

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

STANDARD CONTRACT

Contract Number: CVS-12-089-04

This contract entered into this 1st day of October 2012, by Church World Service called the "Contractor" and Commonwealth of Virginia, Department of Social Services, Division of Community and Volunteer Services, Office of Newcomer Services, called the "Purchasing Agency."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From October 1, 2012, through September 30, 2013.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by the Purchasing Agency as follows:

Upon submission of itemized invoices as specified in the RFP General Terms and Conditions, Section J, page 31, and the RFP Special Terms and Conditions, Section F, page 36. Total expenditures shall not exceed to the contract award amount of **\$265,000**.

The Contract Documents shall consist of:

1. This signed form "Standard Contract"
2. The Request for Proposal – Version 2, dated May 25, 2012;
3. The Terms and Conditions of the Request for Proposal;
4. Addendum No. 1 to the Request for Proposal, dated May 29, 2012;
5. Addendum No. 2 to the Request for Proposal, dated June 13, 2012;
6. Addendum No. 3 to the Request for Proposal, dated June 19, 2012;
7. The Contractor's Proposal dated June 25, 2012; and
8. Proposal Modifications dated September 24, 2012, which consist of:
 - a) Revised Budget
 - b) Revised Performance Outcomes

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Church World Service

By: 

TITLE: DIRECTOR, CWS/IDP

EIN # 13-4080201

ADDRESS: 475 Riverside Dr
Suite 700
New York, NY 10015

Virginia Department of Social Services

By: 

TITLE: COMMISSIONER

BUDGET SUMMARY - DSS FUNDS

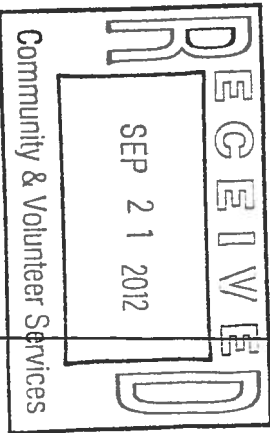
RSS __ XX __

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CONTRACT PERIOD: FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME: _____

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES	Salaries	143,130.00
EMP. BENEFITS	Benefits	53,613.60
POSTAGE		
RENT & UTILITIES	\$1450 HB, \$1550 HR, \$2097 R, electric and gas for HB office \$160 per month and each office phone expense, including cellphones and internet. All based on 35%	25,293.00
EQUIPMENT		-
PRINTING		-
CONSUMABLE SUPPLIES	Cartridges, pens, papers, staples, program folders, etc needed to run all three offices. Based on 25%	1,218.40
TRAVEL	32080 miles @ \$.555/mile for all RSS travel to assist clients with ESL/Employment activities for all three offices	20,305.00
Indirect Costs	This amount represents the NICRA charges @ 10% of the direct program cost. The NICRA funds are spent on the following: Finance and Administration: This assessment covers all CWS bank accounts, temporary investment and cash flow transactions; the issuance of all paychecks and other payments; and the hiring and oversight of outside auditors. Payroll Services: This assessment covers all in-house CWS payroll transactions. Management Information Systems: This assessment covers all CWS mainframe computer maintenance; and the installation and maintenance of computer systems. Mailroom Services: this assessment covers the collection, sorting and distribution of all associated mail with this project.	19,940.00

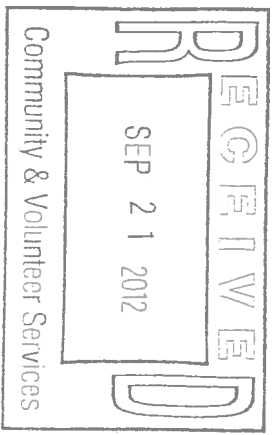


ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS_X_TAP

FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME: Church World Service

STAFF POSITION	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1 Viktor Sokolyuk-Director	40	15%	57,000.00	8,550.00
2 Anita Tiller- Grants Manager	40	15%	40,000.00	6,000.00
3 Jim Hersberger- HB Sub-Director	40	20%	42,000.00	8,400.00
4 Raja Hayajneh - HB Caseworker	40	25%	24,670.00	6,167.00
5 Rachel VanPatter-HB ESL/Vol Coord	40	50%	24,670.00	12,335.00
6 Amer Raeed- HB Employment Specialist	40	30%	25,500.00	7,650.00
7 To Hire- HB Vinis	15	100%	8,580.00	8,580.00
8 Paul Steele-R Sub-Director	40	20%	42,000.00	8,400.00
9 Dave Canavan-R Employment Caseworker	40	30%	30,000.00	9,000.00
10 Chandra Chhetri- R Caseworker	40	30%	24,670.00	7,401.00
11 To Hire; R Vinus	15	100%	8,580.00	8,580.00
12 Lisa Gibson- HR Sub-Director	40	20%	42,000.00	8,400.00
13 Jackie Tate- HR Employment Caseworker	40	30%	26,500.00	7,950.00
14 Eva Stitt- HR ESL Coordinator	40	80%	24,670.00	19,736.00
15 Laxman Chamlagai- HR Caseworker	40	30%	24,670.00	7,401.00



ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS_X_TAP

FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME: Church World Service

SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
16 To Hire- Vinus	15	100%	8,580.00	8,580.00
TOTAL SALARIES REQUESTED FROM DSS				143,130.00

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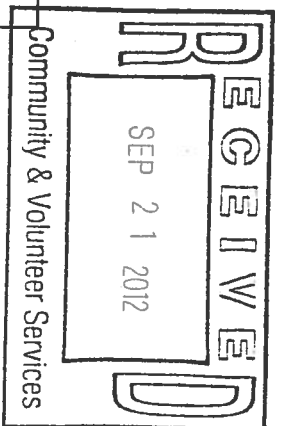
Community & Volunteer Services

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS_X_TAP_____

FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME: Church World Service

STAFF POSITION	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1 Viktor Sokolyuk-Director	40	15%	57,000.00	8,550.00
2 Anita Tiller- Grants Manager	40	15%	40,000.00	6,000.00
3 Jim Hersberger- HB Sub-Director	40	20%	42,000.00	8,400.00
4 Raja Hayajneh - HB Employment Caseworker	40	25%	24,670.00	6,167.50
5 Rachel VanPatter-HB ESL/Vol Coord	40	50%	24,670.00	12,335.00
6 Amer Raeed- HB Employment Specialist	40	30%	25,500.00	7,650.00
7 To Hire- HB Vinis	15	100%	8,580.00	8,580.00
8 Paul Steele-R Sub-Director	40	20%	42,000.00	8,400.00
9 Dave Canavan-R Employment Specoalist	40	30%	30,000.00	9,000.00
11 Chandra Chhetri- R Employment Caseworker	40	30%	24,670.00	7,401.00
12 To Hire; R Vinus	15	100%	8,580.00	8,580.00
13 Lisa Gibson- HR Sub-Director	40	20%	42,000.00	8,400.00

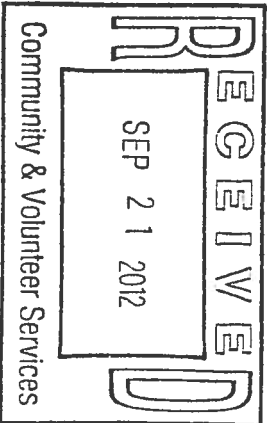


ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS_X_TAP

FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME: Church World Service

14 Jackie Tate- HR Employment Specialist	40	30%	26,500.00	7,950.00
15 Eva Stitt- HR ESL Coordinator	40	80%	24,670.00	19,736.00
16 Laxman Chamlagai- HR Employmentn Casewo	40	30%	24,670.00	7,401.00
18 To Hire- Vinus	15	100%	8,580.00	8,580.00
TOTAL SALARIES REQUESTED FROM DSS				143,130.50



FROM 10/01/2012 TO 9/30/2013 CONTRACTOR NAME: : CHURCH WORLD SERVICE

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Viktor Sokolyuk-Director				
FICA	1	15%	4,360.50	654.08
PENSION/RETIREMENT	1	15%	5,130.00	769.50
HEALTH INSURANCE	1	15%	2,448.00	367.20
WORKER'S COMPENSATION	1	15%	288.15	43.22
UNEMPLOYMENT	1	15%	38.85	5.83
DISABILITY	1	15%	50.04	7.51
GROUP LIFE INSURANCE	1	15%	24.96	3.74
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,851.08

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Anita Tiller- Grants Manager				
FICA	2	15%	3,060.00	459.00
PENSION/RETIREMENT	2	15%	3,600.00	540.00
HEALTH INSURANCE	2	15%	2,448.00	367.20
WORKER'S COMPENSATION	2	15%	288.15	43.22
UNEMPLOYMENT	2	15%	38.85	5.83
DISABILITY	2	15%	50.04	7.51
GROUP LIFE INSURANCE	2	15%	24.96	3.74
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,426.50

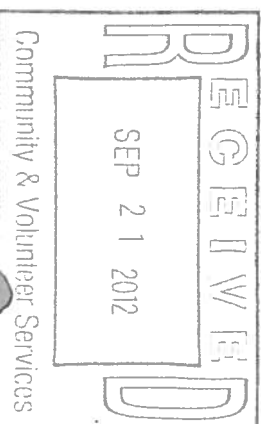
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EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION I# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Jim Hershberger- HB Sub-Director				
FICA	3	20%	3,213.00	642.60
PENSION/RETIREMENT	3	20%	3,780.00	756.00
HEALTH INSURANCE	3	20%	3,263.99	652.80
WORKER'S COMPENSATION	3	20%	384.20	76.84
UNEMPLOYMENT	3	20%	51.80	10.36
DISABILITY	3	20%	66.72	13.34
GROUP LIFE INSURANCE	3	20%	33.27	6.65
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	2,158.60

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION I# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Raja Hayajneh - HB Caseworker				
FICA	4	25%	1,887.26	471.81
PENSION/RETIREMENT	4	25%	2,220.30	555.08
HEALTH INSURANCE	4	25%	4,079.99	1,020.00
WORKER'S COMPENSATION	4	25%	480.25	120.06
UNEMPLOYMENT	4	25%	64.74	16.19
DISABILITY	4	25%	83.41	20.85
GROUP LIFE INSURANCE	4	25%	41.59	10.40
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	2,214.38



EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Rachel VanPatter-HB ESL/Vol Coord				
FICA	5	50%	1,887.26	943.63
PENSION/RETIREMENT	5	50%	2,220.30	1,110.15
HEALTH INSURANCE	5	50%	8,159.98	4,079.99
WORKER'S COMPENSATION	5	50%	960.50	480.25
UNEMPLOYMENT	5	50%	129.49	64.75
DISABILITY	5	50%	166.81	83.41
GROUP LIFE INSURANCE	5	50%	83.18	41.59
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				6,803.76

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Amer Raeed - HB Employment Specialist				
FICA	6	30%	1,950.75	585.23
PENSION/RETIREMENT	6	30%	2,295.00	688.50
HEALTH INSURANCE	6	30%	4,895.99	1,468.80
WORKER'S COMPENSATION	6	30%	576.30	172.89
UNEMPLOYMENT	6	30%	77.69	23.31
DISABILITY	6	30%	100.09	30.03
GROUP LIFE INSURANCE	6	30%	49.91	14.97
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				2,983.72

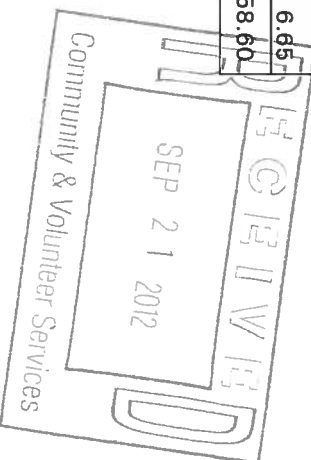
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EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
To Hire- HB Vinis				
FICA	7	100%	656.37	656.37
PENSION/RETIREMENT	7	100%	772.20	772.20
HEALTH INSURANCE	7	100%		-
WORKER'S COMPENSATION	7	100%		-
UNEMPLOYMENT	7	100%		-
DISABILITY	7	100%		-
GROUP LIFE INSURANCE	7	100%		-
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,428.57

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Paul Steele-R Sub-Director				
FICA	8	20%	3,213.00	642.60
PENSION/RETIREMENT	8	20%	3,780.00	756.00
HEALTH INSURANCE	8	20%	3,263.99	652.80
WORKER'S COMPENSATION	8	20%	384.20	76.84
UNEMPLOYMENT	8	20%	51.80	10.36
DISABILITY	8	20%	66.72	13.34
GROUP LIFE INSURANCE	8	20%	33.27	6.65
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				2,158.60



EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Dave Canavan-R Employment Caseworker				
FICA	9	30%	2,295.00	688.50
PENSION/RETIREMENT	9	30%	2,700.00	810.00
HEALTH INSURANCE	9	30%	4,895.99	1,468.80
WORKER'S COMPENSATION	9	30%	576.30	172.89
UNEMPLOYMENT	9	30%	77.69	23.31
DISABILITY	9	30%	100.09	30.03
GROUP LIFE INSURANCE	9	30%	49.91	14.97
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				3,208.49

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ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

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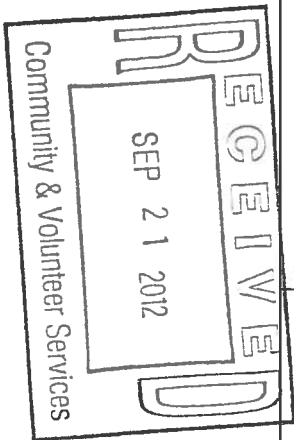
CONTRACT PERIOD: FROM 10/01/2012 TO 09/30/2013

CONTRACTOR NAME:

CHURCH WORLD SERVICE

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAGE TOTAL		
Administrative	mailings to ONS and other administrative mailings	
Program	all mailings for individual programs. Based on 30%	
RENT AND UTILITIES TOTAL		
Rent	\$1450 HB, \$1550 HR, \$2097 R, based on 35% of each	21,408.00
Utilities	Electric, gas HB \$160 per month, based on 35%	630.00
Telephone	Each office phone expense, including cellphones, internet, based on 35%	3,255.00
EQUIPMENT TOTAL		
PRINTING TOTAL		
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL		
Office	Cartridges, pens, papers, staples, program folders, etc needed to run all three offices. Based on 25%	1,218.40
Program		

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ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

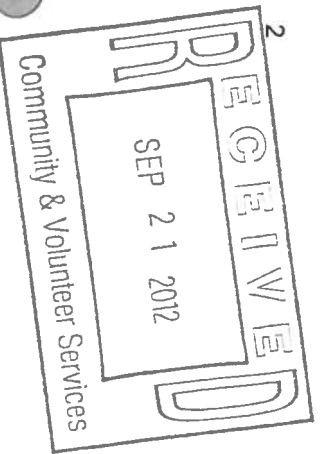
CONTRACT PERIOD: FROM 10/01/2012 TO 9/30/2013

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		
Administrative	Director's trips between offices and ONS meetings	2,500.00
Program	32080 miles @ \$.555/mile for all RSS travel to assist clients with ESL/Employment activities for all three offices	17,805.00
OTHER TOTAL		
Staff Development	Staff trainings. Each office meeting together to go over trainings quarterly	1,500.00
Professional Fees		
Indirect Costs	This amount represents the NICRA charges @ 15.44% of the direct program cost. The NICRA funds are spent on the following: Finance and Administration: This assessment covers all CWS banks account, temporary investment and cash flow transactions; the issuance of all paychecks and other payments; and the hiring and oversight of outside auditors. Payroll Services: This assessment covers all in-house CWS payroll transactions. Management Information Systems: This assessment covers all CWS mainframe computer maintenance; and the installation and maintenance of computer systems. Mailroom Services: This assessment covers the collection, sorting and distribution of all associated mail with this project.	19,940.00

TOTAL AMOUNT REQUESTED FROM DSS:

\$

68,256.40



EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Chandra Chhetri- R Caseworker				
FICA	10	30%	1,887.26	566.18
PENSION/RETIREMENT	10	30%	2,220.30	666.09
HEALTH INSURANCE	10	30%	4,895.99	1,468.80
WORKER'S COMPENSATION	10	30%	576.30	172.89
UNEMPLOYMENT	10	30%	77.69	23.31
DISABILITY	10	30%	100.09	30.03
GROUP LIFE INSURANCE	10	30%	49.91	14.97
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				2,942.26

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
To Hire; R Vinus				
FICA	11	100%	656.37	656.37
PENSION/RETIREMENT	11	100%	772.20	772.20
HEALTH INSURANCE	11	100%		-
WORKER'S COMPENSATION	11	100%		-
UNEMPLOYMENT	11	100%		-
DISABILITY	11	100%		-
GROUP LIFE INSURANCE	11	100%		-
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,428.57

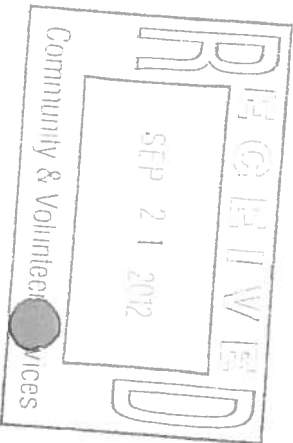
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EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Lisa Gibson - HR Sub-Director				
FICA	12	20%	3,213.00	642.60
PENSION/RETIREMENT	12	20%	3,780.00	756.00
HEALTH INSURANCE	12	20%	3,263.99	652.80
WORKER'S COMPENSATION	12	20%	384.20	76.84
UNEMPLOYMENT	12	20%	51.80	10.36
DISABILITY	12	20%	66.72	13.34
GROUP LIFE INSURANCE	12	20%	33.27	6.65
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				2,158.60

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Jackie Tate- HR Employment Caseworker				
FICA	13	30%	2,027.25	608.18
PENSION/RETIREMENT	13	30%	2,385.00	715.50
HEALTH INSURANCE	13	30%	4,895.99	1,468.80
WORKER'S COMPENSATION	13	30%	576.30	172.89
UNEMPLOYMENT	13	30%	77.69	23.31
DISABILITY	13	30%	100.09	30.03
GROUP LIFE INSURANCE	13	30%	49.91	14.97
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				3,033.67



EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Eva Stitt- HR ESL Coordinator				
FICA	14	80%	1,887.26	1,509.80
PENSION/RETIREMENT	14	80%	2,220.30	1,776.24
HEALTH INSURANCE	14	80%	13,055.98	10,444.78
WORKER'S COMPENSATION	14	80%	1,536.80	1,229.44
UNEMPLOYMENT	14	80%	207.18	165.74
DISABILITY	14	80%	266.90	213.52
GROUP LIFE INSURANCE	14	80%	133.09	106.47
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				15,446.00

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Laxman Chamlagai- HR Caseworker				
FICA	15	30%	1,887.26	566.18
PENSION/RETIREMENT	15	30%	2,220.30	666.09
HEALTH INSURANCE	15	30%	4,895.99	1,468.80
WORKER'S COMPENSATION	15	30%	576.30	172.89
UNEMPLOYMENT	15	30%	77.69	23.31
DISABILITY	15	30%	100.09	30.03
GROUP LIFE INSURANCE	15	30%	49.91	14.97
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				2,942.26

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Community & Volunteer Services

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
To Hire - Virus				
FICA	16	100%	656.35	656.35
PENSION/RETIREMENT	16	100%	772.20	772.20
HEALTH INSURANCE	16	100%		-
WORKER'S COMPENSATION	16	100%		-
UNEMPLOYMENT	16	100%		-
DISABILITY	16	100%		-
GROUP LIFE INSURANCE	16	100%		-
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,428.55

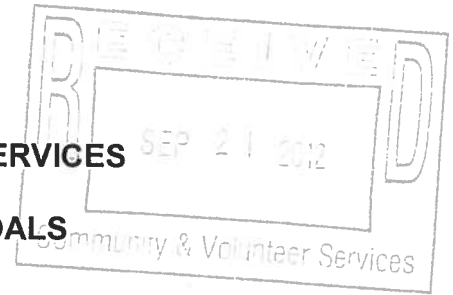
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 SEP 21 2012
 Community & Volunteer Services



VIRGINIA OFFICE OF NEWCOMER SERVICES

PROJECTED PERFORMANCE GOALS

EMPLOYMENT



NAME OF AGENCY: Church World Service
PROGRAM: RSS
PERIOD: October 1, 2012 – September 30, 2013
RSS Contract Award: \$265,000

Unduplicated number of persons to be served with employment services	120
Number of job placements	100
Number of full time job placements	75
Refugee Cash Assistance terminations due to earnings through job placements	8
Average hourly wage of all job placements	\$9.00
Number of full time job placements that offer health benefits within 90 days after employment	61
Number of jobs in which client placed is still employed 90 days after placement (Employment Retention)	80

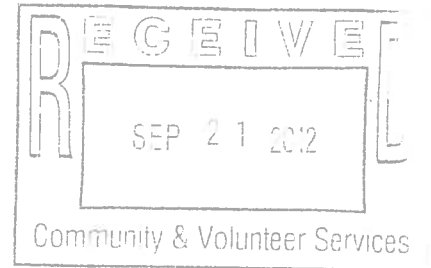
**Proposal Modification No. 1 RSS Performance Goals English
Language Training**

**PERFORMANCE GOALS
ENGLISH LANGUAGE TRAINING**

AGENCY: Church World Service

PROGRAM: (circle one) RSS TAP

PERIOD: October 1, 2012 – September 30, 2013



Number of refugees enrolled in employment services that will be enrolled/active in English Language Training (ELT) activities	<u>90</u>
Percent of refugees in employment services that will be enrolled in ELT services	<u>60%</u>
Percent of those enrolled in ELT who will be active for at least 90 days	<u>55%</u>
Number of refugees to be enrolled in English as a Second Language (ESL) curriculum courses	<u>60</u>
Percent of refugees taking an ESL course who will be active for at least 90 days or complete a defined ESL program or level	<u>55%</u>

Explanations:

Following is a RSS Services outlines through the CWS Immigration and Refugee Program

CWS IRP greatly appreciates the trust and financial investment ONS has provided to allow these services to be available to those refugees who were resettled through the CWS Refugee and Immigration Program, asylees, as well as refugees who moved into our community from other states and Cuban border crossers.

Case Management

RSS services begin with the development and implementation of a Comprehensive Resettlement Plan (CRP) for each refugee/refugee family. The Employment Specialist, along with the Refugee Case Manager, will assess the needs of the refugee/refugee family and arrange for services that will enable the client(s) to attain self-sufficiency. Each case will be monitored and evaluated against the CRP to ensure this goal is obtained. In order to boost the employment program and to raise the bar for the quality of employment related services the Employment Specialist together with Employment Case worker will be able to devote more time to RSS clients. Serving refugees with a team approach will improve quality of services to arriving refugees and will bring closer a goal of self-sufficiency through early employment. Working as a team, we will enable the Employment Specialist to focus on job up-grates, expanding the pool of potential employers and move refugees from initial entry levels jobs into more advanced and with greater opportunity.

Employment

Upon completion of R&P services and Life Skill classes, all employable clients will be referred to the RSS CWS IRP Employment Specialist for an employment assessment. After the assessment, clients who have a need for ELT will be referred to the ELT Service Coordinator for Life pre-employment training and ELT. Having an Employment Specialist in each office will give CWS IRP the chance to boost the quality of employment services and expand the circle of "traditional" employers in each community. Also it will give an opportunity to create job readiness classes and to reach out to those employers who have not hired refugees in the past.

All employment placements, follow-ups, and reporting will be done as required by the RSS contract. The Employment Caseworker will remain in contact with refugees by conducting a follow-up on job placements and individual progress. Having regular contact with clients enables RSS to capture crucial data, reassure clients that they are not alone on the way to their sustainability and self-sufficiency.

Support Services

Support services start with translation and interpretation, and include supportive services designed to assist clients in overcoming barriers to self-sufficiency. To increase refugees employability, activities may include transportation and interpreting for a job search and job interview, financial education, housing assistance and immigration service, although loss of funding for the Life Skills project through ELT will shrink the range of assistance for newcomers and will diminish enhancement of cultural adjustment, which is so

critical and important for refugees' early employability. Where possible, services will be supported by established linkages with existing community providers in order to provide a full spectrum of services and resources.

Special attention will be given to the refugees who come to the US with little or no education however, yet another funding cut in RSS, will decrease a level of support services currently available to refugees.

All RSS clients will be served by language appropriate staff or trained volunteers.

ESL Services

The majority of refugees served through the RSS grant have little or no English speaking skills. Compounding this barrier is the reality that some are illiterate in their own language, making it even more of a challenge to learn English. CWS IRP's ELT program will be flexible, making referrals to existing ELT programs where available, and offering computerized ELT reinforced by one-on-one tutors in a neighborhood setting, eliminating transportation and work hour interference issues. Also CWS IRP developed and tested a Life Skills ESL class, which proved to be very effective. To assist with transportation, clients will be issued bus vouchers for purpose of attending the ESL class. Refugees who successfully complete this course will have the opportunity to continue their education with the JMU Career Development Academy. To those clients who successfully completed the Life Skills class. The CDA offers a significant discount and to some even registration fee waivers for their ELT classes. In FY 2013, RSS will continue to work with its current partners in the community and will seek all possible ways to improve the collaboration with other service providers.

In Newport News CCC and CWS will continue jointly using the CWS's laptops and the CWS classroom at 11007 Warwick Blvd to provide instruction on Monday, Wednesday and Friday morning to both CWS and CCC clients. To offer refugees more opportunities for learning, CWS will continue to refer clients to the CCC for additional ELT services and Community Adjustment classes. The CCC provides instruction on Tuesday and Thursday mornings at Morrison United Methodist Church to both CWS and CCC clients.

CWS will continue to provide ESL on Tuesday and Thursday mornings at Oasis de Vida Church, which is across the street from Sherwood Arms Apartments. Both CCC and CWS place clients at this apartment complex, and clients from both agencies attend ESL classes at the church. If funding a permit, the CWS will also provide ESL classes on Tuesday and Thursday evenings to those clients who are preparing to apply for Citizenship.

CWS and CCC have written a letter to Morrison United Methodist Church asking for space to establish a joint ELT classroom and lab to be used by both agencies. The church is centrally located with access to public transportation. Please see attached letter.

In Richmond, the loss of RSS will result in losing an ELT/Volunteer Coordinator therefore the CWS will rely more on CCC, our partner in service. The majority of clients attend ELT classes at West End Presbyterian Church or Westover Baptist where our two

major communities are located. ELT classes are in these churches which are only a block away from the apartment complexes and well within walking distance. These classes are run by CCC and provide training both during the day and in the evenings to accommodate refugee schedules.

Going forward in 2013, CWS Richmond will continue to maintain and enhance our relationship with CCC. This will be critical because our clients must participate with CCC which contracts to do the ELT training. Without a CWS ELT Coordinator staff position, our task will be more challenging. Case workers and other staff members must now help to ensure that CWS clients are receiving the ELT training that is required.

To help strengthen the relationship with CCC, the Richmond CWS office is finalizing several new training programs which we anticipate incorporating into the standard ELT classes. Refugees from both CWS and CCC will be invited to participate. These programs include a Tenant Training project which will enable refugees to learn how to maximize their experience as renters and maintain good relationships with their landlords. Another program will be one on Safety and Understanding Safety products. This will help refugees realize that many consumer products can be dangerous if not used properly and could be particularly harmful to children. We recognize that in camps and while overseas, most refugees did not have access to the myriad of household products that we use in America. A third training program will be a short training on Cell Phone Usage. Many refugees are unsure about how to access messages and other features of these phones. As a result, often employment interviews and job opportunities are missed. In addition, CWS Richmond will continue to collaborate with CCC on Bus Training. This is a program about learning how to access and understand the public bus transportation system.

Overall, our office must rely more heavily on CCC to provide documentation of client participation in ELT. This information has been difficult to receive even when we had an ELT Coordinator on staff. Fortunately, the process for referring CWS clients to classes run by CCC has been a consistently smooth process. We do not anticipate any drop in this service going forward. For good measure, the Director will initiate regular meetings or contacts (monthly) with CCC management to ensure a continued strong partnership in providing ELT services to CWS refugees.

Student Services

In the Harrisonburg area, all school-age children will be referred to the City Schools Welcome Center for placement testing and registration. The CWS IRP School Liaison will diligently and closely work with ESL teachers and Guidance Counselors to establish a strong link between parents and teachers. Offering these services through a Refugee program will ease some stress parents and teachers experience when it comes to the communication and straighten working relationships with educators.

In Richmond and Newport News, this service is administered by the CCC and all of our school age refugee children are referred to the CCC School Liaison. In many cases the

CWS staff might take care of the registration by themselves if the Liaison is not able to handle register students on time due to the workload.

Due to the loss of funding, the CWS IRP is no longer in position to purchase and distribute Oxford Picture Dictionaries to each family where their English education needs to be jump-started.
