Permanency Resource Center Program Participation Agreement

At St. Catherine's Center for Children we believe in fostering an ‘unconditional community’ where no one is excluded based on their residence, circumstances, or ongoing situations. Through our supportive child and family care, community-based programs, and homeless services, we strive to offer hope and stability to members of our community.

**The St. Catherine’s Permanency Resource Center** (PRC) provides services to adoptive, guardianship/kingap and kinship children and families.

* Post-adoptive families are families who have finalized the adoption of their child(ren). They include any adoptive family member, whether the adoption was an agency (public or authorized voluntary agency) adoption, a private placement adoption, or an international adoption.
* Post-guardianship families include families with legal guardianship of the child(ren) and an approved Kinship Guardianship Assistance Program (KinGAP) agreement or families with legal guardianship without a KinGAP agreement.
* Kinship families include families caring for a child(ren) who has either formal custody (court-issued order detailing the custody agreement), or informal care (child(ren) that is being cared for by someone who does not have legal custody through family court).
	+ A Kinship caregiver refers to grandparents, aunts/uncles, other relatives, and even family friends who are caring for children.
	+ Most kinship caregiver(s) are not foster parent(s) and privately provide full-time care for child(ren) though some may be certified foster parent(s). Children in foster care are not eligible for the services funded by this RFP as they receive support from their local DSS agency.

Our PRC program is a voluntary program that provides services at no cost to the caregiver and children for a 12-month period. The PRC is here to support and strengthen families and to promote the permanency and well-being of children. Our goal is to meet the unique needs of post-adoptive, post-guardianship, legal custodians and kinship families and to help support, strengthen and promote the permanency and well-being of the children in the home.

**Our services include:** Case management, assistance in navigating DSS and the legal system, assistance with referrals to camp, extracurricular activities, mental health services and other needed programs, respite, education and caregiver support groups, children support groups, as well as a 6-month follow-up after the end of our services.

**Participation Requirements:** Please take some time to read the information below and make sure our PRC is right for you and the child/ren. We would love to work with your family and support you and your family, but will need your active participation to do so. Should you feel you are unable to commit to the participation requirements below or you decide our program is not right for you, please let us know as soon as possible. \*\*Please note that if you do not have contact with your worker for one month, you will be automatically discharged from the program. Thank you for your understanding.

* Case Management- We *will assess, plan, implement, coordinate, monitor, and evaluate the options and services required to meet the family's needs.*
	+ Minimum once a week check-in/update contact with your worker (text, email or phone call)
	+ Monthly in person visit with your worker
	+ Complete quarterly paperwork/surveys every three months
	+ Discuss/Review your service plan at three months, six months, at closing or anytime you may need to add a goal.
* DSS and Legal Assistance- *We provide assistance when it comes to navigating DSS and the legal system (if needed). We can also accompany you to the DSS office and Family Court to help advocate for you and the child/ren.*
	+ We will provide necessary paperwork and assist you in completing it
	+ Follow-up with DSS or court
* Referrals- *We will make referrals or direct you to available resources and advocate for you if needed.*
	+ We will provide necessary paperwork and assist you in completing it
	+ Follow-up or respond to the referral resource if you are unable to make contact or have additional questions
* Respite- *Minimum 1 hour a month is offered to you.*
	+ Workers offer once a month respite inside or outside of the home (case by case basis), this is optional. Respite starts in the home and once the child/ren and worker are comfortable and there are no safety concerns respite can take place outside of the home in the community.
		- Examples of respite: playground/trampoline park/out to eat
* Education- *Our staff will provide monthly educational classes, as well as inform you of outside educational opportunities by email. During your time in our program you are required to:*
	+ Participate in one full round of “Parenting a Second Time Around” (PASTA) kinship parenting class (8 workshops)
	+ Participate in an educational session once a month (about 1 hour a month commitment)
	+ Abide by in person (and occasional virtual) meeting etiquette and rules
	+ Educational material that will be discussed during the session will be sent out by mail and email, please review before the session
	+ Follow-up with outside agencies to register and participate in their training and education should you be interested in attending.
* Caregiver Support Groups- *Support Groups are offered through our program once a month. Additional support groups outside of our program and agency can also be recommended for extra support. Technological boundaries can be addressed for you to participate. During your time in our program you are required to:*
	+ Participate in one St. Catherine’s support group a month (1-hour commitment a month)
	+ Abide by virtual meeting etiquette and rules
* Children’s Support Groups- *Support Groups for children ages 6 and older are offered once a month through our program. Additional support groups outside of our program and agency can also be recommended for extra support.*
	+ Have the child/ren available to participate in the support group once a month (1-hour commitment a month)
	+ Transport child to meeting location (staff may be able to assist if needed)
* 6 Month Follow-up- *Worker will call 6 months after case closing to get an update from you.*

**Meeting Etiquette and Rules:**

* Please remember that what is discussed about each family’s situation is private and we will not discuss this outside of the group with others.
* Use discretion when talking about your own personal situations and how it may affect or be interpreted by the other participants
* Please be patient and allow everyone their turn to talk
* Please remain on mute. Feel free to click the hand button on the bottom of the google meet screen to let us know that you would like to talk or raise your hand and we will see you doing so (if virtual)
* Participate in meetings in a private, quiet area with minimal distractions. This is also for the other participant’s confidentiality (if virtual)
* Turn off your camera if you need a minute or will have a temporary distraction like taking a phone call, tending to children, or eating (if virtual)