

**CHARLOTTE AREA FUND, INC. (CAF)**  
**CSBG - SELF SUFFICIENCY & NUTRITION ASSISTANCE**  
**PROJECTS ANALYSIS**  
**July 1, 2013 – June 30, 2014**

The Charlotte Area Fund's (CAF) mission, as Mecklenburg County's designated community action agency, is to identify and address poverty causes by providing programs and services that assist economically disadvantaged citizens with gaining the skills and abilities necessary to achieve self-sufficiency. Consistent with its purpose, CAF studies and analyzes the community's problems resulting from poverty to determine resources in addressing the issues. CAF's programs and services are provided through a comprehensive individualized case management approach. This strategy focuses on assisting participants with training to obtain the necessary skills for marketability, attainment of permanent employment and ultimately achievement of self-sufficiency.

**Description of Services**

The Charlotte Area Fund's service delivery system is geared toward assisting low-income individuals and will be achieved through a number of initiatives. These initiatives continue to include distributing and circulating updated information regarding CAF programs and eligibility to local, public, and private social and human service agencies, educational institutions and facilities, public housing and neighborhood centers, and various other resource locations where low-income individuals frequent and utilize services. The Marketing Coordinator and Intake Staff adhere to weekly schedules that permit them to maintain constant and continual contact and communication with partnering agencies regarding CAF information. The CAF Staff, particularly the Marketing Coordinator, also provide thorough and informative presentations to local businesses and community groups, other human and social agencies and community residents. Along with the dissemination of information and presentations, applications are also completed at many of these sites, which often initiate service delivery.

The CAF Self-Sufficiency Project will continue to provide comprehensive case management services to at least 400 low-income clients during the 2013-2014 program year. Components of the Self-Sufficiency Project, Employment and Consumer Education/Money Management, and Nutrition will be afforded to clients, along with a separate Nutrition component for clients who are in need of emergency food and are not eligible for the Self-Sufficiency Project.

Upon arrival, all individuals seeking assistance are provided information about the program and the intake process. An Intake/Assessment Generalist will conduct intake to determine client needs and eligibility. Once the intake process has been completed and assessment, including the TABE (Test of Adult Basic Education), has been conducted, the client will be notified regarding his/her eligibility for the Self-Sufficiency Project. Clients who are deemed eligible and have been assessed at an 8<sup>th</sup> grade level or above on the TABE are placed on a list to attend the next mandatory Job Readiness and Money Management/Consumer Education Training Sessions. Following the Job Readiness and Money Management/Consumer Education Training, they are referred to the GED (General Education Development) instruction if they do not possess a GED or high school diploma. A certified teacher from CPCC provides the instruction on site at CAF. Clients who have been assessed at 4<sup>th</sup> grade level or below on the TABE are referred to the closest site that offers ABLE (Adult Basic Literacy Education) instruction. Clients who have scored between a 4.1 and 7.9 grade level on the TABE and do not possess a high school diploma or GED (General Education Development) are referred to our on-site GED/ABLE

(Adult Basic Education) classes prior to entering the mandatory Job Readiness and Money Management classes. Once clients have reached an 8<sup>th</sup> grade level in Reading Comprehension, they will be able to enter Job Readiness class while they continue to work towards earning their GED. In addition, clients who possess a high school diploma or GED, but have scored below a 12<sup>th</sup> grade level will be referred to the Tutoring/Mentoring/Remedial Educational Instruction classes to upgrade their skill in an effort to prepare them for employment. These classes will be taught by staff and volunteers in conjunction with CPCC. Clients who have completed Job Readiness training through another agency may opt to waive this portion of the training provided that they produce tangible and verifiable information such as a certificate of other pre-employment training completion or transcript that meets the same curriculum as established by CAF.

Job Readiness Training is an integral activity in the Self-Sufficiency Program. All clients are required to take a pre-employment skills assessment that is administered by the Intake/Generalist. They are also assessed by a Case Manager to determine their employability skills relevant to acquiring and maintaining a job. Once it is determined that formal training is needed, clients will be required to attend a minimum of twenty-four hours (3 hours each day, Monday thru Thursday for two to three weeks) of training. Individuals who are assessed as needing additional training will attend twelve extra hours of instruction. Those who meet the 90% attendance requirement, exhibit proficiency by passing a post-test and have successfully developed and completed an Action Plan/Individual Development Plan with their assigned Case Manager at the completion of the class will receive a stipend of \$50. Those who are determined as needing additional job readiness training will complete one-on-one training with their Case Manager. Some of the concentration areas are successfully completing a job application and developing a resume, appropriate business ethics/communication, accessing the internet for job search activities, etc. At the conclusion of this training, each client is given a post-test to further examine comprehension of the material prior to being referred for intensive job search dynamics. Those who are assessed as “job ready” (not deficient in job readiness skills), but whose pre-test assessment indicates a weakness in one or two areas, will receive one-on-one employability counseling or “Mini” Job Readiness with a Case Manager.

The Employment Case Manager provides information about employment services and a more comprehensive, detailed and in depth assessment is executed. Part of this assessment includes testing to determine the client’s skill levels through a self-directed job skills search questionnaire. Case Managers will assist the client in goal-setting to establish the Individual Development Plan (IDP) that outlines a course of action the client will need to take in order to become self-sufficient, according to their skill level. Clients with marketable skills will be referred to employers who have listed employment openings with CAF or with other agencies where the CAF Marketing Coordinator has developed jobs. Educational deficiencies are carefully examined and a plan regarding educational skills attainment through the onsite GED or remedial instruction is implemented as aforementioned. Individuals who obtain their GED by the end of the program year will receive a bonus stipend of \$20 per each state test passed (up to a \$100 maximum) upon request). Computer training will also be offered to interested clients through CAF and taught by a certified instructor. Clients enrolled in this activity will receive training in Microsoft Windows, Word, Excel, Power Point, Outlook and Internet and will be encouraged to seek and obtain employment where acquired computer skills can be utilized.

Short-term vocational training will also be available to clients who have completed TABE testing and other pre-requisite requirements established by the certified training provider. Short-term vocational training will be provided by certified training providers, i.e. CPCC, Divine Health Academy. CAF will sponsor the cost of tuition, books and some required supplies, as funding is

available, for the short-term vocational training activity. In addition, an apprenticeship training activity for four weeks with area employers for short-term vocational training graduates, to include ex-offenders and veterans, who are difficult to place after short-term training due to the need for additional hands-on vocational exposure to further enhance the clients' applied learning experience and strengthen their marketability. In addition, we will utilize this activity for those clients who possess vocational skills at enrollment but are unable to secure employment in their specific fields. This activity will create an opportunity for them to attain immediate employment in the specific vocational area. Clients will receive \$10.00 per hour for forty hours per week for four weeks while in training as paid work experience. In addition, CAF provides paid internship activities which expose clients to work experience and business practices. Clients will receive \$10 per day for 5 days per week for 8 weeks.

CAF's Marketing Coordinator will continue to work closely with Employment Case Managers to ensure that the development of new jobs are strengthened, diverse, correspond with clients' skills and that transportation is available. Emphasis will be placed on developing a variety of jobs with starting wages of \$8.50 and above per hour. Daily or weekly bus tickets may be provided during the job search phase and possibly at the start of a new job. Clients who drive their personal vehicles may obtain up to two gas cards while in job search and/or to retain employment, as well as to participate in agency activities. Clients will be required to actively participate in job search to include the completion of employment applications. The interview provides the best opportunity for someone to obtain employment. Clients who actively participate in job search and are successful at securing interviews will receive a stipend of \$10.00 (average of \$20.00 per participant with a maximum of \$30.00) for each verifiable interview attended. Case Managers and the Intake/Assessment Generalist will be responsible for contacting the employer to verify that an interview has been conducted and to solicit feedback regarding the interview process as well as inquire about the client's hiring status. If the client has interviewed, the Case Manager will inquire about the interview as it relates to pre-employment skills training. Continued referrals will be made until the client is employed or ceases to participate in job search. It is our goal to place at least 100 clients in full-time permanent jobs.

Counseling and some limited financial assistance such as transportation, purchasing tools, uniforms, and other work requirements will be available to clients during and after job placement. Depending on the need of the client and at the discretion of the Case Manager, clients may also (but not in addition to) receive limited financial assistance for items such as interviewing clothes, shoes, etc. Employment follow-ups will be made at 3, 6 and 9 months following placement in order to determine the client's poverty level status. The six-month follow-up will determine job retention. Case Managers will also make inquiries regarding the client's progress on the job, their earnings, and to help the client and employer deal with problems that may arise.

A second component of the CAF Self-Sufficiency Project will include Consumer Education/Income Management. During the initial intake process, clients will also be assessed to determine the level of their money management skills as well as require assistance with their nutrition. Those clients that are found lacking adequate money management skills will be enrolled in the Consumer Education Component of the Self-Sufficiency Project. These may be clients who have some financial resources, but needed some type of financial or crisis assistance within the past 30 days, either from other agencies such as Crisis Ministry, Salvation Army, etc., or through loans or family members. Individuals enrolled in this component must be willing to participate for an average of 3 to 6 months, and the total family should be committed to reaching a family goal. Each selected family will be assisted in developing a long-term goal (possibly to be achieved in 5 years), a short-term goal (to be achieved in 6 to 12 months) and

quarterly milestones, as well as the adoption of a family budget. Extensive budget sessions for selected clients will be scheduled during the first six months of enrollment. Further budget counseling as detailed in the IDP will be conducted for the purposes of encouragement and follow-up to track the family's progress toward the income management goal. A \$10 stipend per month (\$40 average/\$60 maximum) will be awarded for successfully completing each budget session (6 maximum). We will document their progress and ascertain their debt reductions and savings at the end of each completed session.

The staff will assist by providing a variety of direct services such as family counseling, budget, goal setting and counseling, workshops on consumer buying, money management and other life skill. Classes in money management (budget development, credit, consumer education, nutrition education) will be provided for all clients. As an incentive for participating in these activities, clients will receive a \$25 stipend and a certificate for at least 90% attendance and the successful completion of the 11-hour Money Management sessions.

CAF will provide at least 20 life skills workshops on issues that impact the lives of our clients, and nutrition education and demonstration workshops for at least 2 hours, in addition to the Money Management sessions. The focus topics for these classes may include parenting, substance abuse, safety, STD awareness, hygiene, housing, tenant rights, stress reduction, etc., and the nutrition class may include focus topics of diabetes prevention, high blood pressure, cardiovascular disease, counting calories, eating fruits and vegetables, etc. The nutrition component will address health and wellness to the residents of Mecklenburg County by providing activities such as nutrition demonstrations, classes on quick and healthy meal preparations on a budget, nutrition counseling provided by staff, and or professional guest speakers, diet, weight and preventive measure workshops on chronic diseases such as diabetes, cancer, high blood pressure, cardiovascular disease. These workshops will be provided by professional guest speakers from area agencies, e.g. (Mecklenburg County Health Department, Primerica, Bank of America, Alliance Credit Counseling, Community Link, and Carolinas Healthcare) or by staff, and enhanced with videos, handouts, etc. The Consumer Education Component will assist in coordinating the agency's Career and Healthcare Fair, which will include health and wellness vendors as well as employers in Mecklenburg County. In addition to meeting employing companies and receiving various job readiness services at the career fair, clients may also receive free health screenings relevant to glaucoma, dental, hearing, blood pressure, etc.

Clients may also receive nutrition education and become eligible to participate in the CAF Food Distribution if assessed as needing the services. Each month, CAF staff will provide food boxes for the Self-Sufficiency clients during project participation. Food is usually obtained from the Second Harvest Food Bank of Metrolina and/or purchased at other vendors. Those clients with special dietary needs may be able to receive food vouchers to local grocery stores so that they can purchase foods that meet their dietary needs, such as low-sodium or low-sugar foods, etc. Case Managers will make referrals to other pantries when appropriate. The CAF staff will also maintain contact with resources throughout the county to remain abreast of all the services available.

CAF has limited financial resources for those clients in need of emergency crisis assistance. CAF may provide limited financial assistance up to \$500 per Self-Sufficiency client to subsidize the amount needed for rental assistance. The client must have the financial resources to maintain henceforth without further assistance. The agency may provide up to a maximum of \$150 for utilities (electricity, gas, water, oil) assistance upon verification of ability to maintain in the future without further assistance. CAF will also provide limited assistance with the purchase

of medicine, doctor visit co-pays, etc, up to a maximum of \$50. This service will be determined on a client-by-client basis. The Charlotte Area Fund has collaborated with other providers to assist clients needing eyeglasses and/or vision screenings.

All methods of assistance will be contingent upon the individual's circumstances. All other clients will be referred to other service agencies such as Crisis Assistance Ministry, Salvation Army, Good Fellows, Good Friends and various local churches.

A separate Nutrition Project will continue through the Community Services Block Grant. This project will not be an affiliate of the Self-Sufficiency Project. It will provide assistance to those individuals who do not qualify for the Self-Sufficiency Project due to the inability to seek employment, but are in need of food that cannot be obtained elsewhere. Clients may receive up to \$150 of food. Additional food received from the Second Harvest Food Bank will be used to establish an onsite food closet or pantry at CAF. This separate project will also provide vouchers to those individuals with special dietary needs.

Each year the Charlotte/Mecklenburg Chamber of Commerce publishes a book of services (information and Referral Book) with agency names, locations, and contact persons in the county. Staff utilizes this book as well as other resource information obtained when seeking specific information regarding services provided by various entities, particularly for special needs.

Staff at CAF has access to the internet and is developing protocol for maintaining its new website. Currently, the Marketing Coordinator is accessing the city/county job listing and other local businesses' listings, while other staff access information regarding other available resources for clients in the Charlotte-Mecklenburg area. Staff has established a network and referral process that creates client flow between respective agencies, which allows case managers to be in direct contact with each other. Conferences to communicate successes and problems are scheduled as necessary. CAF is a job site for volunteer time and office internships as required by Work First.

### **Analysis of Activities (CAF's Work Program) & Cost**

1. Project Name:	Self-Sufficiency Project
2. Poverty Cause Name:	Barriers to employment, insufficient money, lack of access to credit, priority system based on survival.
3. Long-Range Goal:	Assist 150 low-income individuals to achieve self-sufficiency by June 30, 2015.
4. Selected Strategy:	Strategies: (1) *To provide comprehensive case management services and activities to low-income families and individuals that will enhance their employability skills. (2) *Increase the earning power of low-income clients by providing job development and placement assistance. (3) *Increase the purchasing power of low-income families by providing budget counseling and "life management" skills to help meet their basic needs and improve their quality of life. (4) *To increase the low-incomes' awareness of available resources within the service area. (5) *Increase employers' awareness of the low-income clients' potential and encourage the employers to employ and train the economically disadvantaged. (6) *Increase the low-incomes' awareness of an employer's expectations for job retention. (7) *Provide extensive follow-up to monitor and encourage job retention. (8) *Solicit and increase private sector support for provision of training and employment opportunities. (9) *Provide availability and accessibility of basic skills and vocational skills training to the low-income community. (10) *Increase low-income community's awareness, support and volunteerism to improve the community/neighborhoods.

<b>Objective:</b> <ul style="list-style-type: none"> <li>Provide 300 low-income persons with comprehensive services designed to remove them from poverty.</li> <li>Provide 100 carryover clients with activities to further enhance the client's employability skills.</li> </ul>	<b>Positions Responsible for Objective</b>	<b>Cost Associated with Objective</b> <b>Note:</b> Where staff salaries and fringes are denoted, other operating and programmatic costs, i.e. mileage, supplies, facility expenses, etc. are applicable to the specific task/objective
<p align="center"><b><u>MAJOR ACTIVITIES</u></b></p> <p>1. Recruit at least 600 applicants. Provide information about services through public relations efforts, neighborhood outreach centers and community organizations. Make regular contact with other service agencies. Establish intake stations at several locations. Target non-minority low-income groups and groups where English is not their native language.</p>	<p align="center">Marketing Coordinator Intake/Assessment Generalists Employment Component Mgr.</p>	<p align="center">Staff Salaries &amp; Fringes</p>
<p>2. Establish and maintain 300 regular contacts (calls, visits, email, letter, etc.) with 50 separate service agencies in Mecklenburg County.</p>	<p align="center">Marketing Coordinator</p>	<p align="center">Staff Salaries &amp; Fringes</p>
<p>3. Maintain regular contact with media (once monthly) to promote agency and program.</p>	<p align="center">Marketing Coordinator Executive Director</p>	<p align="center">Staff Salaries &amp; Fringes</p>
<p>4. Deliver presentations to various community and partner agencies, neighborhood centers, community organizations, etc. (10 presentations per month/30 per quarter)</p>	<p align="center">Marketing Coordinator Health &amp; Financial Literacy Specialist Special Projects Coor. SS Intake/Quality Assurance Coor. Employment Component Mgr. Executive Director</p>	<p align="center">Staff Salaries &amp; Fringes</p>
<p>5. Conduct intake, including eligibility determination for 400 customers. Conduct initial assessment to determine needs.</p>	<p align="center">Intake/Assessment Generalists Case Manager/Short- Term Voc. Coor. Case Manager/GED &amp; Job Readiness Coor. Case Manager/Computer Coordinator Health &amp; Financial Literacy Specialist SS Intake/Quality Assurance Coor. Sec/Receptionist</p>	<p align="center">Staff Salaries &amp; Fringes</p>

<p>6. Assess 300 eligible clients to determine skills levels, i.e. education, employability, consumer education. Develop an IDP and enroll in appropriate activities.</p>	<p>Case Manager/Short- Term Voc. Coord. Case Manager/GED &amp; Job Readiness Coord. Case Manager/Computer Coordinator Consumer Ed/Nutrition Coord. Health &amp; Financial Literacy Specialist</p>	<p>Staff Salaries &amp; Fringes</p>
<p>7. Provide and coordinate GED/ABE preparation classes for those clients testing above 4.1 grade reading level for ABE and eighth grade reading level for GED (40 participants annually/10 per quarter – 3 sessions that encompass the entire fiscal year).</p> <p>Process, approve and pay a stipend of \$20/state test passed related to GED attainment (up to \$100 per client- average of \$80/client - 5 client maximum).</p>	<p>Case Manager/GED &amp; Job Readiness Coord. CPCC Employment Component Mgr.</p> <p>Programs Director Operations Director Accounting Clerk. Executive Dir.</p>	<p>Staff Salaries &amp; Fringes Contract - \$8,911 (CAF's cost) CAF and CPCC will share the cost for two sessions with CAF assuming the entire obligation for the summer session due to lack of funding at CPCC.</p> <p>Staff Salaries &amp; Fringes Client Stipends - \$400</p>
<p>8. Provide and coordinate computer training for those with reading skills above an eighth who are assessed as in need of these skills (Maximum of 10 participants per class – total of 20 annually).</p>	<p>Employment Component Mgr Case Manager/Computer Coord. Computer Training Subcontractor</p>	<p>Staff Salaries &amp; Fringes Contract - \$3,400</p>
<p>9. Provide and coordinate short-term certified vocational training for those who meet the admission requirements per the training provider (Total of 65 participants. 30 participants at a regular average of \$400+ 5 participants @ \$800 + 10 participants @ \$200 + 5 Participants @ \$900 + 2 participants @ \$2300 + 3 Participants @ \$300 and 10 participants @ \$250 average).</p>	<p>Case Manager/Short-Term Voc. Coord. Employment Component Mgr. Programs Director Certified Training Providers</p>	<p>Staff Salaries &amp; Fringes Estimated for Client Training Cost - \$30,500</p>

<p>10. At short-term vocational completion or as a separate training activity, provide Apprenticeships in trainees' chosen field. (10 apprentices @ \$10/hr x 40 hrs/wk x 4 weeks plus workers' comp.).</p>	<p>Marketing Coordinator  Employment Component Mgr.  Special Projects Coor.  Case Manager/Short Term Coor.  Case Manager/GED &amp; Job Readiness Coor.  Case Manager/Computer Coordinator  Local Employers</p>	<p>Staff Salaries &amp; Fringes  Estimated for Client Training  Cost - \$16,640 (includes \$640 of worker's compensation)</p>
<p>11. Provide and coordinate 24 hours of formal classroom job readiness training to clients (Maximum of 250 Participants).</p> <p>Process, approve and pay a \$50 stipend to those attending two-weeks of training for 90% of class time and pass post-test (Maximum of 225 Participants).</p>	<p>Case Manager/GED &amp; Job Readiness Coor.  Employment Component Mgr.</p> <p>Employment Component Mgr.  Programs Director  Operations Director  Accounting Clerk  Executive Director</p>	<p>Staff Salaries &amp; Fringes</p> <p>Staff Salaries &amp; Fringes  Client Stipends - \$11,250</p>
<p>12. Provide continuous employability counseling to 300 agency clients and intense counseling to those whose pre-test assessment indicates weaknesses in one or two areas.</p>	<p>Case Manager/Short Term Voc. Coor.  Special Projects Coor.  Case Manager/GED &amp; Job Readiness Coor.  Case Manager/Computer Coordinator  Employment Component Mgr.</p>	<p>Staff Salaries &amp; Fringes</p>
<p>13. Provide and coordinate clients to work exposure and business practices through paid internships (8 interns @ \$400).</p>	<p>Case Manager/Short Term Voc. Coor.  Case Manager/GED &amp; Job Readiness Coor.  Case Manager/Computer Coordinator  Special Projects Coor.  Employment Component Mgr.  Programs Director  Marketing Coor.  Local Employers</p>	<p>Staff Salaries &amp; Fringes  Client Stipends - \$3,200</p>
<p>14. Conduct at least 24 job training seminars and/or tours.</p>	<p>Marketing Coordinator</p>	<p>Staff Salaries &amp; Fringes  Cost of Client Transportation to Facilities</p>
<p>15. Provide 400 job opportunities</p>	<p>Marketing Coordinator</p>	<p>Staff Salaries &amp; Fringes</p>
<p>16. Develop 25% of total jobs developed (400) in technical jobs.</p>	<p>Marketing Coordinator</p>	<p>Staff Salaries &amp; Fringes</p>
<p>17. Develop 25% of total jobs developed (400) that pay at least \$8.50 per hour.</p>	<p>Marketing Coordinator</p>	<p>Staff Salaries &amp; Fringes</p>



18. Refer 250 employable clients to appropriate employment opportunities.	Case Manager/Short- Term Voc. Coord. Case Manager/GED & Job Readiness Coord. Special Projects Coord. Case Manager/Computer Coordinator	Staff Salaries & Fringes
Process a \$10.00 stipend for each verified (through follow-up) job interview attended by the client (maximum of \$30.00/client. / 50 client maximum /\$20 average – 3 Interview maximum).	Case Manager/Short Term Voc. Coord. Case Manager/GED & Job Readiness Coord. Case Manager/Computer Coordinator Programs Director Operations Director Accounting Clerk Executive Director	Staff Salaries & Fringes Client Stipends - \$1,000
19. Place 100 clients in full-time, permanent jobs.	Case Manager/Short Term Voc. Coord. Case Manager/GED & Job Readiness Coord. Case Manager/Computer Coordinator Employment Component Mgr.	Staff Salaries & Fringes
20. Coordinate and provide financial assistance with tools, uniforms, physicals, TB tests, and other requirements to seek and commence work (100 participants \$100 average).	Case Manager/Short Term Voc. Coord. Case Manager/GED & Job Readiness Coord. Special Projects Coord. Case Manager/Computer Coordinator Employment Component Mgr. Programs Director Operations Director Accounting Clerk. Executive Director	Staff Salaries & Fringes Estimated Direct Client Cost - \$10,000
21. Provide financial assistance with transportation to seek and commence work (job search, classes and work start-up for a grand total of 160 participants – 125 participants @ \$50 average for bus tickets, 35 participants @ \$50 average for gas cards.	Case Manager/Short Term Voc. Coord. Case Manager/GED & Job Readiness Coord. Case Manager/Computer Coordinator Employment Component Mgr. Special Projects Coord. Programs Director Operations Director Accounting Clerk Executive Director	Staff Salaries & Fringes Estimated Direct Client Cost - \$10,275

<p>22. Conduct employment follow-up, data computerization, monitoring and report activities at 3, 6, 9 and 12 months to assess job attainment information</p> <ul style="list-style-type: none"> <li>• 25Planned Placements 2013-201 4th Qrt.</li> <li>• 25 Planned Placements- 2013-2014 1st Qrt.</li> <li>• 25 Planned Placements- 2013-2014 2nd Qrt.</li> <li>• 25 Planned Placements- 2013-2014 3rd Qrt.</li> <li>• 25 Planned Placements follow-up for 2013-2014 4th Qrt. will be conducted during the 1st Qrt. of the 2014-2015 grant period</li> </ul>	<p>Intake/Assessment Generalists  SS Intake/Quality Assurance Coor.  Case Manager/Short- Term Voc. Coor.  Case Manager/Computer Coordinator  Special Projects Coor.  Case Manager/GED &amp;Job Readiness Coor.  Employment Component Mgr.</p>	<p>Staff Salaries &amp; Fringes</p>
<p>23. Conduct employment follow-up, computerization, monitoring and report activities at 3, 6, 9 and 12 months to assess employed clients' job retention and self-sufficiency status. (Numbers were derived from # 22 placement schedule)</p>	<p>Intake/Assessment Generalists  Case Manager/Short Term Voc. Coor.  Special Projects Coor.  Case Manager/GED &amp;Job Readiness Coor.  Case Manager/Computer Coordinator  SS Intake/Quality Assurance Coor.  Employment Component Mgr</p>	<p>Staff Salaries &amp; Fringes</p>
<p>24. Sponsor annual Health Care Awareness/Career Fair in the fourth quarter to provide job seekers with resume preparation and interviewing assistance as well as access to employers. Attendees will receive free health screenings, background checks, assistance with interview attire and information from resource stations regarding employment and training and health/wellness.</p>	<p>Case Manager/Short Term Voc. Coor.  Case Manager/GED &amp;Job Readiness Coor.  Case Manager/Computer Coordinator  Marketing Coordinator  Employment Component Mgr  Health &amp; Financial Literacy Specialist  Special Projects Coor.  Programs Director  Operations Director  Executive Director</p>	<p>Staff Salaries &amp; Fringes  Estimated Event Cost - \$1,125</p>

<p>25. Sponsor the Annual Business Seminar highlight partnerships with employers, agencies and churches.</p>	<p>Case Manager/Short Term Voc. Coord.  Case Manager/GED &amp; Job Readiness Coord.  Case Manager/Computer Coordinator  Special Projects Coord.  Marketing Coordinator  Employment Component Mgr  Health &amp; Financial Literacy Specialist  Programs Director  Operations Director  Executive Director</p>	<p>Staff Salaries &amp; Fringes  Estimated Event Cost - \$2,500</p>
<p>26. Coordinate and provide 20 money management seminars for agency clients annually.</p> <p>Process, approve and pay a stipend of \$25.00 per client for completion of 11-hour seminar session. (185 Clients @ \$25)</p>	<p>Health &amp; Financial Literacy Specialist</p> <p>Health &amp; Financial Literacy Specialist  Special Projects Coord.  Programs Director  Operations Director  Accounting Clerk  Executive Director</p>	<p>Staff Salaries &amp; Fringes</p> <p>Staff Salaries &amp; Fringes  Client Stipends - \$4,625</p>
<p>27. Assist 75 clients with financial goal setting and the adoption of a family budget. Provide intensive budget sessions for selected clients during the first 4 months of enrollment. Involve family members as often as possible.</p>	<p>Health &amp; Financial Literacy Specialist</p>	<p>Staff Salaries &amp; Fringes</p>
<p>28. Conduct further budget counseling sessions for the purposes of encouragement and follow-up to track family's progress toward income management goal.</p>	<p>Health &amp; Financial Literacy Specialist</p>	<p>Staff Salaries &amp; Fringes</p>
<p>29. Process, approve and provide a \$10 per month stipend for clients who meet with staff for scheduled budget sessions (75 participants @ \$40 average).</p>	<p>Health &amp; Financial Literacy Specialist  Special Projects Coord.  Programs Director  Operations Director  Accounting Clerk  Executive Director</p>	<p>Staff Salaries &amp; Fringes  Client Stipends - \$3,000</p>

<p>30. Process, approve and provide limited financial assistance for 1 SS Project eligible clients, (up to \$500 per family for rent)  - 2 SS Project eligible clients for utilities assistance (Average \$150) to alleviate financial crisis.  - 2 eligible clients @\$50 for medical assist. (Co-pays, glasses, prescriptions, etc.), to subsidize amount needed. Solicit local donations to supplement grant funds. Eligible clients may receive up to additional non-grant funds based on their circumstance.</p>	<p>Health &amp; Financial Literacy Specialist  Special Projects Coor.  Programs Director  Operations Director  Accounting Clerk  Executive Director</p>	<p>Staff Salaries &amp; Fringes  Estimated Direct Client Cost - \$900</p>
<p>30. Maintain regular contact with resources throughout the county to remain abreast of services available.</p>	<p>Sec/Receptionist  Intake/Assessment Generalists  SS Intake/Quality Assurance Coor.  Case Manager/Short Term Voc. Coor.  Case Manager/GED &amp; Job Readiness Coor.  Special Projects Coor.  Case Manager/Computer Coordinator  Health &amp; Financial Literacy Specialist  Marketing Coordinator  Employment Component Mgr  Programs Director  Executive Director</p>	<p>Staff Salaries &amp; Fringes</p>
<p>31. Provide at least 20 life skills/wellness workshops on nutrition education, parenting, health and wellness, abuse, safety, etc.</p>	<p>Health &amp; Financial Literacy Specialist  Local Service Providers</p>	<p>Staff Salaries &amp; Fringes  Seminar Supplies</p>
<p>32. Receive donated food from the Food Bank and other sources for distribution to Self-Sufficiency Project clients. Provide nutrition education and counseling to clients receiving nutrition services (average of 30 boxes @ \$12.50/box X 11 months). Food boxes are valued between \$75-\$125/mo.(Direct Client Benefit)</p>	<p>Health &amp; Financial Literacy Specialist  Volunteers</p>	<p>Staff Salaries &amp; Fringes  Estimated Cost of Food, including food bank handling fees, - \$4,125</p>

<p>33. Provide food vouchers to clients in need of special dietary foods due to chronic health conditions (Average of \$20 per participant. Maximum of 37 participants).</p>	<p>Health &amp; Financial Literacy Specialist Special Projects Coor. Programs Director</p>	<p>Staff Salaries &amp; Fringes Estimated Cost of Food Gift Cards- \$740</p>
<p>34. Develop and distribute 1 agency newsletter per quarter (four annually). Includes information about CAF and other community organizations, resources, employment techniques, consumer education tips, etc.</p>	<p>Employment Component Mgr. Marketing Coordinator Special Projects Coor. SS Intake/Quality Assurance Coor. Sec/Receptionist Programs Director Executive Director</p>	<p>Staff Salaries &amp; Fringes Printing</p>
<p>35. Conduct client data collections (including follow-ups from referrals), computerization, monitoring and reporting activities. (Objective required for grant compliance)</p>	<p>Case Manager/Short Term Voc. Coor. Case Manager/GED &amp; Job Readiness Coor. Case Manager/Computer Coor. Health &amp; Financial Literacy Specialist Special Projects Coor. Employment Component Mgr. Marketing Coordinator SS Intake/Quality Assurance Coor. Sec/Receptionist Programs Director Accounting Clerk Operations Director Executive Director</p>	<p>Staff Salaries &amp; Fringes</p>
<p>36. Update and compile project components procedural manual. (Objective required for grant compliance)</p>	<p>Employment Component Mgr. Consumer Ed/Nutrition Coor. Special Projects Coordinator Programs Director Executive Director</p>	<p>Staff Salaries &amp; Fringes</p>
<p>37. Review client files and information in data base to ensure compliance with agency and funding source procedures and guidelines. (Objective required for grant compliance)</p>	<p>Employment Component Mgr. Special Projects Coor. SS Intake/Quality Assurance Coor. Programs Director Operations Director Accounting Clerk Executive Director Board of Directors</p>	<p>Staff Salaries &amp; Fringes</p>
<p>38. Conduct monthly assessment, evaluation and project modification activities. (Objective required for grant compliance)</p>	<p>Employment Component Mgr. SS Intake/Quality Assurance Coor. Special Projects Coor. Programs Director Operations Director Executive Director Board of Directors</p>	<p>Staff Salaries &amp; Fringes</p>

39. Prepare and approve client paperwork (stipends, invoices for training, etc.) for payment, including disbursement of checks. (Objective required for grant compliance)	Employment Component Mgr. SS Intake/Quality Assurance Coor. Special Projects Coor. Programs Director Operations Director Accounting Clerk Executive Director Board of Directors	Staff Salaries & Fringes
40. Graduation for persons achieving self- sufficiency (One in the third quarter and one in the fourth quarter).	Sec/Receptionist Intake/Assessment Generalist Case Manager/Short Term Voc Coor. Case Manager/GED & Job Readiness Coor. Case Manager/Computer Coordinator Special Projects Coor. Health & Financial Literacy Specialist Marketing Coordinator Employment Component Mgr Consumer Ed/Nutrition Coor. SS Intake/Quality Assurance Coor. Programs Director Operations Director Accounting Clerk Executive Director Board of Directors	Staff Salaries & Fringes Graduation Expenses

1. Project Name:	Nutrition Assistance Project	
2. Poverty Cause Name:	Insufficient money, lack of access to credit, priority system based on survival needs	
3. Long-Range Goal:	Assist 200 low-income individuals with the receipt of benefits or conservation measures that value at least \$150 as a result of participating in nutrition improvement activities by June 30, 2015.	
4. Selected Strategy:	<ol style="list-style-type: none"> <li>1) Improve the nutrition of families by providing access to alternate food sources.</li> <li>2) Improve the nutrition of families by providing access to nutrition education and counseling.</li> <li>3) Assist low-income families counteract conditions of starvation and malnutrition through the distribution of emergency food.</li> <li>4) Coordinate with other existing local food assistance resource entities for the purpose of maintaining and sustaining adequate nutrition needs.</li> </ol>	
<b>Objective:</b>	<b>Positions Responsible for Objective</b>	<b>Cost Associated with Objective</b>
Provide emergency food for 75 clients not eligible for the Self-Sufficiency Project.		<b>Note:</b> Where staff salaries and fringes are denoted, other operating and programmatic costs, i.e. mileage, supplies, facility expenses, etc. are applicable to the specific task/objective

1. Receive donated food from the Food Bank and other sources for stocking the food pantry.	Health & Financial Literacy Specialist Programs Director Volunteers	Staff Salaries & Fringes
2. Provide emergency food and nutrition counseling and education to 80 individuals who are not eligible for the Self-Sufficiency Project. (80 boxes @ \$12.50). Food boxes are valued at \$150.	Health & Financial Literacy Specialist Volunteers	Staff Salaries & Fringes Estimated Cost of Food, including food bank handling fees - \$1,000
3. Provide food vouchers to clients in need of special dietary foods due to chronic health conditions (\$20.00 per participant. Maximum of 18 participants)	Health & Financial Literacy Specialist Special Projects Coor. Programs Director	Staff Salaries & Fringes Estimated Cost of Food Gift Cards- \$360
4. Develop and distribute 1 agency newsletter per quarter (four annually). Includes information about CAF and other community organizations, resources, employment techniques, consumer education tips, etc.	Health & Financial Literacy Specialist Special Projects Coor. Sec./Receptionist Programs Director Executive Director	Staff Salaries & Fringes Printing
5. Conduct client data collection, computerization, monitoring and reporting activities. (Objective required for grant compliance)	Health & Financial Literacy Specialist Special Projects Coor. Sec/Receptionist SS Intake/Quality Assurance Coor. Programs Director Operations Director Executive Director	Staff Salaries & Fringes
6. Review client files and information in data base to ensure compliance with agency and funding source procedures and guidelines. (Objective required for grant compliance)	Health & Financial Literacy Specialist Special Projects Coor. SS Intake/Quality Assurance Coor. Programs Director Operations Director Accounting Clerk Executive Director	Staff Salaries & Fringes
7. Conduct monthly assessment, evaluation and project modification activities (Once per month). (Objective required for grant compliance)	Health & Financial Literacy Specialist Special Projects Coor. SS Intake/Quality Assurance Coor. Programs Director Accounting Clerk Executive Director Board of Directors	Staff Salaries & Fringes