

## ARTICLE 3. LOCAL STEP AHEAD COUNCILS

### Rule 1. Definitions

#### 405 IAC 3-1-1 Applicability

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 1. The definitions in this rule apply throughout this article. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-1; filed Aug 24, 1995, 9:00 a.m.: 19 IR 34; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### 405 IAC 3-1-2 “Annual plan of action” defined

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 2. “Annual plan of action” refers to the local step ahead council’s plans, priorities, and recommendations for a specific year. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-2; filed Aug 24, 1995, 9:00 a.m.: 19 IR 34; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### 405 IAC 3-1-3 “Coordinator” defined

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 3. “Coordinator” refers to an individual who is chosen by the local step ahead council who assists in the planning, development, and other functions identified by the local step ahead council. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-3; filed Aug 24, 1995, 9:00 a.m.: 19 IR 34; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### 405 IAC 3-1-4 “Fiscal agent” defined

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 4. “Fiscal agent” refers to a local step ahead council or an incorporated entity identified by the local step ahead council who can receive and disburse funds. A fiscal agent may contract with public and private entities on behalf of a local step ahead council. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-4; filed Aug 24, 1995, 9:00 a.m.: 19 IR 34; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### 405 IAC 3-1-5 “Local step ahead council” defined

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 5. “Local step ahead council” means the local entity approved by the step ahead panel in each county. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-5; filed Aug 24, 1995, 9:00 a.m.: 19 IR 34; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### 405 IAC 3-1-6 “Panel” defined

Authority: IC 12-8-1-9

Affected: IC 12-17-19-14

Sec. 6. “Panel” refers to the state step ahead panel established to implement step ahead under IC 20-1-1.8-13 [*IC 20-1 was repealed by P.L.1-2005, SECTION 240, effective July 1, 2005. See IC 12-17-19-14.*]. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-6; filed Aug 24, 1995, 9:00 a.m.: 19 IR 35; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

**405 IAC 3-1-7 “Step ahead coordination grant” defined**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 7. “Step ahead coordination grant” refers to funds provided to a local step ahead council or to a fiscal agent identified by the local step ahead council to support the local council's collaborative planning and development process. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-7; filed Aug 24, 1995, 9:00 a.m.: 19 IR 35; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

**405 IAC 3-1-8 “Step ahead discretionary grant” defined**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 8. “Step ahead discretionary grant” refers to funds provided to a local step ahead council or to a fiscal agent identified by the local step ahead council to assist in the implementation of the local step ahead council's annual plan of action. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-8; filed Aug 24, 1995, 9:00 a.m.: 19 IR 35; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

**405 IAC 3-1-9 “Strategic plan” defined**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 9. “Strategic plan” refers to plans developed by a local step ahead council setting forth comprehensive goals and objectives of the local step ahead council. (*Office of the Secretary of Family and Social Services; 405 IAC 3-1-9; filed Aug 24, 1995, 9:00 a.m.: 19 IR 35; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

**Rule 2. General Provisions**

**405 IAC 3-2-1 Panel as the governing body**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 1. (a) The panel is the governing body for each local step ahead council.

(b) The panel consists of sixteen (16) members of which twelve (12) are appointed by the governor and four (4) are appointed by the superintendent of public instruction.

(c) The panel shall approve the step ahead grants developed by the local step ahead councils.

(d) The panel shall review the annual plan of action developed by the local step ahead councils.

(e) The panel shall recommend the types of community representatives that may be given an opportunity to be a member of a local step ahead council.

(f) The panel may withdraw recognition of a local step ahead council for reasons including, but not limited to, the following:

(1) Failure to comply with approved policies and guidelines approved by the panel.

(2) Inappropriate use of available funds.

(g) Notice of a withdrawal action shall be given in writing to the local step ahead council.

(h) A local step ahead council may appeal the decision of the panel to withdraw recognition and shall be given an opportunity to be heard. (*Office of the Secretary of Family and Social Services; 405 IAC 3-2-1; filed Aug 24, 1995, 9:00 a.m.: 19 IR 35; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

**405 IAC 3-2-2 Local step ahead councils**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 2. (a) There may be established in each county a local step ahead council.

(b) Only one (1) organization will be recognized by the panel as the local step ahead council in that county. (*Office of the Secretary of Family and Social Services; 405 IAC 3-2-2; filed Aug 24, 1995, 9:00 a.m.: 19 IR 35; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### **405 IAC 3-2-3 Powers and duties of the local step ahead councils**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 3. (a) The local step ahead council is responsible for the planning, development, implementation, design, and evaluation of a comprehensive local system of service delivery for children and families.

(b) The local step ahead council may identify available local, state, and federal funds in addition to the funds appropriated by the general assembly to assist in the implementation of the service delivery for children and families.

(c) The local step ahead council may make arrangements to use available funds to enhance and expand direct services for children and families.

(d) A local step ahead council, or an incorporated entity identified by the local step ahead council to receive and disburse funds, may act as fiscal agent and may do the following:

(1) Apply for grants.

(2) Enter into contracts.

(*Office of the Secretary of Family and Social Services; 405 IAC 3-2-3; filed Aug 24, 1995, 9:00 a.m.: 19 IR 35; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### **405 IAC 3-2-4 Roles and responsibilities**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 4. (a) The roles and responsibilities of a local step ahead council include, but are not limited to, the following:

(1) Identifying the needs of the county as they relate to children and families.

(2) Identifying present and prospective resources and services available to children and families.

(3) Acting as a liaison between public and private organizations, providers, the community, and local, state, and federal governments, including mobilizing family, private, and public resources for services.

(4) Facilitating coordination efforts among agencies serving the needs of children and families, including addressing accessibility needs.

(5) Facilitating local service delivery programs, including coordinating referral procedures for children and families.

(6) Streamlining funding mechanisms.

(7) Exchanging information with other councils, the community, and agencies serving the needs of children and families.

(8) Developing and implementing a strategic plan.

(9) Developing and implementing an annual plan of action.

(10) Developing a data collection system regarding services and populations.

(11) Encouraging public participation.

(b) A local step ahead council may expand its comprehensive system to include all children, families, and individuals. (*Office of the Secretary of Family and Social Services; 405 IAC 3-2-4; filed Aug 24, 1995, 9:00 a.m.: 19 IR 36; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### **405 IAC 3-2-5 Membership of local step ahead councils**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

Sec. 5. (a) The local council shall provide an opportunity for voluntary membership to representatives of the following:

(1) Human services providers in the community.

- (2) Parents and consumers of services.
- (3) Public schools, private schools, and parochial schools, particularly those schools that provide preschool or special education preschool services.
- (4) Child care early childhood.
- (5) Head Start programs.
- (6) County health departments.
- (7) Community mental retardation and mental health centers that provide services to preschool children with disabilities.
- (8) Vocational rehabilitation and vocational education.
- (9) Infants and toddlers with disabilities programs.
- (10) Woman, infants, and children (WIC) programs.
- (11) The county office of family and children.
- (12) Groups with expertise in child welfare.
- (13) Employment and training.
- (14) Business community.
- (15) General purpose local government.
- (16) Private health providers.
- (17) Private industry council programs.
- (18) Service organizations.
- (19) Foundations.
- (20) Legislators.
- (21) Universities.
- (22) Religious organizations.
- (23) Juvenile justice.
- (24) Area agency on aging.

(b) A local step ahead council or its board of directors shall elect by majority vote a coordinator and a fiscal agent. The coordinator and fiscal agent may not be the same person.

(c) The frequency of meetings and terms of membership shall be determined by each local step ahead council.

(d) Consistent with policies and guidelines issued by the panel, a local step ahead council shall adopt policies.

(e) A local step ahead council may elect a board of directors. (*Office of the Secretary of Family and Social Services; 405 IAC 3-2-5; filed Aug 24, 1995, 9:00 a.m.: 19 IR 36; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### **405 IAC 3-2-6 Open door**

Authority: IC 12-8-1-9

Affected: IC 5-14; IC 12-17-19

Sec. 6. A local step ahead council and its board of directors established under this rule are subject to IC 5-14 (the open door law). (*Office of the Secretary of Family and Social Services; 405 IAC 3-2-6; filed Aug 24, 1995, 9:00 a.m.: 19 IR 36; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### **405 IAC 3-2-7 Audit**

Authority: IC 12-8-1-9

Affected: IC 12-8-10; IC 12-17-19

Sec. 7. A local step ahead council which serves as the fiscal agent may be subject to an audit by the financial services group under IC 12-8-10. (*Office of the Secretary of Family and Social Services; 405 IAC 3-2-7; filed Aug 24, 1995, 9:00 a.m.: 19 IR 36; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

#### **405 IAC 3-2-8 Existing local step ahead councils**

Authority: IC 12-8-1-9

Affected: IC 12-17-19

## LOCAL STEP AHEAD COUNCILS

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Sec. 8. A local step ahead council in existence as of the effective date of this rule shall comply with this rule. (*Office of the Secretary of Family and Social Services; 405 IAC 3-2-8; filed Aug 24, 1995, 9:00 a.m.: 19 IR 37; readopted filed Jun 27, 2001, 9:40 a.m.: 24 IR 3822*)

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