

APPENDIX AJ TO 2009 STATE AND COUNTY CONTRACT
FOR SOCIAL SERVICES AND COMMUNITY PROGRAMS

Appendix Title: Domestic Abuse Program

It is further understood and agreed by both parties through this attachment to the CY 2009 "State and County Contract covering Social Services and Community Programs" that:

I. Funds Provided/Period Covered in the amount this Contract are provided for the period January 1, 2009 through December 31, 2009

II. Purpose and Service Condition on the Use of the Additional Funds

These additional funds may be used by the County only for the following purposes and under the following service conditions.

These funds shall be utilized for the provision of a 24-hour phone service, advocacy and counseling, referral and follow-up, and community education for victims of domestic violence and their children. Services must be provided consistent with the domestic abuse program requirements and policies (Attachment I).

Failure to meet these purposes and conditions will result in the loss of these funds by the County and their repayment by the County to the Department.

III. Fiscal Conditions on the Earning of the Additional Funds

These additional funds are earned under the following conditions:

Grantees must provide matching funds in the amount of twenty-five (25) percent of the Grant amount. Matching funds may be either cash or in-kind sources.

Carryover of funds into 2010 is not authorized. The Department shall apply these conditions in determining the close of the contract. The amount of a subsequent audit adjustment on the funds in this contract shall be based exclusively upon these conditions.

IV. Fiscal and Client Reporting Conditions on the Use of the Additional Funds

Agencies shall report their cost on the DMT 600 HS Form Profile #60010 according to the schedule in the State and County Contract. The County shall comply with all reporting requirements as specified by the designated Grant Administrator. The Final Program Report for the period January 1, 2009 through December 31, 2009 is due to the Domestic Abuse Program Coordinator on February 14 of the following year.

V. These funds shall be paid in accordance with State and County Contract.

Attachment 1: Domestic Abuse Program Requirements and Policies

Basic Services Grant

Non-residential domestic abuse programs must provide the four services listed below. 24-hour telephone service, advocacy and counseling, referral and follow-up services, and community education. Definitions of each service and policy requirements for the provision of that service are listed below.

1. A 24-hour Telephone Service

Twenty-four hour, live coverage of a crisis phone, seven days a week, including weekends and holidays.

- A written schedule of staff coverage is available.
- A crisis line number is publicized in the target service area.
- Crisis line staff have received training in domestic violence.

2. Advocacy (Individual and Institutional) and Counseling for Victims.

Individual Advocacy: Accompanying a domestic abuse client to another agency or resource and/or the provision of direct assistance to a domestic abuse client in obtaining a service resource. Includes assistance in applying for needed services or benefits, assistance in the use of appropriate grievance procedures, provision of representation for clients at hearings, legal research, education and counseling regarding legal rights and responsibilities.

Institutional Advocacy: Working with professionals in relevant systems to overcome barriers which prevent domestic abuse clients from receiving services appropriate to their needs. This may include advocating for domestic abuse victims and their children as a member of a board, committee or coalition.

- Assistance in obtaining and learning to obtain needed services is provided in one or more of the following areas:
 1. Social services
 2. Legal assistance
 3. Financial resources
 4. Educational resources
 5. Employment
 6. Child care
 7. Medical resources
 8. Law enforcement assistance
 9. Housing
 10. Translation and/or interpretation services

Counseling: The provision of counseling, individually or in groups where the purpose is to empower the domestic abuse client and/or impart information which will enable the client to maintain and/or improve self-image, identify needs, and get needs met.

- Domestic abuse clients have access to individual counseling provided by paid staff or volunteers trained in the area of domestic abuse.
- As needed, a regular peer support group for domestic abuse victims is conducted, facilitated by a paid staff person or volunteer trained in the area of domestic abuse.

3. Information, Referral and Follow-up Services

Information and Referral: The provision of information and referral services in response to individual inquiries for specific information about community services/resources. These services go beyond the regular information given during an intake interview.

Follow-up: Periodically contacting and offering on-going services to individuals who have used the agency's services.

4. Community Education

Activities which increase public knowledge about and responsiveness to domestic abuse victims and the problems and issues they face. This includes workshops, public speaking engagements, in-service training, TV and radio ads or appearances, the distribution of brochures and posters and other forms of disseminating information to the general public, special interest groups and various professionals.

- Services available to domestic abuse victims and their children are publicized in the target area.
- Community education activities include both the distribution of printed material and in-person appearances.
- Education programs address the needs of the different ethnic and cultural groups in the service area.
- Education programs address the needs of persons with disabilities.
- Education programs address the needs of older victims of domestic abuse.

Provision of Training

- Training is provided to all paid staff and volunteers that includes:
 1. Basic information on domestic abuse.
 2. Crisis counseling and listening skills
 3. The importance of confidentiality
 4. Policies and procedures of the program
 5. Overview of community resources
 6. Laws and legal procedures affecting domestic abuse
 7. Sensitive and appropriate services to special populations

Confidentiality

- The agency complies with WI Statute 49.83, which prohibits the revealing of any information about a client except when it is required to fulfill the administrative purpose of the program, and WI Statute 995.67, which prohibits the disclosing the location of a service recipient and the recipient's minor children without the informed, written consent of the service recipient.
- A written policy which ensures compliance with state law is available at the agency.
- Programs must establish or implement policies and protocols for maintaining safety and confidentiality of adult victims of domestic violence and their children. When providing statistical or programmatic data on program activities, individual identifiers of client records will not be used. Programs may not disclose any personally identifying

information or individual information collected in connection with services requested, utilized or denied.

- Clients are informed of rights to confidentiality during the intake process.
- Files and data are maintained in a confidential manner.

Funding Limitations

- These grant funds are not used for services other than those specifically for domestic violence victims and their children.
- Grant funds are not used to provide abuser treatment or intervention services.

Fees for Services

- Fees are not charged to victims who receive services provided by this grant.

Annual Report

- The agency agrees to provide an annual report and other statistical information by the date requested.