



Commonwealth of Virginia  
DEPARTMENT OF SOCIAL SERVICES

September 16, 2015

Erol Kekic, Director  
Immigration and Refugee Program  
Church World Service  
475 Riverside Drive, Suite 700  
New York, NY 10115

Dear Mr. Kekic:

Re: Renewal of Contract DSS No. CVS-12-089-04

The Commonwealth of Virginia Department of Social Services, in accordance with the Standard Contract referenced above, Section XI, Part B, Renewal of Contract, wishes to renew the above referenced Standard Contract, **as modified along with a corrective action plan.**

The period of renewal will be from October 1, 2015 through Sept 30, 2016. The renewal award amount for Refugee Social Services (RSS) is **110,000.**

It is understood and agreed that the Scope of Services and all terms and conditions of the original contract, as modified along with a corrective action plan, shall remain the same during the contract renewal period. Please signify acceptance of this letter of renewal by signing in the space provided below and returning it to this office within five (5) business days.

Sincerely,

*Kathy A. Cooper*

Kathy A. Cooper, Director  
Office of Newcomer Services

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By: *Joseph Roberson*  
Title: *Deputy for Operations*  
Date: *9/25/15*

Virginia Department of Social Services

By: *Arden Hendricks*  
Title: PURCHASING MANAGER  
Date: *11-19-15*

## SCOPE OF SERVICES

### Virginia Refugee Preventive Health Project (VRPH)

#### A. Role of Health Liaisons

The purpose of the health liaison position is to provide continuation of medical follow-up on conditions identified during the overseas medical screening process and conditions identified during the U.S. health screening. Many refugees, asylees, and other eligible populations, continue to face health challenges to become self-sufficient through employment. As part of the comprehensive resettlement plan, which focuses on refugee health and the well-being of the individual, the health liaison's role will include follow up to address barriers to employment to ensure employability if possible.

#### B. State Responsibilities

- Will participate in a monthly conference call facilitated by the Newcomer Health Program Coordinator.
- May be asked to present a difficult or interesting case scenario on a rotating basis as part of this call.
- Will report to ONS on health related matters using the monthly report.
- Will apprise the Refugee Health Coordinator (RHC) of any individuals who arrive with or who, after arrival, are diagnosed with diseases of public health importance or unusual occurrence.
- Will respond to any inquiries by the State Refugee Coordinator (SRC) or the RHC.

#### C. Day-to-Day Operations

- Should NOT schedule initial health screening appointments unless their positions are being supplemented by R&P funds. Scheduling of initial health screenings is a core R&P function, and as such, should be handled by R&P staff. Health liaisons *should* be aware of when the screening appointment is scheduled but should not be directly involved.
- Should NOT routinely transport clients to the initial health screening appointment.
- Will receive referrals from LHDs for any conditions identified as part of the initial health screening and schedule follow up appointments as indicated.
- It is permissible to arrange transportation or transport clients themselves to follow-up appointments.

- Priority of service delivery will be given to new arrivals and those with significant health needs and will follow the State Priority Order of Service.

#### **D. Training and Technical Assistance**

- Will provide health related orientation to new arrivals as part of the orientation plan.
- They can either provide the orientation themselves, or develop a module that can be presented by another staff member.
- As time permits will develop or borrow from other sources, written health related information to give to refugees.
- Will develop a list of community resources.
- Provide training for community health service providers on the special cultural and linguistic needs of refugees.

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#### **E. Communication and Collaboration**

- Will notify LHD when information received on the overseas medical exam indicates that there is an existing health condition that needs to be addressed.
- Will reach out to refugee nurses at the local health departments (LHDs) to facilitate communication and establish good working relationships and rapport.

### **Virginia Refugee School Achievement Program (VRSAP)**

#### **A. VRSAP**

VRSAP is a 100% federally funded discretionary grant that serves refugee children between the ages of 5 and 18 years of age that has three goals: 1) to promote academic progress and achievement, social adjustment, and school completions; 2) to increase school-based participation of refugee parents; and 3) to continue to gain statewide recognition by school officials and community leaders as the expert resource on meeting the language, cultural, and resettlement needs of Virginia's refugee students and families.

VRSAP activities may consist of academic and English as a Second Language tutoring, out-of-school enrichment and summer activities, programs that encourage high school completion, student leadership development, mentoring, parental involvement programs, and cultural orientations to school staff and cultural competency assistance, and interpreter and translation services. VRSAP employs staff known as School Liaisons and they are the direct link between public schools and refugee families. VRSAP School Liaisons steer all parties to support and meet the academic and social adjustment needs of refugee

students. The project period of VRSAP is from August 15 to August 14 and the project is entering into its last year of the currently funded two-year project period.

#### **B. VRSAP School Liaison Duties**

1. Conduct orientations about Virginia public schools to parents when new refugee families arrive through the resettlement agency's Reception and Placement (R&P) Program.
2. Complete a "Student Intake" form with each refugee family prior to registration in school.
3. Conduct post-tests with parents on the school orientation and materials received.
4. Assist with registration and school enrollments – i.e., accompanying refugee students and their family to school to complete the enrollment process as well as provide interpretation services during the enrollment process.
5. Make certain that school entrance health examinations are scheduled and completed, ideally, within two weeks of refugee child's arrival.
6. Attend school-based conferences and/or IEP meetings with refugee parents, when appropriate.
7. Serve as a technical and informational resource to the local community-at-large on the refugee resettlement process and how that process affects refugee families and their adjustment to their new Virginia communities.
8. School Liaisons must maintain a case file on each refugee school-age child being served. The case file must contain documentation of all services and assistance given to the refugee child.
  - a. The case file must also contain proof which verifies the eligibility status of each refugee child being served.
9. School Liaisons must conduct at least one recognition event for students, teachers, and volunteers before the completion of the project period.
10. Immediately advise and notify the ONS-VRSAP Grant Manager of all situations that present as being or potentially being difficult to handle.

#### **C. VRSAP School Liaison Supervision**

Liaisons are hired by the refugee resettlement agencies under contract with ONS and they are directly supervised by an agency program manager or director. The ONS-VRSAP Grant Manager provides indirect supervision and technical assistance to School Liaisons through monthly conference calls and quarterly site visits.

**D. Data Collection and Reporting to VRSAP Grant Manager**

VRSAP School Liaisons electronically submit monthly reports to ONS where they report on 12 distinct data elements and provide an accompanying narrative on activities, accomplishments, and challenges for that reporting period.

**E. Cost Reimbursement**

Refugee Resettlement Agencies who are VRSAP sub-grantees must submit monthly invoices to the ONS Program Monitor in accordance to that Agency's approved budget for VRSAP and/or as directed by the ONS Program Monitor.

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**BUDGET SUMMARY - DSS FUNDS**

RSS

CONTRACT PERIOD: 10/1/2015 to 9/30/2016

CONTRACTOR NAME: Church World Service Harrisonburg

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES	Salaries based on % worked for RSS	48,538
EMP. BENEFITS	Benefits based on 42.3% of salaries	20,532
POSTAGE	Based on historical usage	150
RENT & UTILITIES	\$300 per month, including phones and Internet, based on a 12% apportioned figure, gas, electricity	4,750
EQUIPMENT	purchase	750
PRINTING	Printing for Employment Brochure	100
CONSUMABLE SUPPLIES	Cartridges, pens, paper, staples, program, folders, etc.	1,000
TRAVEL	5680 miles @.575 per mile for RSS travel to assist clients with employment activities and other related	3,266
Equipment Lease & Maintenance	Lease of copier and maintenance of same	1200
Indirect Costs	This amount represents the NICRA charges @ 13.47% 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:	14,817

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	this assessment covers the collection, sorting and distribution of all associated mail with this project. Also included in the line are costs allocated to Erol Kekic' salary.	
<b>STAFF DEVELOPMENT</b>	Staff trainings.	1,500
Client funds/direct assistance	Employment/training/education related	13,397
<b>TOTAL REQUESTED FROM DSS</b>		<b>110,000</b>

\* Awarded funds cannot be used to supplant existing funds.

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ITEMIZED BUDGET - OTHER PROPOSED EXPENSES      RSS

CONTRACT PERIOD: FROM 10/1/2015 to 9/30/2016

CONTRACTOR NAME: Church World Service Harrisonburg

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>POSTAGE TOTAL</b>		
Administrative		
Program	Based on historical usage	150
<b>RENT AND UTILITIES TOTAL</b>		
Rent	Cost of rent and utilities based on RSS program (18%) Utilities include cable, phone, gas, elec	4750
Utilities	see above	
Telephone	see above	
<b>EQUIPMENT TOTAL</b>		
Equipment Purchase	Historical	750
Equipment Rental	N/A	
<b>PRINTING TOTAL</b>		
Administrative		
Program	Employment Brochure	100
<b>CONSUMABLE SUPPLIES TOTAL</b>		
Office	Historical/estimates	1000
Program		



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**ITEMIZED BUDGET - OTHER PROPOSED EXPENSES**

CONTRACT PERIOD: FROM 10/1/2015 to 09/30/2016

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>TRAVEL TOTAL</b>		
Administrative		
Program	Based on 5678 miles @ .575 per mile	3266
<b>OTHER TOTAL</b>		
Insurance		
Professional Fees		
Client Fund		13,397
Equipment Lease & Maintenance	Costs allocated to RSS	1200
Staff Development	Estimated Costs	1500
Indirect	<p>This amount represents the NICRA charges @ 13.47% 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</p>	14817

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	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. Also included in the line are costs allocated to Erol Kekic' salary.	
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS

\$40930