



PROFESSIONAL SERVICE AGREEMENT APPLICATION

New Agreement **Amendment** Fiscal Year **2008-2009** **2009-2010 Year**

FAMILY RESOURCE CENTER REQUESTED: **Rubidoux** **Perris** **DHS** **Mecca**

Contact Information:

Name of Organization _____

Contact Name _____ Title _____

Address _____

Phone Number _____ Date Submitted _____

E-mail Address _____ Fax # _____

If Private, Non Profit 501(c) 3:

Select One:

Currently under contract with DPSS

Current FRC Provider

New FRC Provider

Program Statement of Services (Select Service Category)

- Parenting Skills
- Self-Sufficiency
- Community Action
- Resource Development, Information & Referral Services
- other, please specify _____
- Education and Literacy
- Life Skills
- Child Abuse Prevention Services
- Proof of Criminal Background Check on all Staff
- Letter of Good Standing from the California Secretary of State
- Verification of Tax Exempt Status from California Franchise Tax Board and Internal Revenue Service
- Support Letter from the Board of Directors to Provide Services at the FRC
- History of Community Service for a minimum of 1 year
- Disclosure of Funding Sources used to provide services
- One of the Following Financial Documents:
 - Audited Financial Statement
 - Balance Sheet
 - Tax Return for the past year
- Two Letters of Reference on Letterhead
- Proof of Required Insurance

If Public Agency:

Select One:

Currently under contract with DPSS

Current FRC Provider

New FRC Provider

Program Statement of Services (Select Service Category)

- Parenting Skills
- Self-Sufficiency
- Community Action
- Resource Development, Information & Referral Services
- Other, please specify _____
- Education and Literacy
- Life Skills
- Child Abuse Prevention Services
- Proof of Criminal Background Check on all Staff

New Agreement **Amendment**

Received by: _____ **Date Submitted:** _____

FRC Site Coordinator

Desert Hot Springs
Family Resource Center
14201 Palm Drive, Ste. 108
DHS, CA 92240
760-288-3313

Mecca Family & Farm Workers
Service Center
91-275 66th Avenue, Ste. 100
Mecca, CA 92254
760-863-7860

Perris Valley
Family Resource Center
371 Wilkerson Avenue, Ste. L
Perris, CA 92570
951-443-1158

Rubidoux Community
Resource Center
5473 Mission Boulevard
Riverside, CA 92509
951-328-1575

PROFESSIONAL SERVICE AGREEMENT PROCESS

Community Service Providers: Organizations seeking to provide services in Family Resource Centers must meet the following requirements:

If applicant is a public agency: (Currently under contract with DPSS; Currently FRC Provider; or New FRC Provider).

- Fit within one of the seven core services listed (see Core Services, Attachment #1).
- Submit a program statement of services not to exceed 3 pages (see Sample Letter, Attachment #2).
- Provide services which are at no cost to FRC clients.
- Provide proof that staff members providing services within the FRC have a clear criminal background check (Live Scan) (see Affidavit, Attachment #3).
- Receive approval of requested service provision from the FRC Site Manager and FRC Program Supervisor. DPSS will have final written approval authority (see Service Agreement Approval Process, Attachment #4).
- After receiving final written approval from DPSS, complete and submit a Service Agreement with required supporting documents. Approved Service Agreements are valid for three calendar years unless revoked. Revocation may occur for failure to perform services described within the scope of the agreement, engaging in criminal activity, or engaging in unauthorized activities prohibited within the FRCs. A new Service Agreement, and all supporting documentation, must be re-submitted every 3 years for re-approval.

If applicant is a private non-profit, a 501(c)3: (Currently under contract with DPSS; Currently FRC Provider; or New FRC Provider).

- To qualify as a 501(c) 3 the applicant must provide: 1.) A letter of good standing from the California Secretary of State; 2.) Verification of tax exempt status both from the California Franchise Tax Board and the Internal Revenue Service; and 3.) A Resolution from the Board of Directors confirming their organization's desire to provide services at the FRC.
- Fit within one of the seven core services listed (see Core Service, Attachment #1).
- Submit a program statement of services not to exceed 3 pages (see Sample Letter, Attachment #2).
- Provide services which are at no cost to FRC clients.
- Demonstrate a history of community service for a minimum of one (1) year.
- Disclose source(s) of funding used to provide services.
- Submit one of the following: 1.) an audited financial statement; or 2.) a balance sheet; or 3.) tax returns for the last year.

- Provide two letters of reference confirming satisfactory service provision to a targeted community population:
 - Each letter of reference shall be on letter head and shall include a contact person and telephone number.
 - Contain a brief description of services provided and population(s) served.
 - The start and end dates when services were provided.
- Provide proof of all required insurance; this may include professional services insurance, Worker's Compensation, vehicle liability and general liability insurance.
- Have available for inspection all required professional licenses and employee handbook.
- Provide proof that staff members providing services within the FRC have a clear criminal background check (Live Scan) (see Affidavit-Attachment #3).
- Receive approval from the FRC Site Manager and FRC Program Supervisor. DPSS will have final written approval authority (see Service Agreement Approval Process, Attachment #4).
- After receiving final written approval from DPSS, complete and submit a Service Agreement with required supporting documents. Approved Service Agreements are valid for three calendar years unless revoked. Revocation may occur for failure to perform services described within the scope of the agreement, engaging in criminal activity, or engaging in unauthorized activities prohibited within the FRC. A new Service Agreement, and all supporting documentation, must be re-submitted every 3 years for re-approval.

Service Providers who are under contract with DPSS will only provide those services which appear in the scope of their contract.

Service Providers at FRC are prohibited from providing the following without the express, prior written consent of DPSS Management:

- Food distribution.
- Delivery of medical services, medical testing or treatment.
- Private practice clients.
- Any business activities whether for-profit or non-profit.
- To form a corporation, or use a fictitious business name, with any other FRC service provider.
- Any form of financial solicitation or exchange; this includes receiving free-will donations.

Family Resource Center Core Services

To qualify as a service provider agency, prospective applicants must provide one of the following types of core services:

- **Parenting Skills:** Acquiring knowledge and developing skills to become an effective parent.
- **Self-Sufficiency:** Job and career development for adults and youth, how to conduct a job search, how to obtain job training.
- **Community Action:** Community development, human services advocacy, farm worker services.
- **Child Abuse Prevention Services:** Awareness of what constitutes abuse, how to report, where to get help, sharing responsibility for child safety, permanency, child and family well-being. Delivered services may include: differential response; anger management; individual group and family counseling; domestic violence intervention; in-home demonstration services; kinship support services, public health, and alcohol or other drug treatment.
- **Resource Development, Information & Referral Services:** Learning where support resources exist, linkage to professional services, how to get help for themselves and for family members, senior services, how to locate transitional housing, legal aid services, rent assistance, and utility assistance.
- **Education and Literacy:** Reading and writing skills, English as a Second Language, educational services, and volunteer tutoring services.
- **Life Skills:** Home management skills, budgeting, how to shop, driver's education.

Sample Letter

“Agency Letterhead here”

DATE:

Riverside County Department of Public Social Services - Children’s Services
Attn: Family Resource Center Unit
10281 Kidd Street
Riverside, CA 92503

RE: Program Services Statement

Our Mission: (Please fill in your mission statement)

Our Vision: (Please fill in your vision statement)

Our Agency Programs:

- Individual and Family counseling (example only)
- Mobile home housing health and safety education (example)

Our Target population:

- Low income families in Riverside County (example only)
- Food stamp recipients in Riverside County (example only)
- Mobile home tenants (example)

Programs and/or Services to be provided from FRC site:

- One on one meetings with community members concerning mobile home health and safety concerns (example)
- Data entry and Appointment setting (example)
- Networking with other FRC agencies (example)
- Group educational seminars concerning mobile home health/safety (example)
- Rehabilitative services arrangements (example)

Proposed time at FRC:

It is our goal that our staff person will work at the Family Resource Center Location (# of days) per week for approximately (# of hours) per day.

Sincerely,

_____, Director

Attachment #3

Riverside County Department of Public Social Services - Children's Services

FAMILY RESOURCE CENTERS

Desert Hot Springs • Mecca • Perris • Rubidoux

**Background Check Requirement
Affidavit of Compliance**

As an authorized agent of _____,
[Provider Agency Name]

I certify that as of _____, **all** staff and/or volunteer(s) that have been
[Today's Date]

assigned to be co-located at the DPSS Family Resource Center have completed a California State Department of Justice criminal history background check (as required Section III.A.6 of Professional Service Agreement). If you need additional information, please feel free to contact me at () _____. [Agency Contact Number]

Sincerely,

Print Name & Title

Signature

Date

Desert Hot Springs
Family Resource Center
14201 Palm Drive, Ste. 108
DHS, CA 92240
760-288-3313

Mecca Family & Farm Workers
Service Center
91-275 66th Avenue, Ste. 100
Mecca, CA 92254
760-863-7860

Perris Valley
Family Resource Center Center
371 Wilkerson Avenue, Ste. L
Perris, CA 92570
951-443-1158

Rubidoux Community
Resource Center
5473 Mission Boulevard
Riverside, CA 92509
951-328-1575

Family Resource Center

Service Agreement Review Process

