



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

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London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: JOAN MILLER, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: SEPTEMBER 22, 2023

SUBJECT: NEW GRANT: **SENECA FAMILY OF AGENCIES (NON-PROFIT)** TO PROVIDE FCS RELATIVE SEARCH SERVICES 23-26

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GRANT TERM: 9/1/2023 – 6/30/2026

GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$45,000	\$4,500	\$49,500

ANNUAL AMOUNT:	<u>FY23-24</u>	<u>FY24-25</u>	<u>FY25-26</u>
	\$15,000	\$15,000	\$15,000

FUNDING:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$30,600		\$14,400	\$4,500	\$49,500
PERCENTAGE:	68%		32%		

The Department of Benefits and Family Support (BFS) requests authorization to enter into a grant with Seneca Family of Agencies for the period of September 1, 2023 through June 30, 2026, in the amount of \$45,000 plus a 10% contingency for a total amount not to exceed \$49,500. The purpose of the grant is to conduct internet-based searches for relatives of all minor children and youth placed in out-of-home care by SFHSA/Family and Children’s Services (FCS).

Background

When a child is removed from their parent(s), the county is required to exercise due diligence to identify and locate the child's relatives within 30 days. The county is required to provide the located relatives with notification that the child has been removed from the parent's custody and other specified information about providing care for and contacting the child within 30 days of the child's removal from the home. Timely identification and location of a child's relatives are critical in placing the child in the home of a relative and for consideration of the relative home as a permanent home.

Identifying, searching, locating, and contacting maternal/paternal relatives is an ongoing case practice expectation required by child welfare policies as part of placement planning each time when a placement is disrupted. Besides the expectation to place a child with relatives whenever possible, promoting relationships with siblings is a required expectation for child welfare. The need to search and locate siblings of a child placed in foster care or post adoption of child may arise when the sibling group have lost contact with each other for long time.

Relative notification is intended to encourage the maintenance and development of relative relationships and the possible placement of dependent children with relatives. If relative searches are not conducted thoroughly and updated throughout the time a child and family is involved with FCS, this can have significant impacts on children and youth's permanency, connection to family and/or tribe, and well-being.

By law ([Welfare and Institutions Code Section 358](#), [All County Letter 18-42](#)), due diligence searches for relatives must include multiple and varied search methods, including the use of internet search tools to locate relatives identified by the child and/or family as supports.

Services to be Provided

Grantee will successfully identify and locate relatives and siblings for referred children and youth, using a robust search method that combines multiple data sources. Sources shall include, but are not limited to, the following: skip tracing databases, birth and death records, social media searches (must include Facebook).

Grantee will complete each search and submit a report of findings including whereabouts and contact information for relatives located within 48 hours of receiving the referral for all children (ages 0-17) who are removed from the care of their parent(s) or guardian(s). Grantee will complete each search and submit a report of findings within five (5) business days for the following additional target populations:

- all children (ages 0-17) for whom the father's status has been elevated from "alleged" to "biological" or "presumed" following the initial 30-day period after removal, during the life of the case;
- all children (ages 0-17) in out-of-home placements whose adult sibling's whereabouts are unknown; and
- all adopted children or adults, in whose cases, post-adoption inquiries are received to locate adult siblings.

Location and Time of Services

Services will take place at Seneca's main campus at 8945 Golf Links Road, Oakland CA from 9am – 5pm Monday through Friday.

Selection

Grantee was selected through Informal Bid #1123 To Conduct Comprehensive Relative and Sibling Searches for Child Welfare, which was competitively bid in August 2023.

Funding

Funding for this grant is provided by Federal funds and local General Funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Budget

Appendix A – Services to be Provided
Seneca Family of Agencies
FCS Relative Searches 23-26
September 1, 2023 – June 30, 2026

I. Purpose of Grant

The purpose of this grant is to conduct internet-based searches for relatives of all minor children and youth placed in out-of-home care by SFHSA/Family and Children’s Services (FCS).

II. Definitions

CARBON	HSA Contracts web-based data system
Grantee	Seneca Family of Agencies
HSA	Human Services Agency of the City and County of San Francisco
Foster Care	Parental care provided by non-relatives licensed by the Child Welfare system
FCS	Family and Children’s Services; a division of SFHSA
PSW	Protective Services Worker
YTD	Year to Date

III. Target Population

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of:

1. All children (ages 0-17) who are removed from the care of both parent(s) or legal guardian(s) as a result of a child welfare investigation.
2. All children (ages 0-17) for whom the father’s status has been elevated from “alleged” to “biological” or “presumed ” following the initial 30-day period after removal, during the life of the case.
3. All children (ages 0-17) in out-of-home placements whose adult sibling’s whereabouts are unknown.
- 4 All adopted children or adults, in whose cases, post-adoption inquiries are received to locate adult siblings.

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

- A. Successfully identify and locate relatives and siblings for referred children and youth, using a robust search method that combines multiple data sources. Sources shall include, but are not limited to, the following: skip tracing databases, birth and death records, social media searches (must include Facebook).
- B. Complete each search and submit a report of findings within 48 hours of receiving the referral for target population 1.
- C. Complete each search and submit of report of findings within five (5) business days for target populations 2-4.

V. Location and Time of Services

Services will take place at Seneca's main campus at 8945 Golf Links Road, Oakland CA from 9am – 5pm Monday through Friday.

VI. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- A. Respond to FCS relative search referrals for a minimum of 300-400 referrals per fiscal year for Target Population #1 listed in Section III.
- B. Respond to FCS relative search referrals for approximately 100 referrals per fiscal year for the Target Populations #2 - #4 listed in Section III.

VII. Outcome Objectives

On an annual basis, Grantee will meet the following service objectives:

- A. 100% of referrals will be responded to within the required timeframe.
- B. Search efforts will produce family finding reports that successfully identify relatives and siblings for 80% of referred clients.

VIII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

- B. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. Quarterly and Annual Reports will be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system.

For assistance with reporting requirements or submission of reports, contact:

Elizabeth.Leone@sfgov.org
Contract Manager, Office of Contract Management

or

Raena.Sebay@sfgov.org
Program Manager, Family & Children's Services

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B: Rates and Calculation of Charges
Seneca Family of Agencies
FCS Relative Searches 23-26
September 1, 2023 – June 30, 2026

- I.** The term for Relative Search Services under this Agreement will begin effective September 1, 2023 and end June 30, 2026.
- II.** Grantee will be compensated at a rate of **\$30 per completed relative search** report according to the following schedule based on estimated search referrals at **500 per year**:

Budget Term:	Annual Amount	# of Completed Searches
FY24 (10 months)	\$15,000	500
FY25	\$15,000	500
FY26	\$15,000	500
Total:	\$45,000	1,500
10% Contingency	\$4,500	
Not to Exceed:	\$49,500	

- III.** Total grant amount for the period of September 1, 2023 through June 30, 2026 is not to exceed **\$49,500**.
- IV.** Grantee understands that, of the not-to-exceed amount listed above, \$4,500 is included as a contingency amount and is neither available to Grantee without a revision to Appendix B, which has been approved by both the Program Manager and Contract Manager.
- V.** Grantee shall submit monthly invoices in CARBON (Contracts Administration, Reporting, Billing Online) outlined in Appendix A.