

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

WKS
DEPT: Community Services Agency

BOARD AGENDA # *B-2

Urgent Routine

AGENDA DATE May 5, 2009

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval of the Stanislaus County Refugee Social Services (RSS) County Plan for Fiscal Years 2009-2012 and Approval to Issue a Request for Proposal (RFP) for the Provision of Employable Services to Stanislaus County Refugee Population-Community Services Agency

STAFF RECOMMENDATIONS:

1. Approve the Stanislaus County Refugee Social Services (RSS) County Plan for Fiscal Year 2009-2012.
2. Authorize the General Services Agency (GSA) Purchasing Division to issue a Request for Proposals (RFP) on behalf of the Community Services Agency for the provision of employable services to Stanislaus County Refugees for the contract period of October 1, 2009 through June 30, 2011 with an option to extend the agreement(s) an additional year through June 30, 2012.

FISCAL IMPACT:

The estimated total cost of the employment services contract(s) will not exceed \$612,500. Appropriations and estimated revenues to support the first year of this agreement are included in the Agency's Fiscal Year 2009-2010 Proposed Budget. The ongoing appropriations and revenues for the awarded contract(s) will be included in the Community Services Agency's budget submission for the succeeding fiscal years. Funding for Refugee Social Services (RSS) is provided through Federal grants originating with the federal (FISCAL IMPACT continued on Page 2)

BOARD ACTION AS FOLLOWS:

No. 2009-290

On motion of Supervisor Monteith, Seconded by Supervisor Chiesa

and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Grover, Monteith, and Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION:

Christine Ferraro
CHRISTINE FERRARO TALLMAN, Clerk

ATTEST:

File No.

Approval of the Stanislaus County Refugee Social Services (RSS) County Plan for Fiscal Years 2009-2012 and Approval to Issue a Request for Proposal (RFP) for the Provision of Employable Services to Stanislaus County Refugee Population-Community Services Agency

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FISCAL IMPACT (Continued):

Office of Refugee Resettlement and distributed to the local level via allocations from the California Department of Social Services Refugee Programs Bureau. RSS funding for Fiscal Year 2009-2010 consists of the rollover Federal Fiscal Year 2008-2009 allocation of \$350,893 plus an estimated Federal Fiscal Year 2009-2010 allocation in the same amount, for total estimated funds of approximately \$701,786. The difference between total funds and contract services will be used to cover agency oversight, case management and program support in accordance with the Federal grant guidelines. This program is 100% Federally funded with no impact to the County General Fund.

DISCUSSION:

The intent of the Stanislaus County Refugee Social Services (RSS) program is to provide eligible refugees with work activities and social services that are designed to address language, cultural, and other barriers facing the refugees. Providing these services will assist in cultural integration and prepare approximately 490 refugees annually for employment, leading to self-sufficiency and productivity as a resident of Stanislaus County.

Among the county's diverse population are refugees and immigrants from various parts of the globe. Many of them have lived in Stanislaus County for years while more are arriving each month. A large number of the refugees settled in this County during the 1980's and early 1990's, and until recently, the number of new arrivals was significantly lower. However, since 2006, there has been an influx of refugees. In the past three years, the County has received over 1,100 people. Most of these newcomers are from Iraq or Iran.

Like many new arrivals before them, these new refugees experienced hardships in their native countries or refugee camps and continue to face difficult challenges in their new community. The language difference, lack of transferable employment skills, cultural differences, and adjustment to a new life in America is a challenging process for this population. Many of them rely on public assistance and services provided by the Community Services Agency (CSA) or other agencies in the County while transitioning into their new life.

To respond to this need of assistance and services, CSA has developed a plan to implement the Refugee Social Services program. The goal of this program is to engage all eligible refugees in social services and work activities that are appropriately designed to address language and cultural barriers facing the refugees in order to prepare them for employment, leading them toward self-sufficiency and community acculturation.

Approval of the Stanislaus County Refugee Social Services (RSS) County Plan for Fiscal Years 2009-2012 and Approval to Issue a Request for Proposal (RFP) for the Provision of Employable Services to Stanislaus County Refugee Population-Community Services Agency

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Participating refugees will gain valuable job and life adjustment skills. Employment and employment-related activities are available for at least 490 people per year. These activities include orientation and appraisal, job search, job placement, skills training, vocational training, skill recertification training, and vocational English as a Second Language education. Through case management activities, the refugees will receive one-on-one as well as group coaching and counseling sessions. Reasonable supportive services in terms of transportation and child care may be provided while participating in employment activities.

The ultimate goal of the RSS Program is to assist participating refugees to reach self-sufficiency and become productive members of the community by obtaining full time or part time employment. In Federal Fiscal Year 2009-2010, 120 refugees are expected to enter employment.

A limited number of support services, such as translation and interpreter services, citizenship preparation, and Social Security Insurance (SSI) referrals and assistance, will also be accommodated. The Agency plans to provide support services to a minimum of 45 refugees.

The Agency is requesting approval to issue a Request for Proposal (RFP) for the provision of employability services to Stanislaus County Refugees. The goal of the RFP is to provide strategies to engage all eligible refugees in social services and work activities that are appropriately designed to address the language and cultural barriers refugees face in order to prepare them for employment, leading toward self-sufficiency.

The Agency will consider any qualified proposals and encourage innovative practices in deliverance of services to the refugee population. Priority shall be given to proposals that demonstrate effectiveness in engagement of the target population as outlined in the attached RFP.

The Agency will return to the Board upon completion of the RFP process with a final contract recommendation.

POLICY ISSUES:

Approval of the Stanislaus County Refugee Social Services plan and issuance of the Request for Proposal supports the Board's priority *A healthy community, Effective partnerships and Efficient delivery of public services* by providing services through vendor partnerships to promote acculturation, employability, and self sufficiency of the refugee population in the community.

STAFFING IMPACT:

There are no staffing issues associated with this report.

STANISLAUS COUNTY
REFUGEE SOCIAL SERVICES
COUNTY PLAN

FFY 08-09
FFY 09-10
FFY10-11



Community Services Agency
Christine Applegate, Director
December 12, 2008

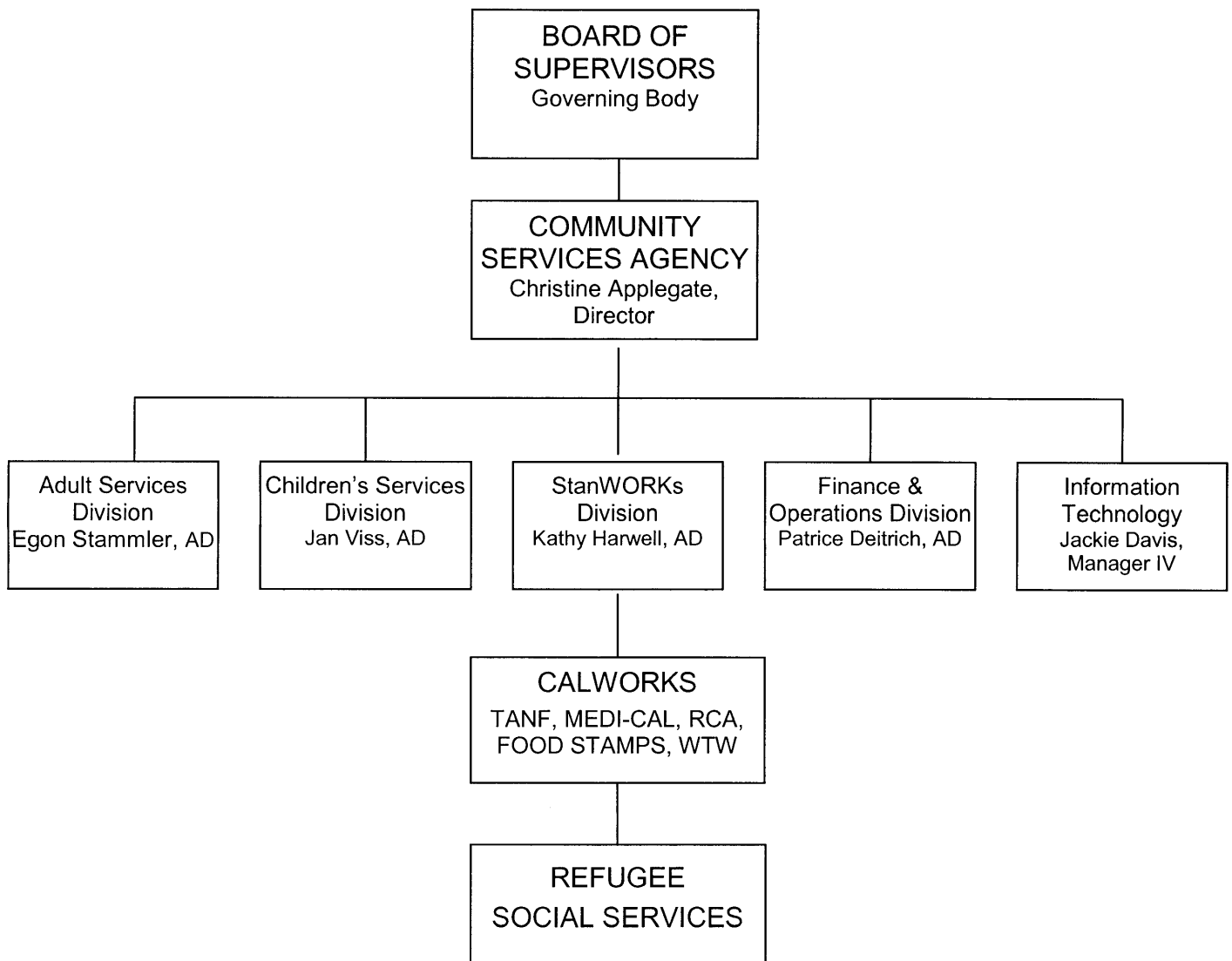
STANISLAUS COUNTY REFUGEE SOCIAL SERVICES PLAN

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COUNTY REFUGEE PROGRAM ADMINISTRATION

STANISLAUS COUNTY
COMMUNITY SERVICES AGENCY
REFUGEE ASSISTANCE PROGRAM
ORGANIZATION CHART



FUNDING SOURCES

For fiscal year 2008-2009 the estimated allocation of RSS service dollars for Stanislaus County is \$350,893 this current allocated amount, Stanislaus County may make changes in amounts designated to various service components based on program needs and service adjustments.

GENERAL PROGRAM DESCRIPTION

The goal of RSS in Stanislaus County is to engage all eligible refugees in social services and work activities that are appropriately designed to address the language and cultural barriers refugees face in order to prepare them for employment, leading toward self-sufficiency. In order to achieve this goal, refugee participants will focus on employment and non-employment services. The program will assess other resources in the community that will move them out of the lowest poverty level.

The funding strategy utilizes a plan that addresses the social services and employment needs of all adults in the family, since multiple incomes are now necessary to sustain an entire family beyond the poverty level. The plan is to provide social services and employment services for refugees who have been in the United States for 60 months or less, including refugees receiving RCA, and refugees receiving other types of cash assistance.

Citizenship and naturalization preparation assistance will be available for refugees who have been in the county longer than 60 months.

Refugee services provided are based on the following priorities:

1. All newly arriving refugees during their first year in the US who apply for services.
2. Refugees who are receiving cash assistance.
3. Unemployed refugees who are not receiving cash assistance.
4. Employed refugees in need of services to retain employment or to attain economic independence.

CALWORKS AND RCA COMPLIANCE

Stanislaus County assures that the provision of activities to mandatory and voluntary CalWORKs Welfare to Work (WTW) participants and RCA recipients, funded by the ORR monies and allocated by CDSS, will be in accordance with CalWORKs WTW and RCA requirements (including those regarding program participation flow, good cause determination, sanctioning, and supportive services) specified in the Manual of Policy and Procedures Sections 42-700 and 69-200, respectively, and other applicable CalWORKs and RCA policy guidance issued by CDSS.

SUPPORTING PLANNING INFORMATION

Needs Assessment

Planning for a county administered system for Refugee Social Services has been the result of an assessment, which includes information and input received from the leadership team and case managers at the Community Services Agency, Stanislaus County refugee coordinator, community based organizations and members of the refugee community. Funds will be used to provide direct services intended to reduce welfare dependency of refugees and promote economic self-sufficiency.

Following are the findings of the barriers and needs assessment:

1. What do you see as a barrier (case managers)?
 - Jobs
 - Language
 - Housing
 - Regulations
 - Transportation
 - Child Care
 - No Flexibility
 - Native Customs/Traditions
 - Work Load

2. What are the common barriers (refugee customers)?
 - Language
 - Transportation
 - Culture Shock
 - Housing
 - Health System
 - Employment
 - Funding
 - School – Class full
 - Drivers License
 - Transferable Skills
 - Behavior/Communication Expectations
 - Understanding of laws/customer

3. What will help refugees become self sufficient?
 - ESL (At least 6 months)
 - WTW Waiver
 - Bus Passes
 - OJT
 - Class “A” Drivers License

SUPPORTING PLANNING INFORMATION Needs Assessment (Continued)

- Form Completion from other agencies
 - Translation
 - Transportation
 - Form Completion – QR 7
 - Housing
 - Additional staff with language skills
 - Matching Grant Expansion
 - Resume writing
 - Job Club for RCA
 - Community Services Sites
 - ROP
 - Interview Workshop
4. What supportive services are needed for our refugees?
- Bus Tickets
 - Child Care
 - Clothing
 - Ancillary
 - Book Vouchers
 - Localized Services
 - OJT
5. How can we improve our current processes?
- Education
 - Resources and Referral
 - Transportation – other than bus system
 - Housing
 - Child Care
 - ESL
 - Medical Services
 - Interpreters (Language skills)
 - Community Based Organizations
 - Contract Providers
 - Resource Centers
 - Social Workers (BST)

It is essential that services continue to be provided as part of a self-sufficiency plan after job placement to help the refugees retain employment or move them to self-sufficiency. Stanislaus County will make every effort to ensure services are not duplicated and that they are provided in the most cost effective manner.

IDENTIFICATION OF TARGETED POPULATION

Many refugees who apply for public assistance are under-educated, speak little or no English, and are unaware of the requirements and expectations of employers in this country. The refugee population in Stanislaus County varies greatly in cultural backgrounds and languages spoken.

As of January 1, 2008, Stanislaus County had a population of 525,903. This is a 1 percent increase from the previous year. It is estimated that the county will grow to 700,000 by the year 2020, as per Census 2000 information.

There are an estimated 19,500 refugees in Stanislaus County. This means that the refugee population makes up approximately 3.71% of the total population in Stanislaus County. For the Federal Fiscal years 2002-2008, the country of origin for refugee entrants in Stanislaus County was:

Refugee entrants FFY 2002-2008

Country	Number	Percent
Afghanistan	9	.79%
Iran	1022	89.57%
Iraq	28	2.45%
Laos	15	1.31%
Moldova	6	.53%
Russia	19	1.66%
Vietnam	10	.89%
Ukraine	31	2.72%
Zaire	1	.08%
Total	1141	100%

IDENTIFICATION OF TARGETED POPULATION (Continued)

Ethnic Composition of Refugees

Ethnicity	Number	Percent
White*	530	97.2%
Black	1	.2%
Cambodian	7	1.3%
Laotian	4	.7%
Vietnamese	3	.6%
Total	545	100%

*This code may include refugees from Afghanistan, Iran, Iraq, and Russia.

Linguistic Composition of Refugees

Language	Number	Percent
Afghani	1	.2%
Arabic	3	.6%
Armenian	7	1.3%
Assyrian	471	86.4%
Cambodian	7	1.3%
English	24	4.4%
Farsi	19	3.4%
Lao	4	.7%
Other non-English	1	.2%
Russian	5	.9%
Vietnamese	3	.6%
Total	545	100%

LABOR MARKET ANALYSIS¹

Stanislaus County was incorporated in 1854. It covers more than 1,521 square miles and has a population of 525,903 according to the department of finance reports in January 2008. It is projected by the Department of Finance that the population of Stanislaus County will reach almost 700,000 by the year 2020.

The current Labor Market information states that there is an estimated labor force for 2008 of 239,600 of which 212,400 are currently employed; leaving Stanislaus County with an unemployment rate of 11.3% for July 2008. The unemployment rate for the County has been consistently higher than the unemployment rate of California at 5.4% and for the Counties previous unemployment rate of 8.8% in 2007. The national unemployment rate is 4.7%.

According to the Labor Market Information Division of EDD, from 2004-2014, Stanislaus County is estimated to see the largest growth in Bus Drivers, Transit and Intercity, Home Health Aides, Veterinary Technologists and Technicians, Computer Software Engineers and Applications, and Paper Goods Machine Workers.

Based on the Labor Market Information, the Stanislaus County Refugee Program is designed to be a comprehensive employment and training program with the goals to promote self-sufficiency and overcome the language and cultural barriers for refugees as quickly as possible. All participating refugees will be assessed to determine the best course of action, whether it is an immediate placement into job, educational component or training program, or both.

¹ Excerpted from EDD Labor Market information, "County Snapshots"

STANISLAUS COUNTY PROJECTION HIGHLIGHTS

Industry

Total employment, including Self-Employment, Unpaid Family Workers, Farm Employment and Nonfarm Wage and Salary Employment, in Stanislaus County is expected to grow at slightly over 1.0 percent annually between 2004 and 2014. The overall growth will add 20700 new jobs, bringing Stanislaus County's total employment to 205,900 by 2014.

Nonfarm Wage and Salary Employment, 85 percent of total employment, is expected to grow 1.3 percent annually for the next ten years. About fifty-five percent of all new wage and salary jobs are forecasted to occur in Retail Trade (33 percent), Professional and Business Services (23 percent), Education and Health Services (23 percent), and Leisure and Hospitality (21 percent).

Professional, Scientific, and Technical Services is the fastest growing major industry, growing at an annual rate of 3.2 percent. Other major industries growing faster than the overall county average of 1.3 percent annually are: Information (2.4 percent), Wholesale Trade (2.0 percent), Administrative and Support and Waste Management and Remediation Services (1.7 percent), and Educational Services (1.7 percent).

Occupations

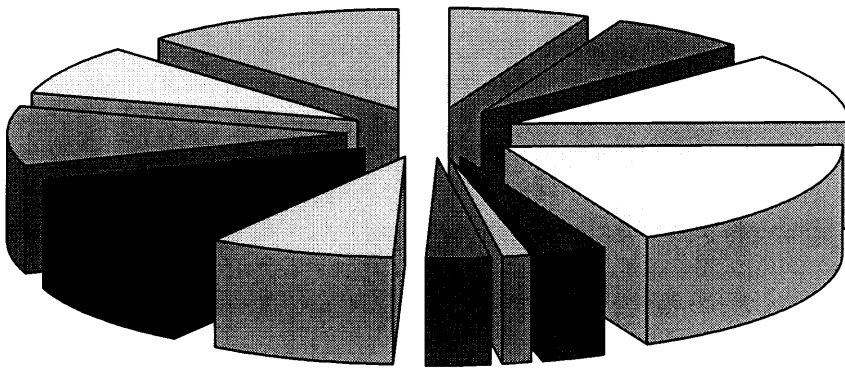
Occupational projections numbers include self-employment, unpaid family workers and farm employment for the period 2004 to 2014. The forecast projects:

- 20,700 new jobs from industry growth,
- Nearly 44,720 job openings from Net Replacements,
- A combined total of about 65,420 job openings.

The top 50 occupations with the most job openings will generated approximately 59 percent or 38,000 total job openings in Stanislaus County during the 2004-2014 period. Of the 50 occupations listed, 44 require only a year or less of experience which is 89 percent of the total jobs openings of the 50. This includes entry level occupations such as Retail Salespersons, Cashiers, Combined food Prep and Serving Workers, and Waiters and Waitresses with minimal pay. Higher-skilled and higher paying occupations are those with an AA degree or higher like Registered Nurses, Teachers and Managers. They are forecast to have just over 4,000 job openings.

The 50 fastest growing occupations are all expected to grow at an annual rate of 1.4 percent or more. Almost 67 percent of the fastest occupations require a years experience or less. Occupations in the construction field make-up 16 percent of the top fifty fastest growing occupations. The 7 top paying occupations all have higher education requirements.

STANISLAUS COUNTY BY INDUSTRY 2014 PROJECTIONS



- Agriculture
- Natural Resources, Mining, and Construction
- Manufacturing
- Trade, Transportation, and utilities
- Transportation, Warehousing and Utilities
- Information
- Financial Activities
- Professional and Business Services & Management
- Education and health services
- Health Care and Social Assistance
- Leisure and Hospitality
- Government

DESCRIPTION OF RSS SERVICE COMPONENTS

Stanislaus County services are based on an assessment of the refugee community needs and an overview of local services available to meet those needs. The RSS services will be coordinated with Welfare-to-Work (WTW) to ensure the best level of services possible. The Temporary Assistance for Needy Families (TANF) eligible refugee participation will comply with all CalWORKs and Welfare to Work (WtW) requirements. The Refugee Cash Assistance (RCA) refugee individuals will comply with all RCA Eligibility and Employment requirements.

Stanislaus County's comprehensive approach is designed to promote the personal responsibility and financial self-sufficiency of participants. Stanislaus County recognizes the unique needs, languages and multiple barriers to employment of the refugees. The County will utilize the funding to contract with community based organization(s) to provide qualified services to eligible refugees.

Employability Services

Stanislaus County's employability services comprise various activities that will enable the refugees to reach self-sufficiency as quickly as possible. These services include, but are not limited to, the following:

Employment Service Components:

Orientation/Appraisal: Conduct individual or group program orientation, interview individual refugees at home or in office to review education, job skills and work experience to determine needed supportive services and identify other personal and family service needs, and develop a family self sufficient plan for a family and Individual Development Plan (IDP) for a one person case to assist family to address and identified barriers or refer to other appropriate services.

Job Search: Assist or supervise job search for four to six weeks. Refugees are assisted by helping them to complete job application and/or resume, linking them with job opening, taking or sending them for 4 contacts for part-time job search and 8 contacts for full-time job search. The program also provides the necessary skills, tools and preparations that will allow participants to achieve self-reliance and empower participants to actively seek and obtain employment.

Job Placement: Assist in locating employment opportunities and link available jobs with participants, provide coaching through job search activities (interview techniques, resume development, job applications), and direct placement of participants in unsubsidized employment.

Skills Training:

Skills Training: The following services will be provided but are not limited to referral, contracting and placement in specific job skills training with the most appropriate training sites, monitoring of progress, program, compliance, training progress/satisfaction, and monitoring of ongoing job search.

Vocational Training: Vocational training is available to refugees who require specific training to obtain employment. Vocational training will take place in conjunction with other activities in order to meet the weekly participation requirement. Vocational training may not last for more than a year. This training may include Driver Education when provided as part of an individual employability plan.

Skills Recertification: Skill Recertification may be offered to a trained individual who is in need of refresher training or other recertification services in order to qualify to practice his or her profession in the United States. This training may consist of full-time attendance in a college or professional training program. This training may be made available to individuals provided such training:

- a. Is approved as part of the individual's employability plan.
- b. Does not exceed one year's duration (including any time enrolled in such program in the U.S. prior to the refugee's application for assistance).
- c. Is specifically intended to assist the individual in becoming re-licensed in his or her profession, and if completed, can realistically be expected to result in such re-licensing and employment.

Case Management

The program is open to any refugees that arrived within the last 60 months. Refugees who apply for the program will be determined if they meet the requirements. If they do, we will assess and refer to appropriate components to which they can benefit. We will then do an in-depth assessment to help remove any barrier that may be preventing refugees from finding or keeping a job and maintaining economic self-sufficiency.

Services include but are not limited to outreach, linking refugees to available resources, advocacy, counseling/guidance, continuing to assess the family or person's needs, problems and providing services accordingly, monitoring progress toward established goals and objectives, and ensuring that all services specified in the Service Plan are provided and performed by the refugee.

English Language Training:

Vocational English as Second Language Education: Vocational English as Second Language (VESL) or Training will teach participants skills or language to qualify for a specific job for a minimum of 3 months to a maximum of 12 months.

Other Employability Services:

Transportation: Eligible refugees will receive payments to cover the transportation cost attributable to their travel to and from the training assignments. Mileage is paid only if there is no public transportation available or it costs the same as, or less than, public transportation.

Child Care: Referrals to child care services and/or subsidized programs may be provided to participants when needed to assist with child care needs when refugees are looking for employment, participating in a training program or when working.

Non-Employment Services:

To be successfully acculturated in their community, the refugees need more than employment services. The following activities are designed to assist them during their adjustment period.

Translation and Interpreter Services: Translation/Interpretation services will be provided to all Stanislaus County refugees. Staff will be available at Stanislaus County Community Services Agency – CSA to assist the refugee population with all types of services including, but not limited to medical/dental, completion of United States Citizenship and Immigration Services (USCIS) forms and documentation, insurance, financial, business, daily activities, school-related services, housing and driver license-related services.

Citizenship Preparation: Preparation services including English language training and civics instructions to prepare refugees for citizenship. Also need application assistance for legal permanent resident and citizenship status. Assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization and provisions of interpreter services for the citizenship interview.

SSI Referrals and Assistance: Referral and assistance with the SSI application process for those who potentially qualify.

**Stanislaus County
Refugee Social Services Plan
FFY 2008-09 RSS Budget**

FFY 2008-09 RSS Formula Allocation

Employment	\$ 100,000
Orientation/Appraisal	
Job Search	
Job Placement	
OJT/Skills Training	\$ 50,000
Vocational Training	
Skills Re-Certification	
Case Management	\$ 70,000
English Language Training	\$ 30,000
Other Employability Services	\$ 23,259
Transportation	
Translation and Interpretive Services	
Child Care	
Non-Employment	\$ 25,000
Citizenship Preparation	
SSI/Referral Assistance	
Transportation	
Translation and Interpretive Services	
Child Care	
<hr/>	
County Administration	\$ 52,634
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FFY 2008-09 RSS ALLOCATION	\$ 350,893

ANNUAL SERVICE PLAN

Date: 10/01/2008 County: Stanislaus		Original (<input checked="" type="checkbox"/>) Revision (<input type="checkbox"/>) Time Period Covered by Plan From: 10/01/2008 To: 9/30/2011					
Description of Contracted or State Provided Services		Contracted Amount by Funding Source	Total Number	Program 0-12 Months	Participants 13-60 Months	Over 60 Months	Type of Agency and Percent of Funds
Employment	SS	\$100,000.00	55	15	40		A
	TAP						
	Other						
ELT	SS	\$30,000.00	30	20	10		D/E
	TAP						
	Other						
OJT/Skills Training	SS	\$50,000.00	200	50	150		A
	TAP						
	Other						
Case Management	SS	\$70,000.00	180	85	95		A
	TAP						
	Other						
Other (Employment)	SS	\$23,259.00	25	15	10		A
	TAP						
	Other						
Subtotal		\$273,259.00	490	185	305		
Non-Employment	SS	\$25,000.00	45	40	5		
	TAP						
	Other						
County Admin (15% Admin Tax)	SS	\$52,634.00					
	TAP						
	Other						
Grand Total	SS	\$350,893.00					
	TAP						
	Other						

* Type of Agency: A. State/County, B. Mutual Assistance Association, C. Voluntary Agency, D. Community College, E. Adult Basic Education, F. Other Non-Profit Organization, G. _____ The total percentage for each individual service (i.e., Employment, ELT, etc.) under type of Agency and Percent of Funds must equal 100%.

APPENDIX A

PROCUREMENT PROCESS

Upon Stanislaus County Board of Supervisors approval of this plan, Stanislaus County Community Services Agency (CSA) will utilize Stanislaus County's Request for Proposal (RFP) process to accept proposals and award a contract(s) based on competitive bidding by qualified proposers to provide the required services. A RFP method will be used, when appropriate, and be in accordance with federal and government procurement standards.

Stanislaus County will continue to utilize the same service flow and providers for the RSS program as it does for CalWORKs customer. Stanislaus County presently collaborates with local providers.

APPENDIX B

COUNTY MONITORING PLAN

Statistical analyses of the clients in the refugee services program are collected monthly. These analyses include the number of new clients entering the program and their referral services, the number enrolled in direct and contracted services, the type of and number accessing training, the number of clients who successfully find jobs, and the amount of aid which is reduced or terminated.

Monthly case reviews are conducted by case managers to review progress, identify barriers, and provide services in individual and county employment plans.

The overall fiscal and program monitoring of the Stanislaus County Refugee Social Services program is the responsibility of CSA and will be accomplished by the following means: audit claims, case reviews, electronic review, etc. For each program year, at least one comprehensive monitoring review will be conducted onsite and within six months from the program year. As part of our monitoring process, CSA will verify and document 90-day follow-up job placements included all detailed requirements as stated in the CDSS' County Refugee Program Guidelines, Section VII. Written reports on the reviews will be submitted to CDSS no later than 45 days from the completion date of the reviews.

CSA will complete Contract Negotiated Scorecards (if applicable), Service Participation and Outcome Report (RS50) and Caseload Movement Report (RS 51) quarterly. CSA will submit RS-50 and RS-51 to DCSS no later than the close of business, 20 calendar days after the end of each quarter of the FFY.

CSA will complete a quarterly progress report, narrating all major activities, accomplishments, and problems associated with the Stanislaus County Refugee Program implementation.

With the above reviews and reports, CSA will make certain that the Stanislaus County Refugee Social Services Program's goals are being met; fiscal expenditures are appropriate; and fiscal, statistical, and refugee determination status data are accurate. In addition, CSA will evaluate the refugee priority groups being served and whether or not each employable family member has his or her Individual Employability Plan developed.

Follow-up monitoring will include a review on previous corrective actions to ensure they have been corrected as specified and in a timely manner.

REQUIRED ASSURANCES

The Stanislaus County Refugee Social Services plan has been developed in accordance with the appropriate federal, state and county regulations. All applicable regulations and notices will be followed during the implementation and execution of the plan.

BOARD RESOLUTION

Board of Supervisors' Resolution will be provided when available.