

**MEMORANDUM OF UNDERSTANDING: PATHWAYS TO RESPONSIBLE FATHERHOOD GRANT  
MILWAUKEE COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES  
SUBCONTRACTORS AND OTHER KEY PARTNERS**

**PREAMBLE**

The Milwaukee County Department of Child Support Services (CSS) and participating stakeholders (all located within the community of the target population and service) represent a wide range of community sectors that have demonstrated capacity in providing Responsible Fatherhood and related support services. CSS, entering its fourth year, serves as the lead on behalf of an established system of experienced organizations to promote responsible fatherhood in the City and County of Milwaukee. The multi-faceted strategy includes services designed to increase employment and economic stability, foster responsible parenting, and improve marriage and relationship skills. This MOU contains the level of involvement, responsibilities, and resource commitment of each partner.

**AGREEMENT**

This 3<sup>rd</sup> party agreement and statement of assurances is entered into by the following entities:

**Milwaukee County Department of Child Support Services (CSS)** will serve as the applicant, administrative agency and fiscal agent for the project (funding Range A. CSS will oversee the project-wide objective of serving 1, 750 low-income (primarily) fathers and co-parenting couples. CSS will oversee implementation of all activities, outputs, objectives and outcomes described in this application. In addition to providing project oversight, CSS will provide preliminary assessment and a Coordinated Case Management Plan to 600 low-income fathers followed by referral to case management partners; as well as deliver a range of child support services (including establishing paternity, obtaining support orders and conducting modification reviews) at the Courthouse and through outreach at sites such as the other project intake centers and correctional facilities.

**KEY PROJECT PARTNERS**

**YWCA of Greater Milwaukee,**

- Serve as an Intake Partner in Northeast Milwaukee for 250 low-income fathers who are receiving or meet the eligibility criteria for eligible, low income fathers
- Conduct Assessments for each father, screening for all identified domain areas, including: Parenting, Healthy Marriage, Employment and Child Support.
- Development of a Case Management plan for each participant. Provide wraparound support services and referrals (including Healthy Marriage Education provided by the YWCA via the CFSS Healthy Marriage grant) for each participant.
- Provide as indicated by the initial assessment, employment services needed including career readiness services, prevocational services and GED for 250 individuals.
- Of the 250 who receive employment services, assist in placing 85 participants with jobs.
- Conduct retention checks at 30, 60 and 90 days. A minimum of 50% (43 participants) will be retained at the 90 day point. Those who indicate they are not working at the 30, 60, 90 retention check will receive additional services.

**United Migrant Opportunity Services (UMOS)**

- Serve as an Intake Partner in Milwaukee's near South side for 150 low-income fathers who are receiving or meet the eligibility criteria for Transform Milwaukee or W-2 TANF (75 of which will be co-enrolled into the CFSS Healthy Marriage Program and receiving Within My Reach or Within Our Reach curriculum)

- Conduct Assessments for each enrolled father, screening for all identified domain areas, including: Parenting, Healthy Marriage and Employment.
- Development of a Case Management plan for each participant and provide wraparound support services and referrals (including Responsible Parenting Curricula Referral and Healthy Marriage Education provided by UMOS via the Healthy Marriage grant) for each participant.
- As indicated by the Case Plan and per eligibility criteria **150** participants will be assessed and co-enrolled into employment services and training programs including: Transform Milwaukee, Children First, FSET, WIA, W2 (TANI) or the UMOS Employer Services Unit and Education Services Unit
- Of the 150 who receive employment services, UMOS will assist in placing **39** participants into jobs at least 20 hours per week.
- Conduct retention checks at 30, 60 and 90 days. A minimum of 50% (19 participants) will be retained at the 90 day point. Those who indicate they are not working at the 30, 60, 90 retention check will receive additional services.
- **UMOS will also provide Responsible Fatherhood Education to 75 fathers utilizing Fatherhood Development curricula who are co-enrolled into the Healthy Marriage program.**

Community Advocates, Inc (CA) (Through its Milwaukee Women's Center Division)

- CA will provide Responsible Parenting curriculum to **150** low-income fathers enrolled in its Nevermore batterer's treatment program. (50 of which will receive the Fatherhood Development Curricula)
- CA will ensure each participant receives an assessment (screening for all domain areas, including: Parenting, Healthy Marriage and Employment) and provide wraparound case management including supportive services and appropriate referrals.
  - a. CA will Draw on internal agency support services on condition of availability and assessed need, including 10 units of permanent supportive housing, protective payee services, rental assistance, energy assistance program, telephone and utilities services assistance programs; behavioral health services; and pre-trial services)
- CA shall serve as the Community Resource Coordinator for the project. As Fatherhood Project Community Resource Coordinator, CA shall:
  - a. Be thoroughly familiar with the specific resources available from each Contractor and have a general knowledge of other community resources relevant to project participants;
  - b. Provide training to staff of CSS and Contractors re: community resources available to the project and participants;
  - c. Respond to Contractor staff inquiries about available resources
  - d. Inform, through monthly meetings with project partners and other methods as appropriate, information about availability of new resources and any changes relating to existing resources.
  - e. Coordinate resource fairs for staff and participants
  - f. Provide staffing for partner CFSS' Community Resource Room, open to Pathways participants
  - g. Maintains an online partner resource bank and distributes information to partners
  - h. Recruits and maintains program resources for partners and participants

### The Alma Center

- Review current Domestic Violence Protocol and make updates including adding trauma informed care screening and care related protocol and components.
- Facilitate initial 2 hour training for select Pathways partners focusing on how to screen for Adverse Childhood Experiences and adult trauma symptoms and how to use the information to make proper referrals. The training will also focus on the administration of trauma screening tools that can be used with men and women who are either victims of domestic violence or perpetrators. These screening tools include: the Adverse Childhood Experiences Survey or the Inventory of Altered Self Capacities (Briere 2002). Following the initial training, quarterly trainings will be held.
- Provide abbreviated orientations for partner sites that will not be making assessments to ensure they are informed however on understanding trauma and making referrals.
- **The Alma Center, based on need, may facilitate ongoing trainings and group sessions for staff and participants in the areas of Trauma Identification/Awareness, Trauma Resolution, Emotional Wellness and Domestic Violence.**
- Will serve as a referral source for men returning to the community or in the community who require perpetrator services through existing funding. Any referrals to those programs will take place at no cost to the Pathways program.
- For those men returning to the community or in the community who require perpetrator services, the Alma Center, Sojourner Family Peace Center and Community Advocates provide those services through existing funding. Any referrals to those programs will take place at no cost to the Pathways program.

### My Father's House, Inc. (MFH)

- Serve as an Intake Site in Northwest Milwaukee for **350** low-income fathers in Milwaukee
- Serve as an Intake Site for **200** DCF/BMCW referred participants
- Conduct an Assessment for each father, screening for all identified domain areas, including: Responsible Parenting, Healthy Marriage and Economic Stability.
- Development of a Case management plan for each participant. Provide wraparound support services, referrals and follow-up.
- Provide 0.5 FTE to provide mobile intake in the community, assessment and CM to partners not contracted to do so
- Deliver responsible parenting curricula(s) to **200** individuals.  
20 24/7  
100 Fatherhood Development  
80 InsideOut Dads
- Staff become trained Mediators and become a referral source for participants in need of family court mediation accordingly.

### AMTC and Associates

- Provide Performance Measurement and Fidelity System Specification AMTC and Associates will specify the 2014-15 performance measurement and program fidelity system and oversee implementation; including reviewing survey implementation results, providing analysis of staff focus group feedback and overseeing tasks outlined on CSS program performance measurement tracker are completed.

- Maintain and Develop System and Tools to Monitor Program Activities and Staff Modify existing and develop new performance measurement tools as needed, (e.g. policies and procedures, educator observation schedule/procedures and training, forms and methods for addressing results with educators, fiscal processing and reporting forms, customer satisfaction survey, and educator and case manager surveys). In addition assist CSS in monitoring program activities and educators/ case managers, increase effectiveness in job and career advancement and fatherhood curriculum activities, improve recruitment, selection, training and retention of quality staff and address non-compliance issues of partners. These tools will measure effectiveness and fidelity.
- Performance Measurement and Curriculum Training
  - a. AMTC and Associates will work with CSS to plan annual curriculum, performance measurement, including Online Participant Tracking (OPTS) training, create all materials and tools for training and provide follow-up one-on-one assistance and support.
  - b. The Year 4 training will include annual and ongoing OPTS training and materials. Training will also include documents such as policies and procedures, required forms, staff monitoring forms, curriculum and case management fidelity tracking forms, and program participant, educator, case manager and community partner surveys or focus group guides.
- Curriculum Fidelity and Program Sustainability Maintain communication with Authors/Liaisons' to Publishers of evidence based curricula approved for use in the project, including Dr. Jeffery Johnson, Author *Fatherhood Development Curriculum*; Ave Mulhern, Liaison to National Fatherhood Institute , *24/7 Dad*, *InsideOut Dad* and *Dr. Dad Curricula* ; and Rebecca Turnbow, Liaison for *p.a.p.a.* curriculum.
  - a. Angela Turner and sub-contracted national expert fatherhood consultants, Maurice Moore, Joe Jones (Center for Urban Families), Uriel Johnson and PhD researchers, Dr. David Pate and Dr. Jeffery Johnson will work with CSS to identify curriculum delivery and sustainability needs and coordinate refresher trainings and one-to-one follow-up services as needed.
- OPTS Data Base. AMTC and Associates will provide CSS and partners access to online data collection and monitoring system, Online Participant Tracking System (OPTS), to collect, analyze and report on participant-level demographic data and performance measures identified by the federal Office of Family Assistance (OFA). CFSS and sub-contracted partner Two Island Solutions will develop and maintain the system in response to the project and implement enhancements / fix bugs as requested by CSS. The OPTS system allows CSS to:
  - a. measure, analyze, monitor and report on all outputs, objectives and outcomes identified in the Logic Model in the grant application;

- b. serve as the mechanism by which all case management activities are monitored and modified;
  - c. document program activities starting at intake, progressing through education, training, case management, employment, retention & support services; and
  - d. monitor fidelity to the project and curricula, inform the CSS project director regarding performance, and provide adherence information and advice to partners delivering services.
- Provision of Ongoing Technical Assistance. Angela Turner , Maurice Moore, Joe Jones (Center for Urban Families) , Uriel Johnson and PhD Researches Dr. David Pate and Dr. Jeffery Johnson will provide ongoing group/ individual performance monitoring and technical assistance through conducting site visits and observations. Additionally, they will attend OFA required conferences and other recommended sessions related to fatherhood to learn about national best practices as recommended by OFA and CSS.
- Data Quality Assurance
  - a. AMTC and Associates will perform weekly data audits, produce educator, manager/funder output and outcome reports. CFSS will communicate regularly with CSS and project partners to respond, address and report on bugs or system enhancements.
  - b. Qualitative Performance Measurement Systems
  - c. Angela Turner and sub-contracted Researchers, Uriel Johnson, Dr. Jeffery Johnson and Dr. David Pate Jr. will provide Qualitative Performance Measurement Systems, including conducting focus groups and one on one interviews to measure program participants' successes in achieving economic stability and overall participant satisfaction.
- Logic Model Outcome Measurement and Implementation of ACF Measures. Provide Logic Model Outcome Measurement, and ensure implementation of ACF Measures, revising and processing pre/post attitudinal surveys. Angela Turner and Associates will and Dr. Pate will complete performance measurement analysis by December 2014, summarizing important results & recommendations.

#### Center for Self-Sufficiency (CFSS)

- CFSS will provide and/or facilitate through its network of experienced educator partners the provision of the *Within My Reach* (community) or *Walking the Line* (correctional settings) curriculum for 300 participants in DOC facilities and Pathways partner sites.

- CFSS will provide coordination of Milwaukee Reentry Network efforts with Department of Corrections (DOC), Department of Workforce Development (DWD) and partners to ensure eligible offenders are provided appropriate mix of project services and that services are not duplicated against other programs, such as Department of Labor (DOL) Enhanced Transitional Jobs and the CFSS Healthy Marriage Project, including planning of an annual Resource Fair and smaller tours to ensure project partners provide appropriate support services and community resources.
- Utilizing contracted Business Services Representative (BSR) CFSS will place **26** participants in jobs in the third grant year, at least half (**13**) will retain employment for 90 days.
- The BSR will set up a mobile site at the Milwaukee County Courthouse, providing easy to access employment services for fathers referred by Child Support Services as well as the Milwaukee Community Services Corps.
- CFSS to ensure each participants gets an assessment and wraparound CM though mobile intake provider.

### Compel Milwaukee

- Deliver curricula to 590 low-income individuals per grant year as follows:
  - a. *Inside Out Dads* to 180 men referred by DOC
  - b. *P.A.P.A.* to 180 men referred by DOC and 40 expectant fathers.
  - c. *Dr. Dad* to 150 men referred by DOC and 40 expectant fathers.
- Conduct workshops for 240 low income men per grant year as follows:
  - a. *Boot Camp for New Dads* for 120 men referred by DOC.
  - b. *Roads to Employment Success* to 120 men referred by DOC
- Pilot a re-entry support program to be completed by 20 men in Corrections which includes:
  - a. Guided individual re-entry goal-setting and task completion sessions
  - b. Personal monitoring in goal completion
  - c. Providing the curriculum, *Understanding Dad*, to their children's custodial mothers., to assist family reunification.

### Next Door Foundation (NDF)

- Provide Assessment (screening for all domains, including: Parenting, Healthy Relationships, Employment and Child Support Services)
- Ensure the provision of wraparound Case Management Services to **140** fathers recruited from the Headstart program, including development of a coordinated case management plan and follow up.
- Deliver Fatherhood Development curricula to **140** low-income individuals. Primarily from its Early Head Start and Head Start programs.
- Facilitate lunch and learn sessions with **75** participants (open to all pathways participants)
- Facilitate weekly Man to Man support sessions for **50** participants

Wisconsin Regional Training Partnership (WRTP) will provide pre-apprenticeship education and training and placement of **50** individuals in manufacturing and trade jobs with a pay range of

\$8-\$15 per hour. 50% of replacements will be retained for 90 days. WRTP to track retention accordingly and document credentials attained for each participant. Additionally WRTP will ensure participants receive a comprehensive assessment and wraparound case management services by teaming up with Milwaukee County Child Support Services and other mobile intake and Case Management providers.

Northcott Neighborhood House will provide sector based training in the area of construction and home rehabilitation for 25 participants and will assist in placing all 25 participants into full-time employment, preferably in the construction industry, half (13) of who will be retained in their jobs for at least 90 days. Northcott to track retention accordingly and document credentials attained for each participant. Additionally, Northcott will ensure participants receive a comprehensive assessment and wraparound case management services by teaming up with a mobile intake site.

Wisconsin Community Services (WCS), sole source provider of driver's license recovery services in Milwaukee, will assess the license status of 150 project participants and enroll 25 of these individuals into full driver's license recovery services at the WCS Center for Driver's License Recovery and Employability (CDLRE).

Centro Legal will devote a .5 FTE to provide Family Law Workshops for Staff and Participants in group settings.

#### STATEMENT OF ASSURANCES

CSS and all subcontractors and key partners commit to adhere to the program assurances described in this document. In addition, activities of each partner will enhance OFA efforts to achieve its stated purpose of promoting responsible fatherhood, including activities designed to promote economic stability, responsible parenting, and healthy marriage. The proposed project and related curricula and all program activities will be consistent with requirements prescribed in the FOA (HHS-2011-ACF-OFA-FK-0194). The project partners provide the following assurances:

- (A) We will grant program access to eligible persons and will not discriminate on the basis of the potential participant's race, gender, age, disability, or religion. We will not, on the basis of race, gender, age, disability, or religion, discriminate in determining eligibility, benefits, or services provided, or applicable rules. The projects and activities assisted under these awards will be available to mothers and expectant mothers who are able to benefit from the activities on the same basis as fathers and expectant fathers.
- (B) We ensure participation in the program is voluntary and have provided a plan on how we will inform potential participants that their involvement is voluntary.
- (C) We agree that as a condition of acceptance of an award under this FOA, to participate fully in ACF-sponsored evaluations (including an impact evaluation, if selected), document and report performance using uniform measures to be provided by OFA, and adhere to all evaluation protocols established by ACF to be carried out by its designee contractors.
- (D) We agree to attend the entrance conference and an annual peer meeting in Washington, DC and send the required staff and contractors as prescribed by OFA.
- (E) We commit to refrain from the use of use funds for any purpose other than the activities specified in the authorizing legislation and the FOA; and to consider each cost to ensure that it is reasonable, allocable, and program-related;
- (F) We agree to not use funds for any unallowable activity, for unauthorized activities including but not limited to an Abstinence Education program; for non-program related capacity-building, or for train-the-trainer programs; to not include fee-for-service for activities under this FOA.
- (G) We will ensure that any award of Federal funds under this FOA will not supplant other Federal, State, or local funds, which otherwise have been made available.

- H) We will ensure confidentiality of all participant data, and ensure that data shared with external program evaluators will not include identifying information.
- (I) We will comply with 45 CFR § 74.21(b) (2) - (3) and (b) (6) - (7).
- (J) Protection of Sensitive and Confidential Information: all partners will take all reasonable precautions to assure the protection of confidential and sensitive information for its employees, project participants and other beneficiaries of its services, including the following. Partner agencies will conduct annual background checks on all staff as required by Wisconsin law, and results will be kept confidential. Participant data in hard copy format will be securely stored on site at each partner agency facility and kept in a locked, fireproof cabinet, to be retained for seven years. Confidential electronic records will be secured using protocol that adheres to industry and legally required security standards.
- (K) Duplication of services: By signing this MOU, all partners provide assurance that if funded, this OFA project complements community efforts to improve family outcomes and we will not duplicate services provided by other OFA grantees. If project partner Center for Self-Sufficiency is funded to provide Healthy Marriage and Relationship Education services, a common assessment and data system will be used with both grants and will ensure services are not duplicated.



We, the undersigned agree, on August \_\_\_\_, 2014, to these stated commitments and assurances:

Milwaukee County Child Support Services  
*Jim Sullivan, Director*

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Next Door Foundation  
*Carol Keintz, Executive Director*

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WI Department of Children & Families  
*Secretary Eloise Anderson*

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Milwaukee County Housing Division  
*James Mathy, Special Needs Housing Manager*

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WI Department of Corrections  
*Secretary Gary Hamblin*

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Wisconsin Regional Training Partnership  
*Mark Kessenich, Interim President & CEO*

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WI Department of Workforce Development  
*Greg Williams, Local Veterans Employment Rep(LVER)*

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Northcott Neighborhood House  
*McArthur Weddle, President & CEO*

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Milwaukee Public Schools  
*Gregory E. Thornton, Ed.D, Superintendent*

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Milwaukee Area Workforce Investment Board  
*Donald Sykes, President & CEO*

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YWCA of Greater Milwaukee  
*Paula Penebaker, President & CEO*

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Wisconsin Community Services  
*Hollis Patzer, Executive Director*

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United Migrant Opportunity Services  
*Tina Koehn, Vice President of Administration*

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Centro Legal  
*Heather Ramirez, Executive Director*

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My Father's House, Inc.  
*Albert Holmes, President*

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Penfield Children's Center  
*Christina Holmes, President*

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Community Advocates  
*Andi Elliot, Interim Executive Director*

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4-C for Children  
*Jack McCommon, Executive Director*

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Center for Self-Sufficiency, Inc  
*Angela M. Turner, President & CEO*

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Center for Veterans Issues  
*General Robert Cocroft, CEO*

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Milwaukee Visitation & Family Support Services  
*Beverly Moore, CEO*

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Milwaukee County Behavioral Health Division  
*Walter Laux, Director, Adult Community  
Mental Health & AODA Services*

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Compel Milwaukee  
*Angela Robbins, Executive Director*

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