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**Child Support Hotline: 800-840-8757**  
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## **Child & Family Workforce Stabilization Program Grant Request for Application**

### Key Dates

Release Date: 07/17/2023  
Application Deadline: 08/18/2023  
Award Notification: 11/01/2023

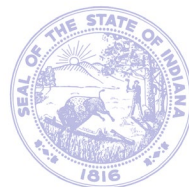
### Background

The Indiana Department of Child Services contracts service providers throughout Indiana to deliver the services described under prevention, preservation, placement, and permanency. Service providers who enter contracts with DCS commit to providing quality service based on established standards and agree to release data regarding outcome measures. This DCS-provider partnership enables all children and families to receive services to alleviate identified needs.

### Purpose

The purpose of this grant is to help support the development and stabilization of the workforce in organizations under contract with DCS to provide services to Indiana children and families. The child services workforce stabilization fund allows the Department of Child Services to provide grants to child services providers to support increased wages for direct-care staff.

With the above appropriation in FY 2024, the Department of Child Services shall award grants to community-based providers, residential treatment services providers (as described in IC 31-27-3 and IC 31-27-5), and licensed child-placing agencies (as described in IC 31-27-6) located in Indiana for the purpose of improving direct-care staff recruitment and retention.



*Children will live in safe, healthy and supportive families and communities.*

## Eligibility Requirements

Applicants must:

- Hold a current provider contract in good standing with Indiana DCS.
- Not be on a referral hold with the DCS at the time of grant application.
- Demonstrate how unmet staffing needs have hindered meeting the needs of DCS referrals.
- Be able to enter into a state grant agreement. The approved state boilerplate for this agreement can be reviewed here:  
<https://www.in.gov/idoa/files/2022-Grant-Template.docx>

## Key Program Components

Grant applications must provide the following:

(1) A description of how the child services provider will use the grant funds to stabilize the child services provider's workforce or recoup costs of stabilizing the child services provider's workforce over the preceding twenty-four (24) months.

(2) A description of how the grant funds will help child services provider provide child services to high-acuity children, youth, or families.

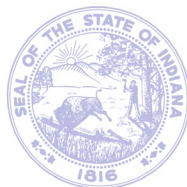
(3) A description of the workforce challenges the child services provider is facing in providing child services to Indiana children, youth, and families.

(4) A description of any steps the child services provider has taken (or the reasons that the child services provider has been unable to take steps) to stabilize its workforce.

For the purposes of this grant, DCS considers three primary types of child and family welfare services: community- and home-based services, residential care, and foster care. Applicants seeking grant funds in more than one service type should budget for both the total request and the request by service type.

The budget form should include total costs on the first tab and costs by service type in corresponding additional tabs. Subtotals in the service type tabs should add up to the grand total in the first tab.

Narrative is limited to five pages of text. Narrative should explain the budgeted costs and include information specific to each service type where funds are requested. Please



do not include marketing style graphs, charts or supplemental materials. Only the narrative word doc and budget excel sheet will be considered in scoring.

### Documentation and Reporting Requirements

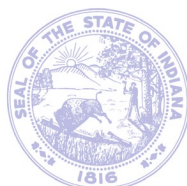
A child services provider that receives a grant under this chapter shall agree to:

- (1) Use the grant funds solely for the payment of costs associated with stabilizing the child services provider's workforce
- (2) Fully expend the grant funds no later than June 30, 2025
- (3) Submit to the department (no later than ninety [90] days after the child services provider exhausts the grant funds) a report that includes documentation of the manner in which the grant funds were used to stabilize the child services provider's workforce; the effect of the grant funds on the child services provider's employee recruitment and retention; and the effect of the grant funds on the child services provider's ability to provide child services to Indiana children, youth, and families, including any effect specifically regarding the child services provider's ability to provide child services to high-acuity children, youth, or families.

### Data Collection

Successful applicants must demonstrate the quantifiable results of grant funds through a reduction in waitlist, decreased number of declined referrals, increased capacity to support high-acuity youth or complex families, or similar data. Pre-performance and post-performance data will be compared to evaluate program outcomes.

**Applications are due by 4 p.m. Friday, Aug. 18** to Deputy Chief Financial Officer Rebecca Chauhan at [Rebecca.C Chauhan@dcs.IN.gov](mailto:Rebecca.C Chauhan@dcs.IN.gov).



*Protecting our children, families and future*

## **Child & Family Workforce Stabilization Program Frequently Asked Questions**

### **What size of grants are expected to be made? Is there a cap?**

\$30 million in state funding is available and will be awarded based on the number of applicants and scoring of proposals. Applications with higher scores will be awarded funding first. Funding will then be awarded to all worthy applications until funds are fully expended. Funding requests should not exceed 20% of the applicant's combined DCS and PRTF revenue from previous year. The previous year may be the calendar year, the applicant's fiscal year, the state fiscal year, or the federal fiscal year. Any of these 12-month periods would be acceptable.

### **Will DCS award grants based on program size or quality of the proposal?**

Each application will be objectively scored based on demonstration of need and awards will be made based on a scoring rubric completed by a team of evaluators. Applicants may be awarded partial funding.

### **Is there an overview of allowable budget items? Is there a budget template?**

Eligible expenses include costs to fill vacant positions, hire more highly qualified staff, incentivize hiring and retention, and support existing staff. An Excel spreadsheet is included and should be used to detail the budget request.

### **What type of staff can I include in my budget?**

While DCS is open to funding any staffing needs partners have, preference will be given to requests to support direct care staff, clinical staff and their supervisors. Recognizing that the lack of staff in these key positions is a significant driver of waitlists and declined referrals, DCS will specifically look to fund these positions in order to increase access to services. Both W-2 employees and 1099 contracted staff are eligible to be considered.

### **How should I budget for staff that work in multiple service types or in a service type other than the three identified?**

Please estimate the average percentage of time spent in each service type and allocate in the appropriate budget tabs. For applicants requesting to support staff in a service that doesn't directly fall into the three main types (older youth services, for example), please include costs in the category that makes most sense and note that in the narrative.



**What is the time period of availability of funds?**

Grant agreements must be signed before December 31, 2023, and may be spent through June 30, 2025. The grant period is 01/01/2024 – 06/30/2025, and the previous 24-month look-back is calendar year 2022 and 2023.

**Will grant funds count against an agency in future cost reports?**

No. This grant program is funded by state appropriation and is not part of the federal programs supported by DCS.

**What measurable outcomes should agencies expect to have?**

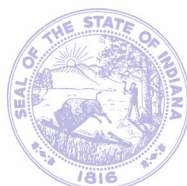
Providers should demonstrate that they have previously turned away referrals because of lack of staffing, and support through this grant program has created change where referrals are no longer declined or waitlists have been reduced.

**How will funds be disbursed to awardees?**

Grantees should submit monthly invoices for their eligible expenses. Grant funds will be paid in arrears, as cost reimbursement, when invoiced to DCS.

Documentation of costs should be retained for review and audit by DCS.

Additional questions should be emailed to [Rebecca.Chauhan@dcs.IN.gov](mailto:Rebecca.Chauhan@dcs.IN.gov) by Friday, Aug. 4, for publication of additional FAQ.



*Protecting our children, families and future*