

**EXTENSION OF SEPTEMBER 30, 2023-JUNE 30, 2024, MEMORANDUM OF UNDERSTANDING
MILWAUKEE FATHERHOOD-FIRE PROGRAM**

**MILWAUKEE COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES
AND UNITED COMMUNITY CENTER**

PREAMBLE

The Milwaukee County Department of Child Support Services (CSS) and its partners represent key community organizations that have demonstrated capacity in providing Responsible Fatherhood and related support services. CSS is the ACF grant recipient responsible for providing direction and oversight of program partners, ensuring program requirements are adhered to, and annual performance outcomes are attained. The Milwaukee Fatherhood-FIRE program delivers a multi-faceted strategy of services designed to strengthen positive father-child engagement, improve healthy relationships (including couple and co-parenting) and marriages for those who are married, and improve economic stability. CSS and United Community Center (UCC) commit to using grant and leveraged resources to help fathers (particularly low-income adult fathers, and those between the ages of 18 and 24), residing in Milwaukee County and meeting all ACF eligibility criteria, establish or strengthen relationships with their children, overcome obstacles and barriers that prohibit them from being the most effective and nurturing parents, and improve economic status.

TERM OF AGREEMENT

This agreement originally effective 9/30/2023 – 6/30/2024 **is extended through 9/29/24.**

AGREEMENT

Milwaukee County Department of Child Support Services (CSS) is the grant recipient. CSS will oversee the project-wide objective of enrolling and providing services to up to 600 Fathers in year four, of which 450 fathers will complete 90% of the 26-hour Primary Workshop schedule and participate in a minimum of eight (8) substantive case management contacts related to the father's needs and case plan objectives. All fathers will enroll and proceed through the program together in a cohort model. CSS will also provide project oversight and deliver a range of child support services for UCC enrolled Fatherhood-FIRE participants (including establishing paternity, obtaining support orders, conducting modification reviews, and Alternative Dispute Resolution). In addition, CSS will deliver the Child Support 101 Workshop, which will be offered as part of the UCC integrated cohort workshop model.

United Community Center (UCC) agrees to enroll and provide the 26-hour Primary Workshop schedule and case management services to a minimum of **150** low-income unduplicated fathers residing in Milwaukee County for year four (September 30, 2023-September 29, 2024) of which **115** fathers will complete 90% of the PW services and participate in eight (8) substantive case management contacts related to the father needs and case plan objectives. Fathers served will live in Milwaukee County, be over the age of 18 and have a child(ren) between the ages of birth to 24 during grant year four (September 30, 2023 – September 29, 2024). All fathers will be recruited from, and served in the general community, not a correctional setting. Services will be provided throughout the program year. The Fatherhood-FIRE program will be recognized and designed as a Responsible Fatherhood program. Leveraged services are allowed.

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Responsibilities of Implementation Partner	
1.	Screen potential fathers for eligibility and program fit.
2.	Complete an Implementation Plan for each cohort. Send the Implementation Plan to the Program Director (Sandra Stevens), Program Manager (Jeanette Stevens), Outreach & Case Management Supervisor (JeTaunne Richardson) at least 5 days prior to the start of the cohort.
3.	Enroll and work with each Father to review and complete the required Intake Packet. This includes but is not limited to the program enrollment form, needs assessment, consent for release of information, release of liability, permission to use photos, and participant grievance forms to fathers who meet ACF & project eligibility criteria.
4.	Provide an Integrated Responsible Fatherhood Program (IRFP) using an integrated cohort program model that covers and integrates each of the Responsible Fatherhood (RF) activity areas: 1) Responsible Parenting curriculum education, 2) Healthy Marriage Relationship curriculum education, and 3) Economic Stability services.
5.	Ensure all support service providers are scheduled to provide services during each cohort as required. This includes Milwaukee County Child Support Services, Employ Milwaukee to facilitate economic stability education as needed and WCS to provide Driver's License Recovery screening and services as needed.
6.	Assign a case manager to each father who will:
a.	Work with the father to develop a case management plan to address the needs and goals of the father. Case plan will include goals, objectives, progress and milestones.
b.	The assigned case manager is responsible for identifying and sharing community resources and referrals and advocacy services as appropriate, to help the client achieve his goals/objective. If a client has an existing case plan in place with another agency related to the goals and objectives of the Fatherhood-FIRE program, the case manager may request and accept a copy of that plan for the client file.
c.	Provide coaching, as necessary, to help the father to achieve his goals, specifically goals related to establishing or improving the relationship with the child(ren), custodial parent and other guardians of the children, and economic sufficiency.
d.	Coordinate service provision among all participant-involved systems and providers and assure integration of all program components.
e.	Monitor progress on case management plan objectives. Ensure each father participates in a minimum of eight (8) substantive case management contacts related to the father needs and case plan objectives. All case management contacts and details (including referrals and outcome of referrals must detailed in the participant file and nFORM (see Case Management Policy).
7.	Establish a hard copy case file for each father in the program. Include in the case file, all completed screening documents, completed case plan, documentation of all services referred to and/or received including participation in support service presentations, internal and external program/department referrals and incentives received, all substantive contacts and case notes.
8.	As needed, assist Fathers to complete the applicant characteristics survey, along with entrance and exit surveys, via an audio-computer assisted interview on an enabled online survey on a computer or tablet that will link to the nFORM system.
9.	Submit a monthly program report no later than the 7 th of each month.
10.	Submit a monthly financial report no later than the 10 th of each month.

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11. Monitor and document staff performance through regular observations and fidelity logs.
12. Abide by all policies and procedures specified by Milwaukee County Child Support Services.
13. Staff will participate in all scheduled staff development trainings and quarterly program meetings.
14. Appointed staff will participate in scheduled CQI meetings.

Performance Expectations

United Community Center (UCC) will ensure **115** Fathers complete the Fatherhood-FIRE Program via cohort model. Only Fathers that complete 90% of the 26-hour Primary Workshop schedule and participate in eight (8) substantive case management contacts will count toward the objective of **115** Fathers completing the program. UCC understands the approved curricula for the program is 24/7 Dads P.M. and Within My Reach curriculum.

Budget

UCC will provide the aforementioned services in accordance with the terms and conditions of the contract that was executed in March 2024 and amended in July 2024, and in accordance with current and future requirements prescribed by the U.S. DHHS Administration for Children and Families, Office of Family Assistance. A detailed line-item budget totaling \$120,625.00 for the period 9/30/23 - 09/29/2024 is included with this MOU as Appendix A.

CSS will monitor program performance on a monthly basis. This includes:

- ✓ timely submission of implementation plans,
- ✓ enrollment and intake rate and adherence to cohort-based model,
- ✓ case management services (including needs assessment and case management contacts),
- ✓ survey completion rates,
- ✓ program completion rates,
- ✓ timely submission of program and financial reports, and
- ✓ participation in scheduled staff trainings and meetings.

CSS reserves the right to make budget modifications including withholding of funds based on performance. Any budget modifications will be communicated at minimum 14-days prior to the change taking affect.

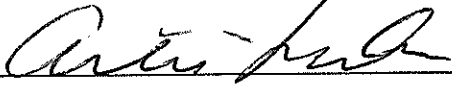
STATEMENT OF ASSURANCES

UCC commits to adhere to all FOA (HHS-2020-ACF-OFA-ZJ-1846) requirements. UCC commits to providing these services for during program Year 4. UCC provides the following ASSURANCES REQUIRED BY THE ACF FUNDED FATHERHOOD-FIRE PROGRAM:

1. We ensure participation in the program is **voluntary** and will inform potential participants verbally and in writing, as part of the enrollment process, that their involvement is voluntary.
2. We commit to the following restrictions on the **Use of Funds**: We will not use grant funds:
 - for any purposes other than the activities specified in the authorizing legislation and the FOA and any subsequent guidance from ACF;
 - for any unallowable activity. We will consider in our use of funds if a cost is allowable, reasonable, allocable, and necessary;
 - to provide any activities on a fee-for-service basis (e.g., charging clients for services); and
 - to subsidize housing, provide housing vouchers or rental assistance; and
 - for developing or implementing and Abstinence Education or Sexual Risk Avoidance Education program; and
 - for mental health treatment or substance abuse treatment.
3. We commit to the following re: **Data and Local Evaluation**: We will:
 - document, store, and report on performance using the full set of uniform measures provided by ACF; and
 - work with AMTC & Associates as they lead efforts to conduct a local program performance evaluation as described in the CSS funded application.
4. **Non-Supplantation**. We will ensure that any award of Federal funds under the FOA will not supplant other Federal, State, or local funds, which otherwise have been made available. The ACF funds will be used to supplement current funding available to UCC, not supplant it. UCC further understands that activities to be funded by the ACF grant must be offered in addition to, not in place of, activities funded by other sources. CSS will monitor for compliance through annual review of subcontractors' financial records.

We, the undersigned, agree to these stated commitments and assurances:

Milwaukee County Child Support Services
Artis Landon, Administrator



Signature

06/28/2024

Date

United Community Center
William Gruver, Deputy Director



Signature

06/28/2024

Date