

## DCF Regional Advisory Council (RAC) Application for SAC/Citizen Review Funds

*Citizen Review Panels (CRP) were formed as a result of the Federal Child Abuse Prevention and Treatment ACT (CAPTA), and amended by the Keeping Children and Families Safe Act of 2003. Panels are mandated to make recommendations for the improvement to the state agency charged with child protective services.*

The Department of Children and Families (DCF) State Advisory Council (SAC) is one of the state's Citizen Review Panels and the SAC is interested in engaging the greater community in soliciting feedback regarding how to best serve CT children and families while keeping them safe. In this effort we would like to support and build the capacity of the six Regional Advisory Councils (RACs) to ensure the meaningful involvement of the community in the planning, implementation, and evaluation of child-centered, family-focused and community-based programs and policy.

Process:

1. RAC applying for the funds need to submit a short statement of its intentions and plans for accomplishing this mission along with a proposed budget. A RAC's contact information including the names and signature of the Chairs is required.
2. The application period runs from May 31, 2014 to September 1, 2014.
3. The RAC are expected to designate a fiduciary, a 501(c) 3 and its contact information to process the funds to the RAC.
4. RACs may apply for \$1500. The funds may not be used for capital purchases such as equipment or administrative costs for the fiduciary. The funds may be used for supports for parent, family, youth involvement, and for events such as forums and dialogues, including food and supplies. The SAC encourages flexibility and innovative approaches which support family involvement such as providing child care, gas cards or a meeting meal. However, the SAC reserves the right to approve or disapprove of budget items. Because of the limited available funds, each RAC will determine its policy for eligibility to qualify for a stipend i.e. RAC membership, panelist, etc. The RAC is required to use the Parent/Family/Youth Stipend Form for each stipend.
5. RACs must complete a Final Report to the SAC by May 1, 2015 which includes the following: a. RAC recommendations regarding the child protective services of DCF, b. receipts of expenses and copies of all stipend forms, c. supporting materials from events, forums and meetings indicating topics, presenters and attendance, and a statement by the RAC chairs of the accuracy of the RAC's expended budget.
6. The RAC will be notified by email from the SAC Chairs of the SAC's approval as quickly as possible.

Contact: SAC Chair Janice Andersen, [andersenjanice@gmail.com](mailto:andersenjanice@gmail.com) or 203-579-2727x313 or SAC Co-Chair Patricia M. Lorenson, [pmlorens@aol.com](mailto:pmlorens@aol.com) or 203-459-9191

Approved by SAC, 6/2/14, P.M.Lorenson, Co-Chair

## Parent/Family/Youth RAC Stipend Form

PAYEE'S NAME:

DATE:

ADDRESS:

PHONE & EMAIL:

MEETING DATE (S):

NUMBER OF MEETINGS:

\_\_\_\_\_ GRAND TOTAL

PAYEE'S SIGNATURE: \_\_\_\_\_

PAYMENT METHOD: || CHECK, || GIFT CARD, || GAS CARD

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RAC CHAIR OR CO-CHAIR NAME: \_\_\_\_\_

RAC CHAIR OR CO-CHAIR SIGNATURE: \_\_\_\_\_

PHONE & EMAIL:

DATE STIPEND PAID: \_\_\_\_\_

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### Guidelines for Stipend Distribution:

1. Stipends may be paid to parents, families or youth for involvement in RAC activities. The RAC will determine the criteria for eligibility for stipends.
2. One stipend per household/per meeting.
3. A participant cannot receive a stipend if compensated from another source, i.e. wages/salary/mileage for attendance. Funds used are from the SAC/Citizen Review Panel to facilitate parent/family/youth involvement in RAC meetings.
4. A limited number of stipends are available.
5. Participants must pick up the stipend in person from the RAC chair.
6. Parents/Family/Youth must complete the RAC Family Stipend Form

SAC, 6/2/14, P.M.Lorenson, Co-Chair

**CITIZEN REVIEW PANEL**

**BACKGROUND:** Congress amended the Child Abuse and Prevention Treatment Act (CAPTA) in 1996 to require states to establish 3 Citizen Review Panels. In order to receive grant funding, states were required to establish the panels by July, 1999.

**PANEL MEMBERSHIP:** The statute directs states to establish panels that are composed of volunteers who are diverse and broadly representative of the community, including members who have expertise in the prevention and treatment of child abuse and neglect. The size of the panel is not specified in statute.

**PURPOSE:** Panels are required to review DCF policies, practices and procedures and evaluate the extent to which the state or local agency is meeting its CPS responsibilities - ensuring the safety and protection of children and meeting their permanency needs.

**AREA OF FOCUS:** Child Protection

**PANEL REQUIREMENTS:**

1. To perform public outreach to assess the impact of practice on the community;
2. Review agency's compliance with CAPTA requirements;
3. Review the state's CAPTA plan;
4. Assess the state's coordination of Title-IV-E foster care and adoption programs;
5. Review child fatality reports;
6. Evaluate other criteria the panel deems important to ensure the protection of children;
7. Complete an annual report that outlines panel activities and recommendations to improve the child protection system;
8. Maintain confidentiality;
9. Meet quarterly at a minimum.
10. Review DCF policies, data, training curriculum, conduct research, CWLA special review reports etc.

**CAPTA REQUIREMENTS:**

CPS agencies must have:

1. screening and investigation procedures for abuse and neglect reports;
2. develop and implement safety and risk assessment tools;
3. procedures for appealing substantiated reports of abuse/neglect;
4. child abuse and neglect reporting procedures - mandatory reporting
5. collaboration with law enforcement, courts and child protection agencies
6. provide ongoing training opportunities for staff
7. provisions for the appointment of a guardian-ad litem to represent children in court

**ANNUAL REPORTS:** States are required to submit the CRP Annual Reports with the Annual Progress and Services Report, typically due 6/30.

Following receipt of the annual report, states have 6 months to provide a written response to CRP recommendations.

Questions relative to CRP:

[http://www.acf.hhs.gov/cwpm/programs/cb/laws\\_policies/laws/cwpm/policy\\_dsp.jsp?ciID=70](http://www.acf.hhs.gov/cwpm/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?ciID=70)