

Title

**Family Community
Support Services**

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Date Approved

FCSS PROGRAM OVERVIEW

FCSS Mandate

FCSS is an 80/20 funding partnership between Municipalities or Metis Settlements, and the Province, provided through the FCSS Act and Regulations. Under FCSS legislation, Communities “design and deliver social programs that are preventive in nature, provided at the earliest opportunity, to promote and enhance the well being among individuals, families, and communities”. FCSS is not intended to provide crisis intervention or rehabilitative services.

Philosophy & Principle of Service Delivery

FCSS programs depend on community resources often involving volunteers in the delivery of services. We work in partnership with other service providers in the community to try to prevent the need for crisis intervention or rehabilitative services.

The FCSS program provides funding but it’s up to each Municipality to decide how to allocate the funding to best meet the needs and priorities of that community within the FCSS mandate.

Mission Statement

To provide our communities with a wide range of programs and services that are preventive in nature in order to enhance the social well being of individuals in our communities.

Program Objectives and Goals

That the service we offer provides the individuals with a sense of integrity, self worth and independence.

Community members adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and to deal with crisis situations should they arise.

Program Definition

“Program” means an arrangement for the delivery of family and community support services that are of a preventive nature in accordance with an agreement entered into pursuant to section 3 of the FCSS act.

SERVICE REQUIREMENTS

Services provided under a program **MUST:**

- be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and do one or more of the following:
- help people to develop independence, strengthen coping skills and become more resistant to crisis;
- help people to develop an awareness of social needs;
- help people to develop interpersonal and group skills which enhance constructive relationship among people;
- help people and communities to assume responsibility for decisions and actions which affect them;
- provide supports that help sustain people as active participants in their community.

Services provided under a program **MUST NOT:**

- provide primarily for the recreational needs or leisure time pursuits of individuals,
- offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
- be primarily rehabilitative in nature, or
- duplicate services that are ordinarily provided by a government or government agency.

Expenditures of the program **SHALL NOT INCLUDE:**

- the purchase of land or buildings,
- the construction or renovations of a building,
- the purchase of motor vehicles,
- any costs required to sustain an organization that do not relate to direct service delivery under the program,
- municipal property taxes and levies, or
- any payments to a member of a board of committee other than reimbursement of incidental expenses necessarily incurred in providing volunteer services to the program.

RESPONSIBILITY OF THE MUNICIPALITY

In providing for the establishment, administration and operation of a program, a municipality must do all of the following:

- a) promote and facilitate the development of stronger communities;
- b) promote public participation in planning, delivering and governing the program and services provided under the program;
- c) promote and facilitate the involvement of volunteers;
- d) promote efficient and effective use of resources;
- e) promote and facilitate cooperation and coordination with allied service agencies operating within the municipality.

Accountability

Each municipality participating in the FCSS program is expected to address accountability at the local level by finding ways to measure performance for their projects and services. The municipality has certain obligations under the conditional agreement regulations, and it is required to identify performance measures to address each of the concepts from the obligations.

The obligations and concepts (bolded) are:

- promote, encourage and facilitate the involvement of **volunteers**
- promote **efficient and effective use of resources**
- encourage and facilitate cooperation and coordination with other service agencies operating within the municipality
- Promote, encourage and facilitate the **development of stronger communities**
- Promote **citizen participation** in the planning, delivery and governance of the program and services provided under the program

The FCSS director will implement outcome measures on all applicable services provided within the municipality.

ADVISORY BOARD

The Board holds a minimum of twelve meetings each year. The Chairperson may call special meetings.

Decision Making and Voting

Members are encouraged to listen to and consider other member's points of view as they work towards reaching a consensus. Every effort should be made to reach a decision that all can support. If consensus cannot be reached members will vote.

Each member (including the chairperson) is entitled to one vote.

Role of the Chairperson

Appointed for a three year term by the County Council.

In conjunction with the FCSS director plan monthly meetings, chair monthly meetings, appoint representatives or sub committees and call special meetings if required.

This person would also assume all the Board members roles and responsibilities.

Role of Vice Chair

Appointed for a one year term by the Board members.

This person shall assume the Chairperson's role in the absence of the chair.

This person would also assume all the Board members roles and responsibilities.

Roles of Board Members

Advisory Board shall have a total of 7 (seven) members.

Three of which are elected County Council

Four of which are members at large.

These members are appointed for a 3 year term.

Responsibilities:

- All appointed FCSS Board members will serve as a peoples' representative for the municipality as a whole
- Work with the FCSS director in order to meet the Communities needs as a whole.
- Represent the program with integrity, honesty and professionalism.
- Know what's happening in the Community and what services are lacking. Report back to the FCSS Director.


Role of the FCSS Director

- Is a Municipal employee
- Responsible for managing the day to day operations of the FCSS program
- Has a good relationship with the provincial FCSS office and FCSS association
- Must be able to establish and maintain excellent working relationships with all Community partners and government organizations.
- Is the key person for the FCSS program, so must represent the program with integrity, honesty and professionalism
- Work with the Board to develop annual program budget
- Reports to the Board monthly on the activities and programs
- Responsible for hiring, supervising and firing FCSS staff in consultation with the CAO
- Reports to the CAO
- Aware of what's happening in the Communities, Regionally and Provincially, that might impact FCSS program delivery

VOLUNTEERS

Volunteers are considered to be an integral part of the team, and we believe that volunteers are essential to the success of the County of St. Paul FCSS in working towards our vision. We treat our volunteers in a fair and equitable manner in order to recruit and retain qualified individuals who meet the needs of the Communities and the FCSS programs.

- We must have a written agreement with the organization, school or program from which the student volunteer originated.
- The minimum age for volunteering is sixteen (16).
- Criminal Record check will be obtained at the time of hiring.
- Child welfare inquiry check will be obtained at the time of hiring.

Approved by Board
Jan 18/12


Approved by Council	Date
Amended	
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PROGRAM PROCEDURES

Community Counselling

Community Counselling is provided to low income families when all other resources have been explored and exhausted. The fee is determined according to your family size and net income.

The intent/purpose of FCSS Community Counselling is that the counselling be short term (eg. individual, family, group counselling, bereavement counselling and support groups).

The maximum number of hours is eight (8) in an individual life time.

This program is offered to the County of St. Paul residents only.

GRANT APPLICATION PROCESS FOR CSP (County of St. Paul) FCSS FUNDING

The following information states the step by step procedure regarding the application process for the CSP FCSS funding.

- 1) Who must complete the Grant Application
 - Any program that is requesting more than \$500.00 must complete the letter of inquiry as well as the grant application.
- 2) Letter of Inquiry
 - This initial step is necessary as programs that the Board feels do not meet the basic eligibility criteria for FCSS funding can be saved the process of completing the extensive grant application.
- 3) Applicant reviews the Community Group Grant Application Guidelines document and if necessary, for new programs (defined as programs that did not receive FCSS funding the previous year) submits a letter of inquiry to the CSP FCSS Board.
- 4) Applicants that have received CSP FCSS funding in previous year for their program or have had their Letter of Inquiry approved by the Board can proceed with #5 below.
- 5) Complete and submit the Community Group Grant Application document to the Director, CSP FCSS to ensure that it has been completed as required.
- 6) The CSP FCSS Board reviews the grant application and approves, rejects, or modifies the funding amount requested or “tables” the application based on the need for additional information prior to making a decision.
- 7) The applicant is contacted with the Board’s decision and a letter is mailed to the applicant with the details associated with the approved, rejected, or modified grant amount.
- 8) The approval or modified grant amount is paid to the applicant through cheque or direct deposit in whole or as specified (eg. monthly, quarterly, etc.) by the Board.

9) Reporting Procedure

- All successful applicants are required to submit a year-end final report by the end of January; however, the Board can also request the reports are required on a more regular basis (eg. monthly, quarterly, etc.) throughout the year that the funding was approved for. The information provided in the year-end report is considered very important by the Board and can affect future grant applications from your organization. All reports are to be an update on the program that the funding was approved for, specifically summarizing the progress/accomplishments and financial status/ outcome of the program.
- Failure to submit the reports as required by the Board could result in delays regarding the approved grant amount payments or the termination of the grant between the applicant and CSP FCSS.

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