

SECTION 3000

MAYOR'S OFFICE OF COMMUNITY SERVICES

SECTION 3001 - GENERAL INFORMATION

.01 The Mayor's Office of Community Services (MOCS) is an Agency founded over twenty-seven (27) years ago to fight the "War on Poverty." It does so by providing specialized services to citizens within their respective communities so that they may reach the goal of self-sufficiency and break the cycle of poverty and dependency. To achieve this goal, MOCS has created programs for youth, senior citizens, the homeless and single parents. MOCS has also enacted services that address unemployment, inadequate housing, aids, drug and alcohol abuse, etc. by direct case management as well as through referral services.

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.01 The Mayor's Office of Community Services administers various programs as detailed in the following section.

SECTION 3110 - PROGRAM DESCRIPTIONS AND OPERATIONS

Foster Grandparents Program

.01 The Foster Grandparents Program (FGP) was established under the Older Americans Act in 1965, to enable low-income seniors to serve children with special needs. There are 20 host institutions located throughout the city where foster grandparents volunteer to serve as a "special friend" and companion to children who are deprived of the benefit of a normal relationship with a mature, caring adult, largely due to a physical or mental handicap. The foster grandparent engages in daily activities which facilitate constructive person to person relationships. They comfort and reassure the children, and they foster self-worth, growth and confidence. A strong advisory board is supportive of the foster grandparents by sponsoring recreational events, fundraising projects and providing technical experience in developing goals. The foster grandparents are paid a small hourly stipend in return for four hours of service five days a week. They also receive a hot meal daily, vacation and sick leave, a free annual physical examination and reimbursement for transportation to and from the institution. The program is open to low-income males and females, age sixty (60) and over, who are in good health, live in Philadelphia and are interested in working with children and adolescents with special needs. Funding for this program is provided by the Mayor's Office of Community Services and ACTION, a Federal Agency.

Adolescent Initiative Program (AIP)

.02 The Mayor's Office of Community Services (MOCS) serves as an evaluation mechanism for the Adolescent Initiative Project (AIP) operated through the Philadelphia Department of Human Services and financed by a Federal Grant. The Program is open to dependent and delinquent children, in-care, sixteen (16) and older, who are soon to graduate from high school and from the child welfare system, the only home some know. Some of the teens are frightened and immature, and most are not ready to venture into the adult world. This Program is designed to prepare them for that experience. The Independent Living Program provides structured group sessions to teach

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both tangible and intangible life skills. Skills training includes, but is not limited to employability, money management, housing, education, communication, decision-making, self-esteem, sexuality, leisure, problem-solving, health, transportation, substance abuse and use of community resources. Foster parents throughout Philadelphia have been extensively trained to help prepare young people for independent life. Trained foster parents and the Independent Living Program will increase the chances of our youth being well-prepared for a life of self-sufficiency.

The adolescents are rewarded with stipends throughout the program. They "graduate" at the end of the twelve week training. They receive certificates of achievement along with gift certificates from various retailers. Although the youth are emancipated from the foster care system at age 18, they are eligible to receive services up to age 22.

West Oak Lane Senior Center (WOLSC)

.03 The West Oak Lane Senior Center (WOLSC) provides congregate meals, transportation, social and health services and recreational activities to senior citizens on a daily basis. The Center works closely with other City, State and Federal Agencies to enhance the quality of service delivery for these citizens. This Program is open to adults sixty (60) years and older who reside in the northwestern part of the city and do not require day treatment. The WOLSC Advisory Council is comprised of Center participants whose primary responsibility is to function as an informal reference base, and provide information which addresses the needs of the seniors who are actively involved at the center. The Advisory Council also manages fundraising projects to provide trips and seasonal entertainment. General funding is provided by the Philadelphia Corporation for Aging and the Mayor's Office of Community Services.

Neighborhood Operations

.04 Neighborhood Operations is the outreach component of the Mayor's Office of Community Services (MOCS) which serves economically disadvantaged residents within the city and county of Philadelphia. The Mayor's Action Centers (MACs) are established in seven community based locations and present community services to residents through eight neighborhood area offices. Each of the MACs host community services satellite sites through their perspective service area boundary zip codes.

Continuously the staff of the MAC's are actively involved in door-to-door canvassing and distributing outreach information, in an ongoing attempt to reach out to Philadelphia's economically disadvantaged residents. The staff also coordinates Informational Forums in an effort to present comprehensive information to residents in need. The range of topics include, but are not limited to:

- Community Voter Education
- Racial Harmony
- Efficiency and energy related Consumer Information
- Community Housing and Health Issues
- Employment Seeking
- Senior Health & Insurance
- Community Town Meeting Issues

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The MACs provide emergency food cupboard services to eligible Philadelphia residents at all seven (7) community base locations located in Frankford, North West, North Central, North Philadelphia, east of Broad, South Philadelphia, West and Southwest Philadelphia while also providing USDA Commodity Food distribution through community satellite distribution sites.

Work Experience Program/Experience Based Education

.05 The Work Experience (Phil-A-Job) Program is a Program funded by the Private Industry Council designed to provide sixty (60) youth with valuable summer work experience in which they could gain self confidence, an understanding of the work place, increased personal knowledge and a more sophisticated perspective of the labor market.

.06 The curriculum for the experience based education program is very ambitious. The youth are taught to read, comprehend, write and compute in ways that challenge their personal awareness, ability to solve personal problems and expand their social horizons. The youths are exposed to many new and critically important concepts with respect to drugs, sexuality, personal hygiene and responsibility in a format that permits them to question, reflect, and internalize the information they receive.

Future Leaders of the World

.07 Future Leaders of the World (Flow) is a youth drug gang prevention program that is funded by the Dept. of Health & Human Services, Administration for Children and Families. Project FLOW is one of the largest drug prevention programs ever funded in the city of Philadelphia. Proposed for five years, the project is headed by MOCS in conjunction with a consortium of community and governmental agencies.

During the five year period, Project FLOW will service in excess of 5,000 young people ages 8 to 16, at risk of drug or gang activities. After-school academic support and summer camp make up a portion of the comprehensive battery of services which FLOW will provide in an attempt to mediate and prevent young people from drug/gang involvement.

The Neighborhood Lending Closet

.08 The Neighborhood Lending Closet is a program sponsored by MOCS and the Philadelphia Dept. of Public Health, Office of Maternal and Infant Health. The purpose of the Lending Closet is to provide necessary items and goods to pregnant women and parents of infants in the West Philadelphia area. Merchandise such as cribs, car seats, high chairs, strollers, etc. will be lent on a first come, first serve basis. Parents or guardians must be able to verify that an infant, (0 to 12 months of age), is in their care and receiving pediatric care regularly.

SECTION 3120 - FEDERAL CFDA NUMBERS/OTHER REGULATIONS

.01 The following Federal CFDA Numbers are applicable to MOCS programs:

<u>Program</u>	<u>CFDA No.</u>
Foster Grandparents	72.001
Neighborhood Operations	93.569
Work Experience/Experience Based Education	17.250
Future Leaders of the World	93.660
Neighborhood Lending Closet	93.926

.02 All Programs listed in paragraph .01 above are subject to the Special Programs for the Aging, Title III, Parts A and B Grants for State and Community Programs on Aging. (Part C applies to nutrition services for the West Oak Lane Senior Center.) The Work Experience Program/Experience Based Education Program is subject to the Commonwealth of Pennsylvania, Department of Labor and Industry JTPA Policies and Procedures Manual.

SECTION 3130 - PROGRAM COMPLIANCE PROCEDURES

.01 As discussed in Sections 300 and 500 of this Audit Guide, each City of Philadelphia Department Program has specific auditing requirements. These requirements are in addition to those areas of audit specified in Sections 300 and 500 of this Guide. The audit requirements listed on the following pages are not all inclusive and do not represent an audit program for conducting a financial and compliance audit of the Program(s). The audit requirements listed are presented as highlights of areas of special interest to the Department. Any deficiencies noted as a result of the procedures are to be disclosed in the Schedule of Findings and Questioned Costs.

.02 The essential features relating to program operations of all MOCS Programs are as follows:

- Income Eligibility Guidelines

Eligibility for participation in CSBG Program is set at one hundred twenty-five percent (125%) of the Federal poverty guidelines.

Income eligibility determination shall be based on total family unit income for the ninety (90) day period immediately preceding the date of application for services. The Federal poverty level is based on annual income. Annual income is derived by multiplying income for the past ninety (90) days times four (4).

Please refer to CSBG Directive for definitions of Family Unit, Income and Income Exclusions.

- Intake Form/Application

- Every client should have proper documentation contained in his/her file.

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- Client lives within City of Philadelphia/County.
- Board/Advisory Committee/Council's Minutes maintained.
- Quarterly Report properly prepared and submitted timely.

- Policy and Procedure Manual of the Agency
 - PPM should contain statement(s) concerning equal employment, non-discrimination, affirmative action, etc.

.03 The audit procedures for the above are to:

- Determine that reports were submitted timely.
- Determine adherence to eligibility and residency requirements.
- Review maintenance of necessary manuals, documents and Board minutes.

SECTION 3140 - FINANCIAL COMPLIANCE PROCEDURES

.01 As discussed in Sections 300 and 500 of this Audit Guide, each City of Philadelphia Department Program has specific auditing requirements. These requirements are in addition to those areas of audit specified in Sections 300 and 500 of this Guide. The audit requirements listed on the following pages are not all inclusive and do not represent an audit program for conducting a financial and compliance audit of the Program(s). The audit requirements listed are presented as highlights of areas of special interest to the Department. Any deficiencies noted as a result of the procedures are to be disclosed in the Schedule of Findings and Questioned Costs.

.02 The essential features relating to financial operations of all MOCS Programs are as follows:

- Tax filings to all government agencies and "copy" of payment.
- Fidelity Bonding Insurance
 - Must equal at least twenty-five percent (25%) of full contract amount insuring employees handling cash for the contract period.

.03 The audit procedures for the above are to:

- Verify timeliness of tax filings and deposits.
- Determine adequacy of bonding insurance.

SECTION 3150 - SUPPLEMENTAL FINANCIAL SCHEDULES AND REPORTS

.01 At this time there are no Supplemental Financial Schedules and Reports for any MOCS Programs.