

ORANGE COUNTY YOUTH BUREAU

POLICY & PROCEDURE MANUAL

FOR
FUNDED
AGENCIES & MUNICIPALITIES

For Contract Year 2016



Steven M. Neuhaus
County Executive



Rachel R. Wilson
Executive Director

The Orange County Youth Bureau has developed this *Policy & Procedure Manual* to be used by funded agencies or municipalities* that receive NYS Office of Children and Family Services (OCFS) and/or Orange County Solutions funding through the Orange County Youth Bureau. All standards are based on New York State Law, OCFS rules and regulations, and/or established Youth Bureau policies and procedures.

These requirements serve to provide guidance and establish criteria for program practices. We hope that these standards will strengthen the partnership between the Orange County Youth Bureau and local agencies and municipalities.

It is suggested that all contractual agency and municipal Program Directors and Fiscal Managers read their County contract each year regarding compliance to the contract.

This manual is divided into four sections. Each section is dedicated to a different, but interrelated, policy and/or procedure.

The Youth Bureau is accountable to the State, the County Legislature and, specifically, the taxpayers of Orange County. It is our responsibility to provide the necessary quality programs and fiscal accountability that will have a positive impact on the lives of children and youth.

This manual will be reviewed and revised in order to comply with state and local policy changes.

***For the purposes of this manual, a “funded agency” or “agency” refers to a nonprofit organization providing services to youth as written on the approved Youth Bureau Universal Program Application and submitting claims directly to the Youth Bureau. A “municipality” refers to a public entity providing services to youth as written on the approved Youth Bureau Universal Program Application and submitting claims directly to the Youth Bureau.**

Table of Contents:

I. PROGRAM ADMINISTRATION	4
A. ALLOCATION OF FUNDS.....	4
B. GOVERNING BOARD VERIFICATION.....	4
C. COMPOSITION OF BOARD OF DIRECTORS	4
D. PROGRAMMATIC CHANGES	4
E. COMPLIANCE WITH APPROVED APPLICATION.....	4
F. YOUTH BUREAU/BOARD PROGRAM MONITORING.....	5
II. PROGRAM PERSONNEL.....	5
A. EQUAL EMPLOYMENT OPPORTUNITY.....	5
B. JOB DESCRIPTION CHANGES	5
C. JOB QUALIFICATIONS.....	5
D. STAFF CHANGES.....	6
E. EMPLOYMENT OF RELATIVES.....	6
F. INDEPENDENT CONSULTANT HIRING.....	6
G. RECORD KEEPING.....	7
H. YOUTH BUREAU/BOARD MEMBERS AS EMPLOYEES OF CONTRACT PROGRAMS.....	7
I. EMPLOYMENT OF BOARD MEMBERS.....	7
III. CONTRACT MANAGEMENT.....	7
A. PROGRAM SELF-MONITORING	7
B. PROGRAM SELF-EVALUATION.....	8
C. NON-DISCRIMINATORY ACCESS TO SERVICES.....	8
D. CHARGING OF FEES	8
E. MARKETING MATERIALS.....	8
F. PROGRAM RECORD KEEPING.....	8
G. SAFETY AND HEALTH CONDITIONS.....	9
H. INCORPORATING YOUTH DEVELOPMENT PRINCIPLES.....	9
AND HIGH EXPECTATIONS FOR STAFF	9
IV. FISCAL	9
A. COMPLIANCE WITH APPROVED BUDGET.....	9
B. AMENDMENTS TO APPROVED BUDGETS.....	10
C. UNCLAIMED BALANCES	10
D. REIMBURSEMENT OF CLAIMS	10
E. NON-REIMBURSABLE EXPENSES	10
F. FISCAL HOLD PROCESS.....	11
G. MATCHING FUNDS.....	11
H. LEASE/RENTAL AGREEMENT	11
I. EQUIPMENT REQUIREMENT.....	11
J. EMPLOYEE PAYROLL REGISTERS	12
K. TRAVEL EXPENSES	12
L. INSURANCE DOCUMENTATION.....	12

I. PROGRAM ADMINISTRATION

A. ALLOCATION OF FUNDS

The Youth Advisory Board, representing members from the public and private sector, and appointed by the County Executive, makes annual recommendations regarding applications for funding. Funds are allocated based upon need as stated in the Children and Family Services Plan.

B. GOVERNING BOARD VERIFICATION

POLICY

Funded agencies must verify that they have a Board of Directors that operates in accordance with the approved application. Changes in board membership must be reported to the Youth Bureau within 30 days. *Youth should be voting, and/or advisory members of each board, or acting in an advisory capacity to the board.

PROCEDURE

Each not-for-profit agency will submit a Board of Directors list to the Youth Bureau with the formal application for funding (annually).

New agencies must submit a copy of their 501(C) (3) account verification, and Form 990, with application.

C. COMPOSITION OF BOARD OF DIRECTORS

POLICY

Neither employees nor members of their immediate families may serve as members of the Board of Directors of an agency receiving funds through the Youth Bureau.

PROCEDURE

Not-for-profit agencies will submit to the Youth Bureau a list of Board of Directors with the formal application for funding. If significant changes are made, the Youth Bureau requires changes submitted in writing within thirty (30) days.

D. PROGRAMMATIC CHANGES

POLICY

Prior approval must be requested and obtained, in writing, from the Youth Bureau before any changes can be made to an approved agency or municipal program. Implementation of changes not approved by the Youth Bureau may result in automatic waiver of funds back to the County.

PROCEDURE

Requests to amend the approved program can be initiated by agencies or municipalities by submitting a written request via email to the Youth Bureau prior to initiating any change. The Youth Bureau will submit approved changes to appropriate state and county agencies.

E. COMPLIANCE WITH APPROVED APPLICATION

POLICY

Agencies will be held accountable for all program information contained in the formal application including the following:

- a. Target population(s) (number served, age, sex, ethnicity and characteristics)
- b. Geographic area(s) to be served
- c. Participant Outcomes
- d. Program site(s)
- e. Days and hours of program operation and length of program cycle
- f. Notice of change in program location must be submitted to Youth Program Technician by e-mail prior to the change
- g. Youth Voice
- h. Staff Training and Ensuring Program Quality

PROCEDURE

Agencies must submit reports that document all demographic and other information submitted in the formal application according to the following schedule:

- a. **YEAR ROUND PROGRAMS:** Quarterly & Annual Assessment: within fifteen (15) days of the end of the quarter.
- b. **JAB/DARE:** October 15
- c. **YDP & Solutions Summer:** September 1
- d. **RHYA:** Quarterly & Annual Assessment: within fifteen (15) days of the end of the quarter.

Youth Bureau staff will review program documentation during site monitoring visits to funded programs.

F. YOUTH BUREAU/BOARD PROGRAM MONITORING

POLICY

Youth Bureau Staff, Interns, and Board Members will monitor all agencies and municipalities in accordance with the Youth Bureau monitoring plan. Monitoring visits will occur at least bi-annually, if not quarterly. Non-compliance with the monitoring procedures may affect funding.

PROCEDURE

Site Monitoring: On-site monitoring visits may be:

- a. Informal: Unannounced, Drop-in visits
- b. Formal: Pre-scheduled visit to assess contract compliance, quality assurance, and/or technical assistance requests.

Youth Bureau Advisory Board: The Board Monitoring Committee will review monitoring reports submitted by program monitors on a bi-annual basis and report to Board. Board members may visit agencies or municipalities during the year.

Funded agencies and municipalities will attend Children and Youth Services Coalition meetings that will be held by the Youth Bureau for education and information exchange and for staff development as needed.

II. PROGRAM PERSONNEL

A. EQUAL EMPLOYMENT OPPORTUNITY

POLICY

Funded agencies/municipalities will establish procedures to assure that equal employment opportunities will be provided to all qualified job applicants. Agencies/municipalities shall not discriminate against any applicant on the basis of race, color, national origin, religion, sex or disability and will abide by all state, federal and local laws and regulations concerning discrimination and equal opportunity.

PROCEDURE

All employment applications that are used by funded agencies must be in compliance with NYS Equal Employment Opportunities practices. All solicitations or advertisements for recruitment must state that the agency/municipality is an Equal Employment Opportunity Employer.

B. JOB DESCRIPTION CHANGES

POLICY

Job qualifications, job duties and/or job descriptions for funded positions must not be changed without prior approval.

PROCEDURE

Requests to amend job qualifications, job duties or job descriptions must be submitted in writing via email to the Youth Bureau prior to making any change.

C. JOB QUALIFICATIONS

POLICY

All funded agency program staff positions must be filled by applicants who meet the job qualifications as described in the approved program application.

PROCEDURE

Resumes of hired staff must be submitted to the Youth Bureau on or before the date of hire. If we feel that the resume does not match the qualifications for the position, the Youth Bureau will not reimburse for that position until that position is filled by a qualified person.

D. STAFF CHANGES

POLICY

The Youth Bureau must be notified within 48 hours if any funded agency staff position listed on the application becomes vacant during the program year, excluding seasonal positions.

PROCEDURE

A "Staff Changes Form*" must be submitted within 48 hours, stating the position, the name of the person vacating the position, the last day worked and the reason for leaving.

POLICY

Funded agencies must notify the Youth Bureau of new "paid staff" within 48 hours.

PROCEDURE

A "Staff Changes Form*" must be submitted to the Youth Bureau within 48 hours with the name of the position, name of the person filling the position, start date, and resume or job application.

***Staff Changes Forms** are available online at www.orangecountygov.com/youthbureau.

E. EMPLOYMENT OF RELATIVES

POLICY

An agency receiving Youth Bureau funds may not hire or employ relatives of a member of its Board of Directors. For purposes of this standard the definition of relative is parent, spouse, sibling, child, in-law, aunt, uncle, niece or nephew.

PROCEDURE

Agencies must submit the completed Board of Directors Form and copies of staff resumes along with the formal application for funding.

F. INDEPENDENT CONSULTANT HIRING

POLICY

Funded agencies/municipalities are required to receive Youth Bureau approval prior to hiring independent consultants.

PROCEDURE

Funded agencies must submit a written request to the Youth Bureau prior to hiring independent consultants*. The request must include:

1. The intent to hire independent consultants;
2. A description of services to be rendered;
3. The professional qualifications of the independent consultant position;
4. The rate of pay;
5. Duration of contract.

*A template for a **Consultant Agreement** is available online at www.orangecountygov.com/youthbureau.

NOTE:

The determination of whether persons employed by funded agencies/municipalities are independent contractors or employees is the responsibility of the agency/municipalities. However, the designation must be accurate and must follow IRS guidelines.

G. RECORD KEEPING

POLICY

All agencies and municipalities must maintain personnel files that document program job qualifications, hiring and employment practices and job descriptions. Records maintained should include, but not be limited to: timesheets signed by the employee and the appropriate supervisor; job descriptions for all funded positions (duties and qualifications); recruitment notices (including copies of ads); and individual personnel records (containing individual staff's qualifications, resume, termination or hiring form and/or application, W-4 yearly evaluations, youth evaluation, and trainings attended).

PROCEDURE

Youth Bureau staff will review the Personnel record keeping files of all contract programs during the time of the comprehensive site visit. Documentation to be reviewed must include the following:

- Job descriptions and qualifications for funded positions
- Individual resumes of staff who fill positions
- Completed timesheets
- Hiring applications
- Additional information required by the individual agency
- Staff Changes Form Re: Hiring
- Training Certificates

H. YOUTH BUREAU/BOARD MEMBERS AS EMPLOYEES OF CONTRACT PROGRAMS

POLICY

Funded agencies/municipalities may not employ members of the Youth Bureau Advisory Board or employees of the Orange County Youth Bureau as paid employees.

PROCEDURE

Resumes of hired staff must be submitted to the Youth Bureau on or before the date of hire.

I. EMPLOYMENT OF BOARD MEMBERS

POLICY

Funded agencies may not hire members of their Board of Directors to fill any paid staff position or perform any paid consultant service for the program.

Members of the Board of Directors may provide services for the program on a voluntary basis, but may not serve in the capacity of Executive Director or Chief Financial Officer, even if these services are provided on a voluntary basis.

PROCEDURE

Funded agencies will submit Board of Directors list and copies of staff resumes to the Youth Bureau

III. CONTRACT MANAGEMENT

A. PROGRAM SELF-MONITORING

POLICY

Funded agencies/municipalities must have an approved self-monitoring procedure.

PROCEDURE

Agencies/Municipalities must include a description of their self-monitoring process in their application for funding. The process must include intra-agency reporting procedures that are able to assess a program's ability to deliver the services as stated in the approved application (logistics, staff supervision, program development and

implementation). Youth Bureau staff may review agency monitoring documentation such as meeting notes, minutes, etc...

B. PROGRAM SELF-EVALUATION

POLICY

Funded agencies/municipalities must have an approved self-evaluation procedure. Use of the NYS-PQA is encouraged.

PROCEDURE

Agencies/Municipalities must include description of their self-evaluation process in their application for funding. The process must include inter-agency procedures describing how the internal evaluation will be carried out to track progress on participants' outcomes (how many, how well, is anybody better off) and how results are documented. Youth Bureau staff may review agency monitoring documentation such as meeting notes, minutes, etc...

NOTE: Youth Bureau must approve any changes to approved self-monitoring or self-evaluation procedure.

C. NON-DISCRIMINATORY ACCESS TO SERVICES

POLICY

No youth shall be denied access to the services or facilities of any funded agency or municipality because of race, creed, color, national origin, sex or disability.

PROCEDURE

Funded agencies must develop a policy regarding non-discriminatory access to services and maintain a copy of it on file.

D. CHARGING OF FEES

POLICY

Municipalities receiving OCFS funding through the Youth Bureau, may, though not required, charge a fee for participation in a recreational program. If the municipality chooses to charge a fee, it must accommodate any youth who is unable to pay the fee by either offering scholarships, a tiered fee schedule or waiving the fee. There must be a clear, written policy in place and available to youth, families, and the Youth Bureau for review. The municipality operating the recreational program is responsible for the collection of, setting of and reporting of the fee charged.

PROCEDURE

Youth programs that choose to charge a fee must have a process to set an appropriate fee amount, collect the fee, account for the funds collected, and award scholarships or waivers as necessary. A program that chooses to charge a fee will need to report that in its annual report. If the municipality charges a fee, it will provide the County Youth Bureau with an explanation of the process the municipality used to set fee amount, how they are accounting for the funds and how they award scholarships or waivers. County Youth Bureau will monitor related documentation in order to answer like questions in the OCFS annual administrative narrative.

E. MARKETING MATERIALS

POLICY

Funded agencies/municipalities must have printed materials listing program schedules and funding source available to the community. Upon award, the Youth Bureau will notify you of your funding type.

- **YDP:** All program materials must state that the program is funded by the NYS Office of Children and Family Services through the Orange County Youth Bureau.
- **Solutions:** All program materials must state that funding is provided by the Orange County Youth Bureau.

F. PROGRAM RECORD KEEPING

POLICY

Funded agencies and municipalities must maintain adequate records to document the delivery of services as called for in the approved application. These records include, but are not limited to: registration information (name, date of entry, address, age, sex, ethnicity, reason for referral); attendance records (sign-in sheets, type of service provided, number of youth served, hours of operation); recruitment and follow-up efforts; referrals made to other agencies;

individual case records (intake form, service plans, periodic case reviews, case conferences, notes, termination report); parental permission slips; other statistical summaries, pre and post test surveys, personnel files, monitoring and evaluation notes and minutes, etc. to document compliance with approved application.

PROCEDURE

Documentation of delivery of services must be available upon request by Youth Bureau staff. The records maintained by the program must be current, complete and on file at the agency/municipal office or program site. The records must be retained for six years after the termination of the contract year.

G. SAFETY AND HEALTH CONDITIONS

POLICY

All funded agencies/municipalities must operate programs in a safe, well-supervised manner. Program sites, equipment and facilities must be regularly maintained, inspected and in compliance with all applicable State and local fire, health and safety codes and other related rules and regulations.

PROCEDURE

During program and comprehensive site visits, Youth Bureau staff will monitor that the program site has:

- An exterior and interior that are maintained and in good repair and free from any danger to safety and health
- At least two unobstructed and easy access means of egress to the exterior of the building which should be identified with illuminated exit signs (visible in the dark)
- An emergency exit route posted on diagrams which are located in areas conducive to easy viewing
- Documentation that the program site has received a fire inspection within the previous 12 months, and that any violations have been corrected; a Health Department certificate and/or a Building Code Compliance Certificate (unless site is exempt)
- Fire extinguishers available which are operable as verified by an inspection tag signed and dated by a certified inspector within previous 12 months
- A first aid kit and a spill kit
- Fire, heat and/or smoke and CO₂ detectors
- Flammable, or highly combustible materials, stored in fire restrictive storage units

H. INCORPORATING YOUTH DEVELOPMENT PRINCIPLES AND HIGH EXPECTATIONS FOR STAFF

POLICY

Staff from all funded programs receiving \$5,000.00 or more, must participate in Advancing Youth Development, Youth Worker Methods, and the 8 Features of Positive Youth Development trainings as they are offered by the County Youth Bureau. Failure to have program staff attend when offered may result in waiver of funds back to the County.

PROCEDURE

Trainings for directors and youth workers will be provided and attendance monitored.

IV. FISCAL

A. COMPLIANCE WITH APPROVED BUDGET

POLICY

Contract agencies or municipalities may claim reimbursement for line items on the approved program budget. Failure to submit claims according to budget lines items by deadlines may result in automatic waiver of funds back to Orange County.

PROCEDURE

Agencies and municipalities must submit claims to the Youth Bureau as follows:

YDP & Solutions Year Round: Quarterly, within fifteen (15) days of the end of the quarter, with the Final quarter due January 9th.

JAB/DARE: October 14

YDP & Solutions Summer: September 1

RHYA: Quarterly, within fifteen (15) days of the end of the quarter, with the Final quarter due January 9th.

B. AMENDMENTS TO APPROVED BUDGETS

POLICY

Contract agencies and municipalities must submit a written request to amend an approved program budget to the Youth Bureau for approval **prior** to effecting the requested change. The request to amend an approved budget becomes effective upon approval of the Youth Bureau.

Any unclaimed funding at the end of the fiscal year may result in an allocation deduction on a future application. This will be at the discretion of the Youth Bureau Director and/or the Youth Board.

PROCEDURE

1. A letter of intent to amend the approved budget, including a justification, must be submitted, by e-mail, to the Youth Bureau prior to effecting any changes in an approved budget.
2. A budget amendment will become effective upon receiving formal written approval by the Youth Bureau and submission of an updated Total Program Budget.
3. Final budget amendments for all programs must be submitted by November 1st. Budget amendments submitted after November 1st may be rejected as being untimely and not having sufficient impact on the current year's program to merit approval
4. During one fiscal year, the Youth Bureau will approve no more than: three (3) budget amendments

C. UNCLAIMED BALANCES

POLICY

Agencies and municipalities are required to review their submitted claims with Youth Bureau staff to determine whether or not there will be left over funds.

PROCEDURE

Balances will be reviewed by October 31st. Any funds that are projected to be left over by December 31st will be deducted from the agency budget.

D. REIMBURSEMENT OF CLAIMS

POLICY

Agencies and municipalities must submit fiscal claims directly to the Youth Bureau. Claiming forms can be found at www.orangecountygov.com/youthbureau.

PROCEDURE

Claims must be submitted on proper forms with all required back-up documents (payroll registers, copies of invoices, mileage detail, etc). A shared cost allocation must be given for costs that span more than one funding source. An original signature is required on the Program Expenditure Summary.

Failure to submit claims by the deadline may result in fiscal hold or reduction of funding in future years.

E. NON-REIMBURSABLE EXPENSES

POLICY

Non-reimbursable expenses vary greatly depending upon the type of funding received. A Non-Reimbursable cost chart is located on our website at www.orangecountygov.com/youthbureau, for Solutions funding. Information regarding non-reimbursable costs for YDP and RHYA funding are addressed in the OCFS Fiscal Policy & Procedures manual, also located on our website.

PROCEDURE

Non-reimbursable expenses will be noted during the application review process and applicants will be notified and encouraged to make necessary budgetary changes prior to the approval process.

Youth Bureau personnel will audit all submitted financial claims to ensure reimbursable status.

All agencies and municipalities are to refer to the appropriate New York State OCFS Fiscal Program Manual (available on the Youth Bureau website) for claiming instructions.

F. FISCAL HOLD PROCESS

POLICY

The Youth Bureau reserves the right to withhold reimbursement of funds to agencies or municipalities under the following conditions:

- ▶ Consistent negligence in filing financial reimbursement claims in a timely manner.
- ▶ Claims submitted for reimbursement do not reflect items in the approved budget.
- ▶ No response to a written request from the Youth Bureau for required documentation of claimed expenditures by a given due date.
- ▶ Consistent negligence in filing program reports by a given deadline.
- ▶ No response to a written request from the Youth Bureau for required program reports by a given due date.
- ▶ Non-compliance with corrective actions as a result of monitoring visits.

PROCEDURE

Agency Director, Agency Board President and Youth Board Monitoring Committee Chairperson will be notified of Fiscal Hold by the Youth Bureau. Fiscal Hold may be released if all documentation and other conditions are satisfied. In the event of automatic waiver of funds back to the County, an agency or municipality may or may not be notified in writing.

G. MATCHING FUNDS

POLICY

Though not required, agencies and municipalities that receive YDP and Solutions funding from the Youth Bureau may secure matching funding.

RHYA Part I funded agencies must secure 20% county tax levy dollars and a 20% agency contribution as match towards 60% OCFS funding.

PROCEDURE

All applicants requesting funding through the Youth Bureau are required to complete and submit the "Other Revenue Sources" form with the Universal Program Application.

H. LEASE/RENTAL AGREEMENT

POLICY

Agencies and municipalities must have a formal lease/rental agreement for real property expenditures in order to be eligible for reimbursement.

PROCEDURE

Copies of Lease/Rental Agreements for real property expenditures must be submitted to the Youth Bureau at the beginning of the fiscal year.

I. EQUIPMENT REQUIREMENT

POLICY

Any contract agency or municipality purchasing equipment with County funds is required to maintain an inventory list on site. Programs no longer funded must return equipment to the Youth Bureau.

PROCEDURE

List equipment that needs to be purchased on the budget page of the Universal Program Application. Submit a completed list to the Youth Bureau on an annual basis. Any additional equipment purchased must be added to this list and submitted to the Youth Bureau.

J. EMPLOYEE PAYROLL REGISTERS

POLICY

Agencies and Municipalities must maintain employee payroll registers as the source documents upon which reimbursement for staff expenditures are based. Payroll registers must accurately reflect actual wage and deduction information. Payroll registers must be retained for six years.

PROCEDURE Copies of payroll registers must be submitted to the Youth Bureau with the fiscal claims.

K. TRAVEL EXPENSES

POLICY

Funded agencies may claim reimbursement for travel related expenses when the travel directly relates to the specific program and when the travel expenses are included in the approved budget.

PROCEDURE

A travel expense reimbursement form must be submitted with the fiscal claim and accompanied by copies of receipts and travel logs.

The following approvals are required for travel expense reimbursement:

- a) *Out-of-State and *Out-of-County travel plans must be submitted to the Youth Bureau in the form of a written request at least two weeks prior to the date of the planned travel;
- b) Out-of-County travel plans require prior approval of the Youth Bureau;
- c) Out-of-State travel plans require prior approval of the Youth Bureau for all programs and the State OCFS RHYA and YDP.

*** Out-of-State/Out-of-County Request Form is available online at www.orangecountygov.com/youthbureau.

L. INSURANCE DOCUMENTATION

POLICY

Funded agencies and municipalities must carry Workers' Compensation Insurance for paid employees and General Liability Insurance. Failure to submit Certificates of Insurance by the due date will result in automatic waiver of funds back to the County.

PROCEDURE

Certificates of Insurance must be submitted to the Youth Bureau prior to the beginning of the contract year. When insurance expires the agency or municipality must furnish new certificates of insurance to the Youth Bureau no later than two weeks after expiration or be subject to automatic waiver of funds back to the County.

Orange County Youth Bureau
Non-Reimbursable Costs Chart for Solutions Funding

TYPE OF COST

PERSONAL SERVICE:

- UNQUALIFIED STAFF
- PREPAYMENTS
- BOARD MEMBERS
- FAMILY OF BOARD W/O OCYB APPROVAL
- VACATION LUMP SUM PYMTS
- RETROACTIVE RAISES EXCEPT UNION AGREEMENTS
- BONUSSES
- OVERTIME (OVER 40-HOUR WEEK)
- LAW ENFORCEMENT STAFF except Juvenile Aid and DARE Officers

FRINGE BENEFITS:

- EXCESS OF 25% OF SALARIES
- FEDERAL UNEMPLOYMENT
- DIRECT MEDICAL PAYMENTS
- NYS UNEMPLOYMENT - SELF INSURED NFP'S
- PERSONAL RETIREMENT PLANS
- MUNICIPAL EMP'EES

CONSULTANTS/CONTRACTED SERVICES:

- FUND RAISING CONSULTANT
- ANNUAL CPA AUDIT

MAINTENANCE & OPERATION:

- CASH PAYMENTS - No Checks Payable to Cash or Petty Cash
- YOUTH CLOTHING EXCEPT INEXPENSIVE T-SHIRTS/CAPS
- EXPENSIVE PRIZES/TROPHIES
- RENTAL PAYMENTS FOR AGENCY-OWNED BLDG
- LONG TERM VEHICLE LEASE
- VEHICLE PURCHASE
- TRAVEL- HOTEL ROOMS FOR YOUTH (Unless Related To Conference Attendance, Requires Pre-Approval)
- PROFESSIONAL MALPRACTICE INSURANCE
- BOARD LIABILITY INSURANCE
- BONDING INSURANCE
- AUTO INSURANCE
- FIRE, THEFT & PROPERTY INSURANCE
- UTILITIES IF INCLUDED IN RENT
- CONTRIBUTIONS/DONATIONS
- FINES/ PENALTIES
- SALES TAX
- SECURITY DEPOSITS
- STAFF PHYSICALS
- INDIRECT COSTS
- LOANS/INTEREST ON LOANS
- PREPAID EXPENDITURES (EXCEPT WHEN REQUIRED, Pre-Approval Needed)
- MUNICIPAL TAXES
- PERSONAL MEMBERSHIP FEES
- LANDSCAPING
- AIR TRAVEL
- OUT OF STATE & OUT OF COUNTY TRAVEL WITHOUT PRIOR AUTHORIZATION
- NON-PROGRAM RELATED COSTS
- FUND RAISING
- HONORARIUM
- PRE/POST CONTRACT COSTS
- LEAGUE FRANCHISE FEES
- PER GAME REIMBURSEMENT FOR BOWLING, SKIING ETC.
- UNIFORMS AND STAFF CLOTHING
- YOUTH PHYSICALS AND PARAMEDICS UNLESS REQUIRED FOR PARTICIPATION
- ACTIVITIES FOR WHICH FEES ARE CHARGED

FACILITY REPAIR/ PURCHASE

- REPAIRS GREATER THAN \$1,000
- CAPITAL CONSTRUCTION
- CAPITAL PURCHASE
- BUILDING REHABILITATION

Cell Phones - A copy of the cell phone bill must be submitted with the claim. Reimbursement will not be made on personal cell phone costs; please make sure business calls are clearly identified. OCYB reserves the right to request justification for cell phones costs. Cell phones must be necessary for the operation of the program.

Credit Card Payment - A copy of the credit card bill must be submitted with the claim with the account number obliterated. In addition, receipts for the items for which reimbursement is being requested must also be submitted.

Orange County Youth Bureau

A coordinating agency for youth programming, as directed by the organizational guidelines set forth by the NYS Office of Children and Family Services (OCFS). It channels OCFS and County funding to local municipalities and community based organizations, based on the needs in the Children & Family Services Plan.

Mission: Promote Positive Youth Development, coordinate services for all youth in Orange County; and to develop and fund local programs.

Responsible for:

Coordination of Youth Services; Information and Referral to Youth Programs; Data Collection/Youth Issues; Allocation of Funding; Integrated County Planning; Advocacy for Youth and Families.

How to reach us...

☎ 845.615.3620

✉ YouthBur@OrangeCountyGov.com

🌐 www.OrangeCountyGov.com/YouthBureau

■ 18 Seward Avenue, Suite 102, Middletown, N.Y.

**Visit us online to find many useful resources, including the electronic version of our Youth & Family Services Directory and an online community calendar!*



Why Do Some Kids Grow Up With Ease, While Others Struggle?

Why do some kids get involved in dangerous activities, while others spend their time contributing to society? Why do some youth “beat the odds” in difficult situations, while others get trapped?

Many factors influence why some young people have successes in life and why others have a harder time. Economic circumstances, genetics, trauma, and many other factors play a role. But these factors, which seem difficult, if not impossible, to change-aren’t all that matters. Research by Search Institute has identified 40 concrete, positive experiences and qualities-“Developmental Assets”- that have a tremendous influence on young people’s lives. And they are things that people from all walks of life can help to nurture. Research shows that the 40 Developmental Assets help young people make wise decisions, choose positive paths and grow up competent, caring and responsible.

The assets are as follows:

1. Family Support
2. Positive Family Communication
3. Other Adult Relationships
4. Caring Neighborhood
5. Caring School Climate
6. Parent Involvement in Schooling
7. Community Values Youth
8. Youth as Resources
9. Service to Others
10. Safety
11. Family Boundaries
12. School Boundaries
13. Neighborhood Boundaries
14. Adult Role Model
15. Positive Peer Influence
16. High Expectations
17. Creative Activities
18. Youth Programs
19. Religious Community
20. Time At Home
21. Achievement Motivation
22. School Engagement
23. Homework
24. Bonding To School
25. Reading For Pleasure
26. Caring
27. Equality and Social Justice
28. Integrity
29. Honesty
30. Responsibility
31. Restraint
32. Planning and Decision Making
33. Interpersonal Competence
34. Cultural Competence
35. Resistance Skills
36. Peaceful Conflict Resolution
37. Personal Power
38. Self-Esteem
39. Sense of Purpose
40. Positive View of Personal Future