



To: First Steps State Board of Trustees  
From: Jennifer McConnell, Chair, Program and Grants Committee  
Date: January 27, 2016

**RE: Report from Program and Grants Committee Meeting – January 25, 2016**

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The Program and Grants Committee met by teleconference on Monday, January 25, 2016 and brings forth the following:

1. **ACTION ITEM: NEW STRATEGIES** - The Program and Grants Committee reviewed budget reallocation requests and recommends to the State Board for approval new programs in Dorchester (1) and Florence (3) as per the attached chart. In addition changes in the budgets of Fairfield and Greenville are provided for information only.

**MOTION: The committee recommends approval of new strategy requests from Dorchester (1) and Florence (3) Counties.**

2. **INFORMATION ITEM: UPDATE ON CONDITIONAL APPROVALS** - Technical Assistance Staff provided an update regarding those partnerships receiving Conditional Approvals attached to their Grant Agreements. Those Local Partnerships who have not yet attained compliance with the program standards in question or have not made sufficient progress on their corrective action plan, will be receiving a memo from the Chair of the Program and Grants Committee notifying them that they have until February 29<sup>th</sup> to come into compliance. Their progress will be reviewed at the next Program and Grants Committee meeting and if necessary the Committee will bring a recommendation for further action to the State Board. The detailed staff status report is attached.
3. **INFORMATION ITEM: UPDATE ON FY 16 PARTNERSHIP AND PROGRAM ACCOUNTABILITY STANDARDS** - State office technical assistance staff is compiling suggested changes to the FY 16 Accountability Standards from Local Partnership executive directors and staff, as well as state office program managers and senior staff. The Draft Standards will be posted on the First Step website for review and comment from February 1<sup>st</sup> through the 15<sup>th</sup>. Proposed revisions will be brought to the program and grants committee for review and discussion at their next meeting. FY 17 Standards are scheduled to be approved by the State Board of Trustees at their March 18<sup>th</sup> meeting.



**First Steps County Partnerships**  
**FY 2016 Reallocation of Budgets 15% and Greater**  
**JANUARY 2016**

The Programs and Grants Committee respectfully submits to the Board of Trustees the following counties' requests for the allocation of budgets and/or the re-allocation of budgets where the reduction is greater than 15% of the TOTAL program/strategy. The counties' requests for the allocation/reallocation of PUBLIC (state & EIA appropriated) and/or PRIVATE (state-level) AND Federal (TANF) budgets/funds are presented to the Board of Trustees for information only and/or need approval. (*The SC First Steps Chief Program Officer has reviewed and preliminarily approved these budget adjustments.*)

COUNTY PARTNERSHIP	FUNDING SOURCE	FROM PROGRAMS AND AMOUNTS	TO PROGRAMS AND AMOUNTS	JUSTIFICATION
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**RE-ALLOCATIONS ( Information Only )**

<b>Fairfield</b>	Fund 55 and 20	909-2 - Early Identification and Referral Fund 55- \$10,026 + Fund 20 - \$720 = \$10,746 - Total to be reallocated	201-2 Parents As Teachers, 406-2 Countdown to Kindergarten, 601-2 Child Care Quality Enhancement	The Fairfield Board has decided to suspend their Early Identification Program due to lack of staff time and resources to properly implement. These funds will be distributed to the 3 other programs they deliver.
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**NEW ALLOCATION OF PENDING FUNDS ( P&G Committee Approval Required )**

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**NEW STRATEGIES ( B.O.T. Approval Required )**

<b>Dorchester</b>	Fund 56	Carry-forward: \$5000	7031: Scholarships	In making the decision to implement Child Care Scholarships, DCFS decided to link them to building self-sufficiency for at risk families, in particular: 1. Young mothers looking to enter the workforce and needing to build a resume that will allow them to get a job that will both pay for child care tuition and bring in income. Entry level jobs often don't allow for this but employment equals experience which equals, over time, increased pay leading to greater self-sufficiency. 2. Parenting Teens sometimes are faced with the decision of how to remain in school and care for their child. Providing child care for these teens will support them completing school with a diploma thus setting the stage for greater family self-sufficiency.
<b>Florence</b>	Fund 56	Carry-forward: \$10,231	905-0 - Home-based health services	Florence First Steps will be contracting with Pee Dee Healthy Start to provide an integrated, comprehensive home-health visitation program for families of children ages 0 to 5. The program will work to enhance parenting skills using the Ages and Stages Questionnaire at regular intervals to assess children in their natural environments and educate parents about how they can assist their child in the key developmental domains of communication, gross motor, fine motor, problem solving and personal-social.
<b>Florence</b>	Fund 56	Carry-forward: \$20,000	206-1 - Parent Child Home (PCH)	Florence First Steps will use carry forward funds to support PCH services by contracting with Florence School District 3. This program is also being funded in Florence School Districts 4 and 5.
<b>Florence</b>	Fund 55	206-1 Parent Child Home (PCH): \$20,000	201-1 Parents as Teachers (PAT)	In October the Florence 1 school district elected to change their parenting curriculum from PCH to PAT - the contract with Florence First Steps has been adjusted to reflect this change in curriculum and the PAT program is now being implemented and monitored as per program requirements.

**NEW STRATEGIES (Information Only )**

<b>Greenville</b>	Fund 20	\$250,000 to \$400,000 Private funds not currently budgeted	701: Child Care Resource and Referral (note- Board is deciding whether to run program in-house or contract with another entity)	Greenville First Steps will begin implementing a pilot project for a Shared Service Network for child care providers in partnership with the Institute for Child Success and the Department of Social Services. The network will offer: online training system, share buying power portal and an "ask the expert" resource room. The project will last 18 months and cross fiscal years.
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## **Status Report on Local Partnership Conditional Approvals for FY 16 Grant Agreements**

**Prepared by: Debbie Robertson, Chief Partnership Officer**

Beginning in 2008, the First Steps On-Line Data Collection System began collecting client level and detailed program implementation data for those programs of greatest investment. This ability to uniformly track program performance enabled the review of the annual County Partnership Renewal Plans (i.e. grant requests) based on program performance the prior year. Program Standards are adopted by the State Board each year that outline the requirements for quality program implementation. It is the activities outlined in these standards that the data system is designed to track. By 2010, a Renewal Plan review process was established that utilized “Conditional Approval Codes” – allowing the review and approval by program strategy rather than for the County Renewal Plan as a whole. This facilitated approval of Renewal Plans so that successful programs could continue as in prior years and those programs needing further attention and technical assistance could be targeted.

The South Carolina First Steps Partnership and Program Accountability Standards delineate specific performance expectations and requirements for partnerships. As a result of performance deficits during FY15, 12 County Partnerships received “Conditional Approvals” for FY 16. One county suspended operation of their strategy early in the fiscal year. The concerns and a specific set of corrective actions were provided to the other 11 county partnerships as part of the FY 16 Grant Agreement. All of the County Partnerships except Sumter have submitted corrective action plans as part of their “Priority Goals for FY 16”.

As of the end of the second quarter the following counties are in **compliance** with their corrective action plan:

Kershaw	Jasper
Dorchester	Marlboro
Greenville	York

State Technical Assistance staff members are continuing to work with following counties to complete the goals set forth for the corrective action plans they have submitted:

Chester	Lee
Marion	Barnwell

Despite repeated attempts to contact the Sumter Executive Director regarding the need for a corrective action plan, the state office has yet to receive one. In addition, they are not meeting the data entry requirements for developmental screenings in their Scholarship and Parents as Teachers programs – which is what they were cited for in their renewal review. The proposed next step is to provide information about all incomplete or missing data and documents for Sumter First Steps to the local board chair as well as the ED, with a deadline of February 29 for: 1) submitting all past due data and documents, including a corrective action plan for the partnership's two Conditional Approvals; and 2) demonstrating significant progress toward resolving all Conditional Approvals. Also inform the partnership board chair and ED that the Program and Grants Committee will review the partnership's compliance with these requirements at its next meeting and may recommend action by the SC First Steps Board of Trustees if the partnership does not meet this deadline.