



**YOUTH SERVICES DIVISION
2022 SCOPE OF SERVICES
ENRICHMENT OUT-OF-SCHOOL TIME**

Contract Term: January 1, 2022 through December 31, 2022

PROGRAM: ENRICHMENT-OUT OF SCHOOL TIME

DELEGATE AGENCY INFORMATION

PO Number			
Agency Name			
Agency Address			
City		Zip Code	

Program Contact Information		Executive Director Contact Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Fax		Fax	
Email		Email	

Fiscal/Finance Contact Information	
Name	
Phone	
Fax	
Email	

PROGRAM PROFILE

Program Name			
Program Model	<input type="checkbox"/> School Year <input type="checkbox"/> Summer <input type="checkbox"/> Summer & Breaks <input type="checkbox"/> Year-Round		
Out of School Time Subcategory (select one)	<input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Fitness <input type="checkbox"/> Health & Nutrition <input type="checkbox"/> Academic Acceleration, Career Exploration and Vocational Support <input type="checkbox"/> Science, Technology, Engineering, Math (STEM)		
Address		Zip Code	
Community Area		Ward	
Funding Amount		Slots Funded	
Total number of weekly program hours			

DFSS Youth Services Division Funding is for your program site: (select one)

- DFSS Youth Services Division funding is a primary source for your program site (>50% of funding)
- DFSS Youth Services Division funding is supplemental funding for your program site



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Indicate Program Service Area: (select one)

- This program will provide services citywide to all eligible individuals or,
- This program will primarily serve the following Ward(s), Community Area(s), and Census Tract(s).

Description of Program

Provide a brief narrative statement of this program, including the scope, target population problems addressed, and anticipated outcomes. If relevant, describe coordination with other sources/partners. This section is expected to describe the program at full operational capacity.

Please provide a summary of your Recruitment Plan for the Ward(s) and Community areas you are targeting.



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Program Sites

List name of facility(ies) and address(es) where youth services are provided, including the estimated number of youth to be served at each site.

Site Name	Address	Number of youth to be served at this site	Is this location a school?	Days of Operation Mon. – Fri. (If applicable, list weekend days)	Hours of Operation (If applicable, list weekend hours)

WORK PROGRAM

Staff to Youth Ratio: *Please indicate the number of staff and the number of youth to be served in each age group at this program.*

Group	Number of Staff	Number of Youth
Youth ages 9 and under		
Youth ages 10-12		
Youth ages 13-21		

Skill-Building Curriculum/Elements: *Please upload any materials your program will use to ensure your activities incorporate SAFE (Sequenced, Active, Focused, Explicit), including any curricula you plan to use, into the Cityspan system.*

Youth Voice: *Please select the youth involvement you will utilize in your program (select all that apply)*

Youth surveys (complete below if selected)

How many youth will be surveyed?	
Describe the information your agency collects through surveys and how often you will collect it.	



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Youth councils (complete below if selected)

How many youth will participate in youth council?	
Describe what the goal of the council is and how often it will meet.	

Youth leadership committees (complete below if selected)

How many youth will participate in youth leadership committees?	
Describe what the goal of the committee is and how often it will meet.	

Other, please describe (complete below if selected)

How many youth will participate in other youth voice input?	
Describe what other ways you will collect youth input and how often you will collect it.	

Community Project: Agencies must plan a community service project (s) in collaboration with the youth enrolled in their OST program(s). The project should benefit the community at large. The project should be facilitated by program staff, volunteers, parents, and youth. Agencies will submit documentation for the event in the Events Module in Cityspan.

- Agencies delivering OST-Year-Round: 3 Community Projects.
- Agencies delivering OST-School Year: 2 Community Projects.
- Agencies delivering OST-Summer and School Breaks Only: 1 Community Project



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Project Name	Project Description	Applicable Quarter (select one)	Goal
		<input type="checkbox"/> Q1 <input type="checkbox"/> Q3 <input type="checkbox"/> Q2 <input type="checkbox"/> Q4	
		<input type="checkbox"/> Q1 <input type="checkbox"/> Q3 <input type="checkbox"/> Q2 <input type="checkbox"/> Q4	
		<input type="checkbox"/> Q1 <input type="checkbox"/> Q3 <input type="checkbox"/> Q2 <input type="checkbox"/> Q4	
		<input type="checkbox"/> Q1 <input type="checkbox"/> Q3 <input type="checkbox"/> Q2 <input type="checkbox"/> Q4	



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SECTION A – GOALS AND OBJECTIVES

Program Goals

Research and evaluation studies have shown that youth participation in OST programs can lead to positive academic, social and emotional, prevention, and health and wellness outcomes. Increased participation in OST programs directly relates to a youth’s increased school attendance and influences their desire to stay in school, which prepares them to be college and career ready.

The Enrichment Portfolio is designed to address the following social issues in youth development:

- Promote pro-social behavior among youth and reduce social isolation
- Increase youth engagement with school

Target Population

The Youth Division serves youth between the ages of 6 and 21 who are Chicago residents, economically disadvantaged, and at-risk defined by one or more of the following:

- Low income/living below the poverty line
- Engaged in school
- Unemployed but seeking employment

The department seeks to align organizations with best practices and a better integration of afterschool programs and additional supports for families in under-resourced communities. Organizations should capitalize on opportunities to provide comprehensive afterschool programs to meet children and families’ needs during the afterschool hours. We realize that afterschool programs play a central role in coordinating a wide variety of support for families in need. They have served as a platform for and a connector to such services as mentoring programs, access to nutritious meals, healthcare, and wellness check-ups, etc.

DFSS’s Youth Services Division is particularly interested in youth engaged in alternative educational settings that demonstrate a need or desire for educational and/or vocational career guidance and attainment, and live in low-income, high-crime, underserved communities.

SECTION B – PERFORMANCE MEASUREMENT

Performance Indicators: To track progress toward achieving this goal and assess the success of the program, DFSS will monitor a set of performance indicators that may include but are not limited to:



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	OUTCOME	INDICATOR (S)	DATA COLLECTION METHOD
1	75% of youth reporting positive relationship with an instructor and or mentor in their program.	Enduring healthier relationships and lifestyle choices.	DFSS will provide a quarterly survey and or a data assessment that agency will administer to youth.
2	75% of youth who reported learning a new skill or improving on existing skills.	Enhanced self-esteem and self-confidence.	DFSS will provide a quarterly survey and or a data assessment that agency will administer to youth.
3	75% of youth and young adults who report their ability to avoid dangerous behaviors and engage in more pro-social behavior.	Improved behavior both at home and at school. Sense of community pride.	DFSS will provide a survey and or a data assessment that agency will administer to youth.
4	Decrease in chronic school absence among participants in DFSS – sponsored youth programs, as compared to school-based peers.	Decreased absenteeism, stronger ties to peers in school, reduced suspensions, expulsions, increased engagement in school and out of school time activities.	DFSS will collaborate with Chapin Hall to obtain data annually.

To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- Number of participants enrolled (Agency will input into Cityspan)
- Average daily attendance at 80% (Agency will input into Cityspan)
- The number of youth engaged in effective programs developed through youth voice and input

In addition to the performance indicators and output metrics listed above, DFSS encourages applicants to seek additional indicators and metrics, including those that demonstrate success and indicate participants’ progress.

Data Reporting

As part of DFSS’s commitment to becoming more outcomes-oriented, the Youth Services Division seeks to actively and regularly collaborate with delegate agencies to review program performance. DFSS will regularly review data to actively manage each contract toward the achievement of desired outcomes. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including client-level demographic, performance, and service data, and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract. DFSS will be sharing aggregate delegate data via Cityspan reports for dosage, enrollment, and eligibility quarterly. Reports may be shared with City Council, posted on our website or other public facing entities to ensure transparency.



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Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure client records privacy and confidentiality for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at:

https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html.

Uses of Data

DFSS reserves the right to request/collect critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS. DFSS reserves the right to use data related to delegate agency performance, including but not limited to data submitted by the delegate agency for the following:

- a) To review program performance and develop strategies to improve program quality throughout the term of the contract.
- b) To guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.
- c) Any other purposes identified by DFSS.

Human Resources Compliance

To create efficient systems to support agency compliance of contracts, delegates will provide HR documentation in a Staff Compliance database for program staff associated with DFSS funded contracts within 30 days of completion/clearance. The documents required are listed below:

- Mandated reporter certificate: Yearly certification
- National Sex Registry Clearance: Yearly certification
- Fingerprint Background Check: Renewable every 5 years

Additional contractual certifications and documentation:

- CPR Certification: Renewable every 2 years
- First Aid Training: Renewable every 2 years
- CANTS: Yearly if not licensed by DCFS



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Meetings

Meetings and Trainings

Each delegate agency will be expected to participate in a quarterly data meeting as part of a learning cohort. **Delegates are required to participate in quarterly learning cohort meetings at the Executive Director and Program Director levels.** In these quarterly learning cohort meetings, delegate staff will participate in a shared learning experience that features discussions of youth development issues, best practices in the out of school time field, staff professional development, cultivation of professional and personal networks, support around data use and analysis, and training on City of Chicago processes and procedures. **Agency attendance at DFSS delegate agency meetings and learning cohort meetings are mandatory** for the organization’s Executive Director and the Program Director. Staff attendance is also mandatory at community planning network meetings as scheduled by DFSS. DFSS may also request and identify additional staff participation in professional development trainings, meetings, and conferences, etc.

Compliance and Underperformance

In the event of an agency being in non-compliance and/or under-performance at the end of the first, second, or third quarter (as deemed appropriate by the DFSS Program Manager/Director), the delegate agency will meet with the Enrichment team and will be placed on a Performance Improvement Plan (PIP) to track how they will improve performance by the next quarter.

SECTION C – CORE ELEMENTS

Program Requirements

PLEASE REVIEW THE FOLLOWING PROGRAM REQUIREMENTS AND ACKNOWLEDGE YOUR UNDERSTANDING AND COMMITMENT TO THESE REQUIREMENTS BY CHECKING THE BOX.

Program cycle

Enrichment programs operate in one of five possible programming types: year-round, school-year, summer only, and school breaks and summer.

Programs are most often designed to operate in one of the following ways and can operate in community and or school settings and will be funded at the following cost per youth calculations:

- Year-round: 48 to 52 weeks
- School-year: 39 to 42 weeks
- Summer and School Breaks only: 9 to 11 weeks during scheduled school breaks
- Summer only: 6 to 9 weeks

Program components

- Dosage - Enrichment programs should offer the dosage below based on program model.

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- School-year and Year-round: 5 days a week, 2.5 to 3 hours per day equaling 12 to 15 hours per week.
- Summer and school breaks: 5 days a week, 6 hours per day equaling 30 hours per week.
- Staff to Youth Ratio - 10:1 for youth ages 9 and under, 20:1 for youth ages 10-12, and 25:1 for youth ages 13-21.
- Curriculum –Incorporate *SAFE* (Sequenced, Active, Focused, and Explicit) elements into all program curriculum and activities.
- Youth Voice – Demonstrate youth involvement such as youth surveys, youth councils, and youth leadership committees.

Data reporting and use

Reliable and relevant data is necessary to create a shared understanding of performance trends, ensure compliance, evaluate program results and performance, and drive program improvements and policy decisions. As such, DFSS reserves the right to request/collect critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS.

Data entry

Agencies are responsible for entering youth and program information into the Cityspan database system (<https://chicagoenrichment.cityspan.com>)

- Data entry includes but is not limited to youth enrollment and daily youth attendance, which is required monthly. Agencies are strongly encouraged to enter attendance weekly. The following documents are required in the data system: Work Plan, DFSS youth Intake Forms, Monthly Calendars, Contractual Certification information, and outcomes.
- **Use of the database system is a contract requirement. Failure to maintain accurate information in the database may impact future funding.** DFSS will provide training and technical assistance on the use of the database. Agencies are required to attend database trainings. Traditionally these trainings have been offered within the first quarter of the contract period.

Recommendation for Physical Fitness and Nutritious Snacks

If snacks are provided, they should be nutritious according to USDA standards which can be found at (<https://www.fns.usda.gov/cacfp/meals-and-snacks>). Programs that allow youth to bring snacks shall encourage families to make nutritious choices. Physical fitness should be an important component of daily activity among youth to enhance brain activity and reduce obesity. Respondents are encouraged to develop components within their programs that plan and allow physical activity to take place at least twice a week. Activities should be supervised, fun, and engaging.



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Program Staff

Agencies are responsible for entering staff contractual certification documentation into the Cityspan database system (<https://dfssstaff.cityspan.com/>).

Staff must:

- Have a current CPR and First Aid certification. Additionally, all staff and volunteers must have completed a Federal Fingerprint Background check, online Mandated Reporter certificate, Mandated Reporter Acknowledgement Form, Child Abuse and Neglect Tracking System (CANTS), and National Sex Offender Registry prior to employment start date. The CANTS, Mandated Reporter Certificate, and the National Sex Offender Registry should be conducted yearly. This documentation must be current and entered in Cityspan for verification prior to the program start date. **Staff/volunteers cannot work with children until background checks are completed. Staff and volunteers can only work with youth in the presence of a staff person who has a cleared Federal Fingerprint Background check. Background checks are required every five years from the date of initial background check.**
- Participate in DFSS-sponsored professional learning cohort meetings and deliver all necessary training to staff who interface directly with youth. Learning cohort meetings will provide delegate agencies with a shared learning experience; that features discussions of pertinent youth development issues/challenges, best practices in youth development, and out of school time fields. Staff professional development, support around data use and analysis, cultivation of professional and personal networks, and training on City of Chicago processes and procedures. **Cohort convenings occur once a quarter, and attendance must include Executive Directors and other key program staff.** DFSS may also request and identify additional staff participation in professional development trainings, meetings, conferences, etc.

Programmatic Changes

Agencies are required to notify the DFSS Enrichment Youth Services Coordinator and the Director of the Youth Services Enrichment Portfolio of any changes to staff, facility, facility location, or work plan in writing within seven (7) business days of the change. These changes must be updated in your work plan in Cityspan within thirty (30) days of the change.

Program Written Procedures

Agencies are required to have a written procedure for identifying and reporting suspected child abuse or neglect. Agencies must also have written emergency procedures for a lost child and major/minor injuries and written safety/facility evaluation procedures. Staff should be trained on these procedures.

Program Close-Out Procedures

DFSS Close-Out Procedures must be followed if a DFSS-funded agency program is closing for any reason.



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Safe Environments

Maintaining a safe and healthful environment is the responsibility of all agencies. Please see the [Safe Environment](#) checklist, which is a part of our program monitoring.

Cross-service area Coordination

DFSS is interested in new strategies to improve coordination across service delivery siloes to better support families. As such, DFSS reserves the right to convene cross-service-area collaboration efforts with delegate agencies to serve high-need populations better.

SECTION D – PAYMENT STRUCTURE

Method of Payment

Agencies should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Agencies must be able to proceed with program operations upon award notification. **Vouchers must be submitted 15 calendar days after the end of the month in which services were performed.** Failure to submit timely vouchers could result in nonpayment.

Expenditure Rate

Agencies are required to voucher monthly via eProcurement. Agency staff is expected to attend vouchering training and, if needed, is expected to meet the October budget revision deadline. The table below illustrates what percentage of the awarded grant should be expended quarterly. Note that organizations can only bill for personnel if they have submitted documentation that shows programming has the enrollment and attendance numbers to support submission.

1st Quarter (January – March): 25%
3rd Quarter (July – September): 75%

2nd Quarter (April – June): 50%
4th Quarter (October – December): 100%



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SECTION E – SUBMITTAL AND APPROVAL

ACKNOWLEDGEMENT

PROGRAM MODEL: ENRICHMENT OUT-OF-SCHOOL-TIME

Agency Name: _____

Agency PO #: _____

By checking this box your agency certifies that it has read and understands Sections A, B, C, and D of this document.

a) Executive Director signature	
b) Name (typed)	
c) Date submitted	
d) DFSS Staff signature	
e) Name (typed)	
f) Date approved	

*** This document must be printed in portrait format and single sided only**