

Table 6-3. School Enrollment, Educational Attainment, and Sex by Earnings in 2009  
NOTE: For information on confidentiality protection, nonsampling error, and definitions, see [www.census.gov/prod/cen2010/doc/dct2mp.pdf](http://www.census.gov/prod/cen2010/doc/dct2mp.pdf).

Characteristic	Total	\$1 to	\$10,000	\$15,000	\$25,000	\$35,000	\$50,000	\$65,000
		\$9,999 or less	to \$14,999	to \$24,999	to \$34,999	to \$49,999	to \$64,999	or more
<b>SCHOOL ENROLLMENT</b>								
Population 16 years and over with earnings in 2009	27,161	14,151	4,579	3,853	1,886	1,604	549	539
Enrolled in school	1,591	1,052	175	162	88	74	25	15
Grade 1 to grade 8	12	9	2	0	0	0	1	0
Grade 9 to grade 12	592	554	14	16	4	4	0	0
College, graduate or professional school	987	489	159	146	84	70	24	15
Not enrolled in school	25,570	13,099	4,404	3,691	1,798	1,530	524	524
Males 16 years and over with earnings in 2009	15,168	7,597	2,737	2,185	1,004	896	355	394
Enrolled in school	728	492	76	70	36	32	9	13
Grade 1 to grade 8	6	3	2	0	0	0	1	0
Grade 9 to grade 12	317	293	10	9	2	3	0	0
College, graduate or professional school	405	196	64	61	34	29	8	13
Not enrolled in school	14,440	7,105	2,661	2,115	968	864	346	381
Females 16 years and over with earnings in 2009	11,993	6,554	1,842	1,668	882	708	194	145
Enrolled in school	863	560	99	92	52	42	16	2
Grade 1 to grade 8	6	6	0	0	0	0	0	0
Grade 9 to grade 12	275	261	4	7	2	1	0	0
College, graduate or professional school	582	293	95	85	50	41	16	2
Not enrolled in school	11,130	5,994	1,743	1,576	830	666	178	143
<b>EDUCATIONAL ATTAINMENT</b>								
Population 18 years and over with earnings in 2009	26,769	13,762	4,577	3,852	1,886	1,604	549	539
Less than high school graduate	3,144	2,285	448	298	62	34	9	8
High school graduate, GED, or alternative credential	10,108	5,911	1,795	1,420	525	324	69	64
Some college or associate's degree	7,530	3,656	1,349	1,209	613	471	138	94
Bachelor's degree or higher	5,987	1,910	985	925	686	775	333	373
Percent high school graduate, GED, or alternative credential or higher	88.3	83.4	90.2	92.3	96.7	97.9	98.4	98.5
Percent bachelor's degree or higher	22.4	13.9	21.5	24.0	36.4	48.3	60.7	69.2
Males 18 years and over with earnings in 2009	14,957	7,389	2,735	2,184	1,004	896	355	394
Less than high school graduate	1,982	1,359	316	219	46	27	9	6
High school graduate, GED, or alternative credential	5,952	3,269	1,171	895	332	202	47	36
Some college or associate's degree	4,146	1,925	795	630	339	285	106	66
Bachelor's degree or higher	2,877	836	453	440	287	382	193	286

Percent high school graduate, GED, or alternative credential or higher	86.7	81.6	88.4	90.0	95.4	97.0	97.5	98.5
Percent bachelor's degree or higher	19.2	11.3	16.6	20.1	28.6	42.6	54.4	72.6
Females 18 years and over with earnings in 2009								
Less than high school graduate	11,812	6,373	1,842	1,668	882	708	194	145
High school graduate, GED, or alternative credential	1,162	926	132	79	16	7	0	2
Some college or associate's degree	4,156	2,642	624	525	193	122	22	28
Bachelor's degree or higher	3,384	1,731	554	579	274	186	32	28
	3,110	1,074	532	485	399	393	140	87
Percent high school graduate, GED, or alternative credential or higher								
	90.2	85.5	92.8	95.3	98.2	99.0	100.0	98.6
Percent bachelor's degree or higher								
	26.3	16.9	28.9	29.1	45.2	55.5	72.2	60.0

Source: U.S. Census Bureau, 2010 Census The Commonwealth of the Northern Mariana Islands

### B. U.S. 2010 Census Summary Report Table #6-5, Work Status by Income.

Table 6-5. Work Status in 2009 and Sex by Income in 2009

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see [www.census.gov/prod/cen2010/doc/dct2mp.pdf](http://www.census.gov/prod/cen2010/doc/dct2mp.pdf).

Characteristic	Total	No income	With income in 2009							
			\$1 to \$9,999 or less	\$10,000 to \$14,999	\$15,000 to \$24,999	\$25,000 to \$34,999	\$35,000 to \$49,999	\$50,000 to \$64,999	\$65,000 to \$74,999	\$75,000 or more
<b>WORK STATUS IN 2009</b>										
Population 16 years and over	38,679	7,309	16,256	5,018	4,387	2,228	1,913	720	242	606
Worked in 2009	27,166	1	13,631	4,628	3,874	1,916	1,706	643	220	547
Worked full-time, year-round	18,516	1	7,223	3,726	3,232	1,626	1,511	546	188	463
Worked less than full-time, year-round	8,650	0	6,408	902	642	290	195	97	32	84
Did not work in 2009	11,513	7,308	2,625	390	513	312	207	77	22	59
Males 16 years and over	19,909	2,858	8,333	2,927	2,465	1,210	1,063	450	164	439
Worked in 2009	15,171	1	7,338	2,741	2,182	1,025	938	399	150	397
Worked full-time, year-round	10,666	1	4,030	2,295	1,851	850	841	330	125	343
Worked less than full-time, year-round	4,505	0	3,308	446	331	175	97	69	25	54
Did not work in 2009	4,738	2,857	995	186	283	185	125	51	14	42
Females 16 years and over	18,770	4,451	7,923	2,091	1,922	1,018	850	270	78	167
Worked in 2009	11,995	0	6,293	1,887	1,692	891	768	244	70	150
Worked full-time, year-round	7,850	0	3,193	1,431	1,381	776	670	216	63	120
Worked less than full-time, year-round	4,145	0	3,100	456	311	115	98	28	7	30

Did not work in 2009	6,775	4,451	1,630	204	230	127	82	26	8	17
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Source: U.S. Census Bureau, 2010 Census The Commonwealth of the Northern Mariana Islands

**C. DCCA- Division of Youth Services Organizational Chart.**

**D. Functional Organization Chart**

**E. 2019 Federal Poverty Guideline, U.S. of Health and Human Services.**

**2019 POVERTY GUIDELINES FOR HAWAII**

PERSONS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE
For families/households with more than 8 persons, add \$5,080 for each additional person.	
1	\$14,380
2	\$19,460
3	\$24,540
4	\$29,620
5	\$34,700
6	\$39,780
7	\$44,860
8	\$49,940

The separate poverty guidelines for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966-1970 period. Note that the poverty thresholds — the original version of the

poverty measure — have never had separate figures for Alaska and Hawaii. The poverty guidelines are not defined for Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and Palau. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office which administers the program is responsible for deciding whether to use the contiguous-states-and-D.C. guidelines for those jurisdictions or to follow some other procedure.

The poverty guidelines apply to both aged and non-aged units. The guidelines have never had an aged/non-aged distinction; only the Census Bureau (statistical) poverty thresholds have separate figures for aged and non-aged one-person and two-person units.

Programs using the guidelines (or percentage multiples of the guidelines — for instance, 125 percent or 185 percent of the guidelines) in determining eligibility include Head Start, the Supplemental Nutrition Assistance Program (SNAP), the National School Lunch Program, the Low-Income Home Energy Assistance Program, and the Children’s Health Insurance Program. Note that in general, cash public assistance programs (Temporary Assistance for Needy Families and Supplemental Security Income) do NOT use the poverty guidelines in determining eligibility. The Earned Income Tax Credit program also does NOT use the poverty guidelines to determine eligibility. For a more detailed list of programs that do and don’t use the guidelines, see the [Frequently Asked Questions\(FAQs\)](#).

The poverty guidelines (unlike the poverty thresholds) are designated by the year in which they are issued. For instance, the guidelines issued in January 2019 are designated the 2019 poverty guidelines. However, the 2019 HHS poverty guidelines only reflect price changes through calendar year 2018; accordingly, they are approximately equal to the Census Bureau poverty thresholds for calendar year 2018.

The poverty guidelines may be formally referenced as “the poverty guidelines updated periodically in the *Federal Register* by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).”