

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
INDIVIDUAL PROGRAM APPLICATION

Program Summary-Program Components

IMPLEMENTING AGENCY:

PROGRAM TITLE:

LIFE AREA 1: <i>(Enter Code)</i>		GOAL 1: <i>(Enter Code)</i>	
OBJECTIVE 1: <i>(Enter Code)</i>		SOS 1: <i>(Enter Code)</i>	

Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.

GENDER OF PROGRAM PARTICIPANTS: <i>(Enter number participants per gender)</i>		MALE _____	FEMALE _____
ETHNICITY: <i>(Enter number of participants per ethnic group)</i>	WHITE _____	BLACK OR AFRICAN AMERICAN _____	HISPANIC OR LATINO _____
	AMERICAN INDIAN OR ALASKAN NATIVE _____		ASIAN _____
	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER _____		TWO OR MORE RACES _____
AGES	0-4 _____	5-9 _____	10-14 _____ 15-17 _____ 18-20 _____ 21+ _____
IS TARGET POPULATION SERVING DISCONNECTED YOUTH: <i>(Enter number of participants per population described)</i>		<input type="checkbox"/> No	<input type="checkbox"/> Yes
IF "YES", Youth aging out of foster care _____		Children of incarcerated parents _____	
Youth in the juvenile justice system who re-enter the community _____		Runaway and Homeless Youth _____	

IF APPLICABLE

OBJECTIVE 1: <i>(Enter Code)</i>		SOS 2: <i>(Enter Code)</i>	
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OBJECTIVE 2: <i>(Enter Code)</i>		SOS 1: <i>(Enter Code)</i>	
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Program Summary-Program Components (OCFS 5003) Instructions

The only change to the 5003 is the addition of the age category 21+

There is now an age category – 21+ that should be used for programs, like parenting programs or professional development, where it can be documented that the end result has a positive impact on the youth of your community. **Please use whole numbers, not percentages.**

Implementing Agency: Enter name of incorporated agency responsible for program.

Program Title: Enter the title of the program.

Each program can have a maximum of:

- Two** Life areas
- Two** Goals per Life Area
- Three** Objectives per Goal
- Two** Services, Opportunities and Supports per Objective

Step 1: For the Primary Program Component, identify the **Life Area** to be addressed and the appropriate code.

1 ES: ECONOMIC SECURITY

You would enter code **1ES**.

Step 2: Select the **GOAL** to be targeted and its code.

11 Goal: Youth will be prepared for their eventual economic self sufficiency.

You would enter code **11**.

Step 3: Select the objective to be achieved. Choices under this goal include:

111 Objective: Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities.

112 Objective: Young adults who can work will have opportunities for employment.

113 Objective: Youth seeking summer jobs will have employment opportunities.

If you selected Objective **111** - Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities

You would enter code **111**.

Step 4: Select from the following choices the Services Opportunities and Supports that your program offers.

Services, Opportunities, and Supports

011. Career Counseling	0110. Interest & Skills Assessment
012. Career Days/Fairs	0111. Job Shadowing
013. Career Research & Planning	0112. Job Training/Employment Skills Development
014. College Exploration & Readiness	0113. Matching with Employers for Internships/Work
015. College Research & Planning	0114. Resume & Job Assistance
016. Computer/Internet Skills	0115. Self-sufficiency Skills Development
017. Employment	0116. Summer Employment
018. GED Preparation	0117. Vocational Training
019. Independent Living Skills	0118. Work Readiness Skills

If you selected Services, Opportunities and Supports 011 Career Counseling

You would enter code **011**.

Step 5: Enter the following data on your projected target population (in whole numbers not percentages) for those youth participating in - Career Counseling:

- Gender ○ Ethnicity ○ Ages
- And **if** serving Disconnected Youth identify the number (not percentages) in each group (i.e. Youth aging out of foster care, Children of incarcerated parents, Youth in juvenile justice system who re-enter community, Runaway and Homeless Youth)

Step 6: (*IF APPLICABLE*): If your program offers a *Secondary Services, Opportunities and Supports* for Objective 1 you would:

Re-enter code for Objective 1, **111** (from example above).

At this point you would repeat step 4 as outlined above, entering the code for the *Secondary Services, Opportunities and Supports* that your program offers.

Objective 1: **111 SOS 2: 019** (Independent Living Skills)

Next you would repeat step 5 as outlined above entering that data for those youth participating in- Independent Living Skills

Step 7: (*IF APPLICABLE*): If your Program chooses to address a 2nd Objective for GOAL 1, you would follow steps 3-5. Step 6 would be applicable as well; if there were a secondary *Services, Opportunities and Supports* that your program offers for the 2nd objective.

Step 8: (*IF APPLICABLE*): If your Program chooses to address a 3rd Objective for GOAL 1, you would follow steps 3-5. Step 6 would be applicable as well; if there were a secondary *Services, Opportunities and Supports* that your program offers for the 3rd objective.

If this Program addresses a 2nd Life Area and 2nd Goal you would repeat Steps 1-5 entering your new codes. Steps 6-8 would be followed as outlined above, if applicable.

Special Notes:

If the program checked the box on the OCFS-5002, Direct Services will not be provided by this program, follow steps 1-4 for each life area selected.

Each Life area has its own set of Goal(s), Objectives and Services, Opportunities and Supports. Once you identify the Life Area your program is addressing you must use the Goal(s), Objectives and Services, Opportunities and Supports listed under it.