

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

625



**FROM: DEPARTMENT OF PUBLIC SOCIAL SERVICES**

**SUBMITTAL DATE:**  
July 27, 2010

**SUBJECT: RIVERSIDE COMMUNITY COLLEGE DISTRICT – FOSTER PARENT AND KINSHIP PROVIDER TRAINING [CS-01692]**

**RECOMMENDED MOTION:** That the Board of Supervisors ratify and:

1. Authorize the Chairman of the Board to sign the attached Agreement [CS-01692], between DPSS and Riverside Community College District, on behalf of Riverside City College, in the amount of \$67,772 for the period of July 1, 2010 through June 30, 2011, with two (2) one-year renewal options;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to sign amendments and renewals that do not change the substantive terms of the Agreement, including amendments to the compensation provision that do not exceed annual CPI rates; and
3. Authorize the Director of DPSS to administer the Agreement with Riverside Community College District, on behalf of Riverside City College.

*Susan Loew*

Susan Loew, Director

(CONTINUED – 2 pages in total)

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 67,772	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010-11

**SOURCE OF FUNDS:** 75% Federal Funds and 25% State Funds

<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE  
BY: *Debra Courmoyer*  
Debra Courmoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: July 27, 2010  
xc: DPSS, Purchasing

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

**Prev. Agn. Ref.:** (11/24/09, #3.76) | **District:** All | **Agenda Number:**  
ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

**3.60**

FORM APPROVED COUNTY COUNSEL  
BY: *Neal R. Kipnis* DATE: \_\_\_\_\_  
Departmental Concurrence

Purchasing: *Mark Seiler*  
Mark Seiler, Assistant Director

Dep't Recomm.:  Policy  Consent  
Per Exec. Ofc.:  Policy  Consent

**TO: BOARD OF SUPERVISORS**

**DATE: July 27, 2010**

**SUBJECT: RIVERSIDE COMMUNITY COLLEGE DISTRICT – FOSTER  
PARENT AND KINSHIP PROVIDER TRAINING [CS-01692]**

**BACKGROUND:**

The Riverside Community College District (RCCD), on behalf of Riverside City College, provides ongoing training for all caregivers of foster children in Riverside County. The Foster Parent and Kinship Provider Training Program assists foster parents and relative caregivers to receive the training necessary in order to meet the needs of foster children, as well as assist licensed caregivers to receive courses necessary for them to maintain licensure from the state.

RCCD provides an in-depth curriculum consisting of 500 hours of workshops on topics such as attachment issues, cultural competence, encouraging responsibility, understanding temperament, and child development. These county-wide workshops are offered in both mornings and evenings, and in English and Spanish, to accommodate the schedules of the caregivers.

In accordance with the California Department of Social Services (CDSS) manual section 23-650, paragraph 1.14, DPSS negotiated, without a competitive bid process, with RCCD to provide this necessary and appropriate training program.

**PRICE REASONABLENESS:**

The Community Colleges Chancellor's Office is responsible for allocating funding for the foster and kinship care education program through State funding that consists of community college Proposition 98 funds. These State funds are used as a match to pass through federal Title IV (e) funds, by way of an interagency agreement with the California Department of Social Services.

In previous funding years, the Chancellor's Office allocated \$124,123 to Riverside Community College District for foster and kinship care education training. The State requires 8 hours of training per calendar year; Riverside County requires 20 hours. Therefore, in partnership with the Chancellor's Office, DPSS in FY 2009-10 contracted with RCCD in the amount of \$67,772.

The total cost to contract with Riverside Community College District, on behalf of Riverside City College, is 45% percent less than the Chancellor's Office funding level, but receives 60% more services due to the increased number of training hours required by the County.

Based on legislative mandates and historical funding amounts for foster and kinship care training, DPSS is confident that the \$67,772 being requested to contract with Riverside Community College District is reasonable.

**FINANCIAL DATA:** 75% Federal Funds and 25% State Funds. The Agreement amount [\$67,772] has been budgeted by DPSS for FY 2010-11.

**CONCUR/EXECUTE:** County Purchasing

**ATTACHMENTS:**

1. Contract CS-01692 (3 copies) between DPSS and Riverside Community College District, on behalf of Riverside City College.

Date: June 30, 2010  
 From: Susan Loew, Director  
 Department: Department of Public Social Services  
 To: Board of Supervisors  
 Via: Purchasing Agent  
 Subject: Request for a Single Source Procurement

The below information is provided in support of the Department of Public Social Services requesting approval for a single source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for a single source.

Supply/Service being requested:

An agency or entity, approved by the State of California Community College Chancellor's Office, that can provide training and education to potential and existing foster parents, and County staff in all districts of Riverside County.

Supplier being requested:

The supplier being requested is Riverside Community College District, on behalf of Riverside City College.

Alternative suppliers that can or might be able to provide supply/service:

Based on geographic location, there are six (6) alternative suppliers that can or might be able to provide a foster and kinship care education services to Riverside County. (see below)

District	Community Colleges
Southern Region #8	Citrus/Chaffey Riverside San Bernardino Grossmont Saddleback Victor Valley Imperial Valley

Of the seven (7) approved community colleges in Region 8, only Riverside Community College District, on behalf of Riverside City College, is an approved institution, by State of California Community College Chancellor's Office, to provide foster parent education services in Riverside County.

Extent of market search conducted:

A thorough web-based market search was conducted, utilizing the California Community Colleges Chancellor's Office website found below:

([http://www.cccco.edu/OurAgency/StudentServices/FosterandKinshipCareEducationFKCE/tabid/618/Default.aspx#CCCCO\\_role](http://www.cccco.edu/OurAgency/StudentServices/FosterandKinshipCareEducationFKCE/tabid/618/Default.aspx#CCCCO_role)).

The website provided an approved list of Foster and Kinship Care Education (FKCE) programs, housed at local community colleges, and the counties in which they serve. (see Attachment A).

Based on the market research, Riverside Community College District, is the approved training institution for Riverside County.

Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

1. Serve foster parents and kinship providers county-wide, with workshop locations in Banning, Corona, Hemet, Lake Elsinore, Moreno Valley, Riverside, Temecula, and the desert.
2. Curriculum, includes, but it not limited to, age appropriate child development, positive discipline, self esteem, attachment, brain development and the effects of trauma, living with difficult children, emancipation and other teen issues, caregiver self-care, caregiver rights and responsibilities, etc.
3. Training workshops are offered in the mornings, evenings, and on Saturdays.
4. Training workshops are offered in both English and Spanish.
5. In FY 2009-10, 199 foster/adoptive parents received training and 49 group home staff, social workers, kinship providers, and others attended the training workshops.

Reasons why the Department of Public Social Services requires these unique features and what benefit will accrue to the county:

In 1984, legislation (Senate Bill 2003, Royce) was passed to create the Foster Children and Parent Training Fund for the training of foster parents. As mandated by law, the Chancellor's Office of the California Community Colleges has taken a lead role in expanding the delivery of high quality foster and kinship care education throughout the state. The Chancellor's Office and a system of local community colleges implement the Foster and Kinship Care Education Program each year, in collaboration with the California Department of Social Services, a State Advisory Committee, local county departments of social services, as well as foster parent and kinship care provider associations.

From 1989 to 1998, the number of children in California's foster care system has grown by more than 50%-- from 68,000 to 105,000. The dramatic increase in the state's foster care population has been attributed to many factors--there are a greater number of children living in poverty, increasing numbers of parents who abuse alcohol and drugs, and increasing cases of child abuse and neglect. The

FKCE program plays a vital role in providing licensed foster parents and relative caregivers with the training and education that will help them in meeting the multifaceted and often complex needs of the foster children in their care.

Price Reasonableness:

The Chancellor's Office is responsible for allocating funding for the FKCE program through State funding that consists of community college Proposition 98 funds. These State funds are used as a match to pass through federal Title IV (e) funds, by way of an interagency agreement with the California Department of Social Services.

In previous funding years, the Chancellor's Office allocated \$124,123 to Riverside Community College District for foster and kinship care education training. The State requires 8 hours of training per calendar year, Riverside County requires 20 hours. Therefore, in partnership with the Chancellor's Office, DPSS in FY 2009-10 contracted with RCCD in the amount of \$67,772.

The total cost to contract with Riverside Community College District, on behalf of Riverside City College, is 45% percent less than the Chancellor's Office funding level, but receives 60% more services due to the increased number of training hours required by the County.

Based on legislative mandates and historical funding amounts for foster and kinship care training, DPSS is confident that the \$67,772 being requested to contract with Riverside Community College District is reasonable.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements?

No, moving forward with this service does not further obligate the County to future similar contractual arrangements; however, it is being requested that the County contract with Riverside Community College District, on behalf of Riverside City College, from July 1, 2010 through June 30, 2011, with two (2) one-year renewal options.



Department Head Signature



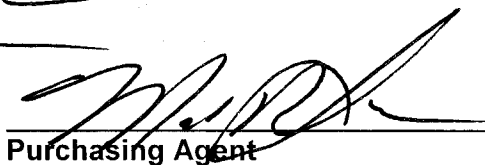
Date

Purchasing Department Comments:

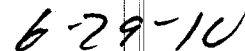
Approve

Approve with Condition(s)

Disapprove



Purchasing Agent



Date

**Riverside County Department of Public Social Services**  
 Contracts Administration Unit  
 10281 Kidd Street  
 Riverside, CA 92503

PROFESSIONAL SERVICES CONTRACT: **CS-01692**

CONTRACTOR: **RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of RIVERSIDE CITY COLLEGE**

CONTRACT TERM: **JULY 1, 2010 THROUGH JUNE 30, 2011**

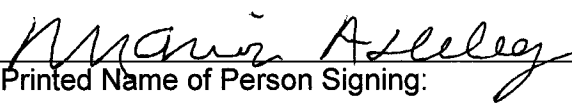
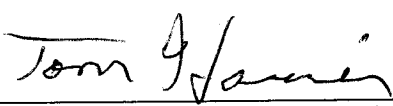
MAXIMUM REIMBURSABLE AMOUNT: **\$67,772**

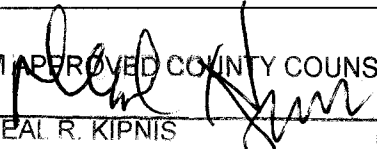
**WHEREAS**, the Department of Public Social Services hereinafter referred to as DPSS, desires to provide foster parent and kinship provider training;

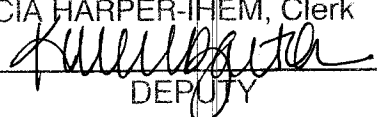
**WHEREAS**, RIVERSIDE COMMUNITY COLLEGE DISTRICT, on behalf of RIVERSIDE CITY COLLEGE, is qualified to provide foster parent and kinship provider training;

**WHEREAS**, DPSS desires RIVERSIDE COMMUNITY COLLEGE DISTRICT, on behalf of RIVERSIDE CITY COLLEGE, hereinafter referred to as the Contractor, to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and the Contractor;

**NOW THEREFORE**, DPSS and the Contractor do hereby covenant and agree that the Contractor shall provide said services in return for monetary compensation, all in accordance with the terms and conditions contained herein of this Agreement.

Authorized Signature for Riverside County:	Authorized Signature for Contractor:
	
Printed Name of Person Signing:	Printed Name of Person Signing:
Marion Ashley	Dr. Tom Harris
Title: Chairman, Board of Supervisors	Title: Acting President
Address: 4080 Lemon Street Riverside, CA 92501	Address: 4800 Magnolia Avenue Riverside, CA 92506
Date Signed:	Date Signed: 8/11/10

FORM APPROVED COUNTY COUNSEL  
 BY:  7/11/10  
 NEAL R. KIPNIS DATE

ATTEST:  
 KECIA HARPER-IHEM, Clerk  
 By   
 DEPUTY

JUL 27 2010 3.00  
 2010-08-102625

**RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of RIVERSIDE CITY COLLEGE (RCC)**

**FOSTER PARENT AND KINSHIP PROVIDER TRAINING**

**PROFESSIONAL SERVICES AGREEMENT**

**FUNDED UNDER CATALOG OF FEDERAL DOMESTIC ASSISTANCE # 93.658**

**TERMS AND CONDITIONS**

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**LIST OF EXHIBITS**

- Exhibit A – Workshop Descriptions
- Exhibit B – Form 2076A & Instructions
- Exhibit C – Form 2076B & Instructions
- Exhibit D – Vendor Assurance of Compliance



## I. ABBREVIATIONS/DEFINITIONS

- A. "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement.
- B. "FKCE" refers to the Foster and Kinship Care Education program, operated by Riverside Community College District, on behalf of Riverside City College (RCC).
- C. "RCCD" refers to Riverside Community College District.

## II. DPSS RESPONSIBILITIES

DPSS will:

- A. Assign DPSS staff to be the liaison between the Contractor and DPSS.
- B. Monitor the performance of the Contractor in meeting the terms, conditions, and services in this Agreement. DPSS, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, annual inspections, evaluations, and Contractor self-monitoring.
- C. Refer foster and kinship parents to the training classes.

## III. CONTRACTOR RESPONSIBILITIES

RCCD will:

- A. Designate personnel to be the liaison between the Contractor and DPSS.
- B. Develop, schedule and manage a comprehensive program of workshops and seminars (550 hours) that will fulfill the mandated requirement of continuing education for foster parents and kinship providers in Riverside County, using the program curriculum attached hereto as **Exhibit A** and incorporated herein by this reference.
- C. Identify, contract with, and supervise appropriate professional facilitators as needed for implementation of the program.
- D. Produce 4,000 brochures: 2,000 brochures that will list the schedule of workshops from July 2010 through December 2010 and another 2000 brochures that will list schedule of workshops from January 2011 through June 2011.
- E. Develop, coordinate and schedule at least eighteen (18) hours of training workshops designed specifically for relative caregivers. Specific format, dates, and locations will be determined in collaboration with staff in the DPSS Permanency Unit, who serves this target population.
- F. Develop, coordinate and schedule one eighteen (18) hour *Whole Family Foster Family* series, for those caregivers desiring this specialized designation (SB 500). This series will be scheduled for October 14 through November 18, 2010.
- G. Develop, coordinate and schedule two (2) one-day (six hours) workshops for newly licensed foster parents who have their first or second placement. Dates and locations will be determined in collaboration with DPSS Permanency Unit pre-service PRIDE Trainers who maintain the database of newly licensed caregivers.

- H. Offer at least one (1) seven (7) week parent education class to birth parents whose children are in the foster care system. Dates and locations will be determined in collaboration with staff and/or regional managers who serve this population.
- I. Offer one two-day training for trainers, with resulting certification for participants, in *Teaching Parenting the Positive Discipline Way* for interested DPSS staff. This training was provided during the 2009/10 fiscal year, with overwhelming response, and staff requested it be provided again for those who were not able to attend the first time. Dates and location will be determined in collaboration with staff in the Training Region unit.
- J. Offer at least two (2), one-day (6 hour) training for DPSS staff on *Infant-Toddler Social-Emotional Development* and the specific issues involved in removing this vulnerable population from the birth home and placing into foster care. Dates and locations will be determined in collaboration with staff in the DPSS Training Region Unit.
- K. Offer at least one (1), one-day (6 hour) training for DPSS staff on *Attachment, Brain Development and Discipline*. Date and location will be determined in collaboration with staff in the DPSS Training Region Unit.
- L. Have all participants who attend staff training complete a training evaluation, to be shared with DPSS.
- M. Provide a monthly report to DPSS listing all Riverside County foster parents who have attended RCCD workshops during that month. The report will identify which workshops were attended and the number of attendance hours achieved by the participant.

**IV. FISCAL PROVISIONS**

**A. MAXIMUM AMOUNT**

Total payment under this Contract shall not exceed \$67,772.

**B. LINE-ITEM BUDGET**

DPSS will pay the Contractor for services performed under this Agreement according to the Line Item Budget below:

<b>A. Administration Expenditures</b>			
<b>Salaries</b>			
Program Director			\$44,200.00
Benefits			\$15,900.00
<b>Sub Total Administration Cost</b>			<b>\$60,100.00</b>
<b>B. Operation Expenses</b>			
Office Supplies			\$5,672.00
Operating Expenses and Services			\$2,000.00
<b>Sub Total Operating Expenses</b>			<b>\$7,672.00</b>
<b>Grand Total</b>			<b>\$67,772.00</b>

### C. METHOD, TIME, AND SCHEDULE/CONDITION OF PAYMENTS

1. The Contractor will be paid the actual amount of each monthly invoice for payment that is accompanied by trainer verification, training participant roster, and sign-in sheets. If the required supporting documentation or actual receipts are not provided, DPSS may delay payment until the report or receipts are received by DPSS.
2. All claims must be submitted on a monthly basis no later than twenty (20) days after the end of each month in which the services were provided. All claims submitted in a timely manner and completed shall be processed within fifteen (15) working days of receipt by DPSS and forwarded to the Auditor-Controller's office for payment.
3. The Contractor shall utilize DPSS Forms 2076A and 2076B, "Contractor Payment Request," attached hereto and incorporated herein in **Exhibit B** and **Exhibit C** respectively.
4. The Contractor will submit estimated claims for the months of May and June to be received by DPSS no later than June 7th, in order to capture that month's payment in that fiscal year. Actual claims for May and June shall be submitted no later than July 30<sup>th</sup> reimbursing DPSS for any overpayment for that month, or requesting payment of the under-billed amount. All claims related to the contract will be submitted within thirty (30) calendar days of the end of this Agreement. Any claim submitted after this will not be paid by DPSS.

### D. FINANCIAL RESOURCES

The Contractor warrants that during the term of this Agreement, the Contractor shall retain sufficient financial resources necessary to perform all aspects of its obligations, as described under this Agreement. Further, the Contractor warrants that there has been no adverse material change in the Contractor, Parent, or Subsidiary business entities, resulting in negative impact to the financial condition and circumstances of the Contractor since the date of the most recent financial statements.

### E. RECORDS, INSPECTIONS, AND AUDITS

1. The Contractor shall maintain auditable books, records, documents, and other evidence pertaining to costs and expenses in this Agreement. The Contractor shall maintain these records for three (3) years after final payment has been made or until all pending County, State, and Federal audits, if any, are completed, whichever is later.
2. Any authorized representative of the County of Riverside, the State of California, and the Federal government shall have access to any books, documents, papers, electronic data, and other records, which these representatives may determine to be pertinent to this Agreement, for the purpose of performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right at all reasonable times to inspect or otherwise evaluate the work performed, or being performed, under this Agreement and the premises in which it is being performed.
3. This access to records includes, but is not limited to, service delivery, referral, financial, and administrative documents for three (3) years after final payment is

made, or until all pending County, State, and Federal audits are completed, whichever is later.

4. Should the Contractor disagree with any audit conducted by DPSS, the Contractor shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with DPSS a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. The Contractor shall not be reimbursed by DPSS for such an audit.
5. In the event the Contractor does not make available its books and financial records at the location where they are normally maintained, the Contractor agrees to pay all necessary and reasonable expenses, including legal fees, incurred by DPSS in conducting such an audit.

#### F. SUPPLANTATION

The Contractor shall not supplant any federal, state, or county funds intended for the purpose of this Agreement with any funds made available under any other Agreement. The Contractor shall not claim reimbursement from DPSS for, or apply any sums received from DPSS, with respect to the portion of its obligations, which have been paid by another source of revenue. The Contractor agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or county funds under any county programs without prior approval of DPSS.

#### G. DISALLOWANCE

In the event the Contractor receives payment for services under this Agreement which is later disallowed for nonconformance with the terms and conditions herein by DPSS, the Contractor shall promptly refund the disallowed amount to DPSS on request, or at its option, DPSS may offset the amount disallowed from any payment due to the Contractor under any contract with DPSS.

#### H. AVAILABILITY OF FUNDING

DPSS' obligation for payment of any Agreement is contingent upon the availability of funds from which payment can be made.

### V. GENERAL PROVISIONS

#### A. EFFECTIVE PERIOD

This Agreement is effective July 1, 2010 through June 30, 2011, with two (2) one-year renewal options.

#### B. CONFLICT OF INTEREST

The Contractor, Contractor's employees, and agents shall have no interest, and shall not acquire any interest, direct or indirect, which shall conflict in any manner or degree with the performance of services required under this Agreement.

## C. NOTICES

All notices, claims, correspondence, reports, and/or statements authorized or required by this Agreement shall be addressed as follows:

**DPSS:** Department of Public Social Services  
Contracts Administration Unit  
Attn: Marcus A. Ridley  
10281 Kidd Street, 1<sup>st</sup> Floor  
Riverside, CA 92503

**CONTRACTOR:** Riverside Community College District  
Attn: Director, Foster and Kinship Programs  
4800 Magnolia Avenue  
Riverside, CA 92506

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail. Any notices, correspondence, reports and/or statements authorized or required by this Agreement, addressed in any other fashion will not be acceptable, except invoices and other financial documents, which must be addressed to:

Department of Public Social Services  
Fiscal/Management Reporting Unit  
4060 County Circle Drive  
Riverside, CA 92503

## D. CONFIDENTIALITY

The Contractor shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

## E. EMPLOYMENT PRACTICES

1. The Contractor shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Agreement, and to the extent they shall apply, with the provisions of the Fair Employment and Housing Act (Gov. Code 12900 et seq.) and the Federal Civil Rights Act of 1964 (P. L. 88-352).
2. In the provision of benefits, the Contractor shall certify and comply with Public Contract Code 10295.3, to not discriminate between employees with spouses and employees with domestic partners, or discriminate between the domestic partners and spouses of those employees.

For the purpose of this section Domestic Partner means one of two persons who has filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

## F. CLIENT CIVIL RIGHTS COMPLIANCE

1. Vendor Assurance of Compliance  
The Contractor shall complete the Vendor Assurance of Compliance with Riverside County Department of Public Social Services Non-Discrimination in State and

Federally Assisted Programs, attached hereto as **Exhibit D** and incorporated herein by this reference. The Contractor will sign and date Exhibit C and return it to DPSS along with the executed Contract. The Contractor shall ensure that the administration of public assistance and social service programs are non-discriminatory. To the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance.

2. Client Complaints

The Contractor shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution from Riverside County DPSS Civil Rights Coordinator of a complaint with respect to any alleged discrimination in the provision of services by Contractor's personnel. The Contractor must distribute to social service clients that apply for and receive services, "Your Rights Under California Welfare Programs" brochure (Publication 13). For a copy of the brochure visit the State of California Department of Social Services website at: [www.dss.cahwnet.gov/pdf/pub13ada.pdf](http://www.dss.cahwnet.gov/pdf/pub13ada.pdf).

**Civil Rights Complaints should be referred to:**

Louise Grogan, Civil Rights Coordinator  
Riverside County Department of Public Social Services  
10281 Kidd Street  
Riverside, CA 92503  
(951)358-3030

3. Services, Benefits and Facilities

Contractor shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities on the basis of color, race, religion, national origin, sex, age, sexual preference, physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by State law and regulations, as all may now exist or be hereafter amended or changed.

For the purpose of this Section, discrimination means denying a participant or potential participant any service, benefit, or accommodation that would be provided to another and includes, but is not limited to, the following:

- a. Denying a participant any service or benefit or availability of a facility.
- b. Providing any service or benefit to a participant which is different, or is provided in a different manner, or at a different time or place from that provided to other participants on the basis of race, color, creed or national origin.
- c. Restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit. Treating a participant differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.

#### 4. Cultural Competency

Contractor shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between clients and staff. Any individual with limited English language capability or other communicative barriers shall have equal access to services.

For the purpose of this Section, a qualified interpreter is defined as someone who is fluent in English and in the necessary second language, can accurately speak, read and readily interpret the necessary second language and/or accurately sign and read sign language. A qualified interpreter must be able to translate in linguistically appropriate terminology necessary to convey information such as symptoms or instructions to the client in both languages.

#### G. HOLD HARMLESS/INDEMNIFICATION

Contractor shall indemnify and hold harmless the County of Riverside, its Agencies, districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, agents, employees, subcontractors, agents or representatives from this Agreement. Contractor shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards, the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives in any claim or action based upon such alleged liability.

With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to County as set forth herein.

Contractor's obligation hereunder shall be satisfied when Contractor has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.

The specified insurance limits required in this Agreement shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless the County herein from third party claims.

In the event there is conflict between this cause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the Contractor from indemnifying the County to the fullest extent allowed by law.

#### H. INSURANCE

Without limiting or diminishing the Contractor's obligation to indemnify or hold the County harmless, Contractor shall procure and maintain or cause to be maintained, at its

sole cost and expense, the following insurance coverage during the term of this Agreement.

Workers' Compensation:

If Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. **Policy shall be endorsed to waive subrogation in favor of the County of Riverside;** and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. **Policy shall name, in the following manner, "the County of Riverside, its Agencies, Districts, and Special Districts, their respective directors, officers, Board of Supervisors, elected or appointed officials, employees, agents or representatives as Additional Insureds."** Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

Professional Liability:

If, at any time during the duration of this Agreement and any renewal or extension thereof, the Contractor, its employees, agents or subcontractors provide professional counseling for issues of medical diagnosis, medical treatment, mental health, dispute resolution or any other services for which it is the usual and customary practice to maintain Professional Liability Insurance, the Contractor shall procure and maintain Professional Liability Insurance (Errors & Omissions), providing coverage for performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Consultant's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement. Upon termination of this Agreement or the expiration or cancellation of the claims made insurance policy Consultant shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from a new insurer with at retroactive date back to the date of, or prior to, the inception of this Agreement; or, 3) demonstrate through Certificate of Insurance that Consultant has maintained continuous coverage with the same or original insurer. Coverage provided under items: Workers' Compensation, Commercial General Liability or Professional Liability will continue for a period of five (5) years beyond the termination of this Agreement.

Vehicle Liability:

If Contractor's vehicles or mobile equipment are used in the performance of the obligations under this Agreement, Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. **Policy shall name, in the following manner, "the County of Riverside, its Agencies, Districts, Special Districts, their respective directors, officers, Board of Supervisors, elected or appointed officials, employees, agents, or representatives as Additional Insureds."**



General Insurance Provisions – All lines:

1. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A.M. BEST rating of not less than an A: VIII(A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
2. The Contractor's insurance carrier(s) must declare self-insured retentions. If such self insured retentions exceed \$500,000 per occurrence retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self insured retention's unacceptable to the County, and at the election of the County's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retentions as respects this Agreement with the County, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, defense costs and expenses.
3. The Contractor shall cause insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and original copies of Endorsements effecting coverage as required herein; and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. **CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.**
4. It is understood and agreed to by the parties hereto and the CONTRACTOR'S insurance shall be construed as primary insurance, and the County's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
5. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Agreement, including any extensions thereof, exceeds five (5) years the COUNTY reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverage's currently required herein, if, in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6. Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
7. The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the County.
8. Contractor agrees to notify the County of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

#### I. LICENSES AND PERMITS

In accordance with the provisions of the Business and Professions Code concerning the licensing of Contractors, all Contractors shall be licensed, if required, in accordance with the laws of this State and any Contractor not so licensed is subject to the penalties imposed by such laws.

The Contractor warrants that it has all necessary permits, approvals, certificates, waivers, and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, State of California, the County of Riverside and all other appropriate governmental agencies, and shall maintain these throughout the term of this agreement.

#### J. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor and/or Contractor's employees shall not be entitled to any benefits payable to employees of the County including, but not limited to, County Worker's Compensation benefits. County shall not be required to make any deductions for employees of Contractor from the compensation payable to Contractor under the provision of this Agreement.

As an independent contractor, Contractor hereby holds County harmless from any and all claims that may be made against County based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement. As part of the foregoing indemnity, the Contractor agrees to protect and defend at its own expense, including attorney's fees, the County, its officers, agents and employees in any legal action based upon any such alleged existence of an employer-employee relationship by reason of this Agreement.

#### K. ASSIGNMENT

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of DPSS. Any attempt to assign or delegate any interest hereunder without said consent shall be deemed void and of no force or effect.

#### L. SUBCONTRACT FOR SERVICES

No agreement shall be made by the Contractor with any party to furnish any of the services herein contained without the prior written approval of DPSS. This provision shall not require the approval of agreements of employment between the Contractor and personnel assigned for services there under.

**M. PERSONNEL DISCLOSURE**

Upon request by DPSS, the Contractor agrees to make available to DPSS a current list of personnel that are providing services under this Agreement who have contact with children or adult clients. The list shall include:

1. All staff who work full or part-time positions by title, including volunteer positions; and
2. A brief description of the functions of each position and hours each position worked; and
3. The professional degree, if applicable and experience required for each position.

No employee will work under this contract who has been convicted of any crimes involving sex, drugs or violence, or who is known to have a substantiated report of child abuse, as defined in Penal Code Section 11165.12.

**N. CHILD ABUSE REPORTING**

If Contractor is a mandated reporter under Penal Code Sections 11165-11174.3, the Contractor shall establish a procedure acceptable to DPSS to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement report child abuse or neglect to a child protective agency as defined in the Penal Code.

**O. ELDER AND DEPENDENT ADULT ABUSE REPORTING**

The Contractor shall provide documentation of a policy and procedure acceptable to DPSS to ensure that all employees, volunteers, consultants, subcontractors, or agents performing services under this Agreement report elder and dependent adult abuse pursuant to Welfare & Institutions Code (WIC) Sections 15600 et seq. Suspected incidents of abuse should be immediately reported to DPSS, followed by a written report within two working days.

**P. REPORTING**

The Contractor shall supply a copy of the monthly workshop attendance reports to DPSS Program Development Unit, Attn: LaSheen Tyacke no later than the 15<sup>th</sup> of the month following the month workshops were held.

In addition, a copy should be e-mailed to the Contracts Administration Unit at the following address: [contractreporting@riversidedpss.org](mailto:contractreporting@riversidedpss.org)

**Q. DEBARMENT AND SUSPENSION**

As a sub-grantee of federal funds under this Agreement, the Contractor certifies that it, and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency.

Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state,

or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and

Have not within a 3-year period preceding this Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

**Q. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS, AND DIRECTIVES**

The Contractor shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS, which are equally applicable and made binding upon the Contractor as though made with the Contractor directly.

**R. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The Contractor in this Agreement is subject to all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, enacted August 21, 1996, and the laws and regulations promulgated subsequent thereto. The Contractor hereto agrees to cooperate in accordance with the terms and intent of this Agreement for implementation of relevant law(s) and/or regulation(s) promulgated under this Law. The Contractor further agrees that it shall be in compliance, and shall remain in compliance with the requirements of HIPAA, and the laws and regulations promulgated subsequent hereto, as may be amended from time to time.

All social service privacy complaints should be referred to:

Department of Public Social Services  
HR/Administrative Compliance Services Unit  
10281 Kidd Street  
Riverside, CA 92503  
(951) 358-3030

**S. DISPUTES**

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement, which is not disposed by Agreement, shall be disposed by DPSS which shall furnish the decision in writing. The decision of DPSS shall be final and conclusive until determined by a court of competent jurisdiction to have been fraudulent or capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The Contractor shall proceed diligently with the performance of the agreement pending DPSS' decision.

**T. SANCTIONS**

Failure by the contractor to comply with any of the provisions covenants, requirements, or conditions of this Agreement including, but not limited to, reporting and evaluation requirements, shall be a material breach of this Agreement. In such event, DPSS may

immediately terminate this Agreement and may take other remedies available by law, or otherwise specified in this Agreement. DPSS may also:

Afford the Contractor a time period within which to cure the breach, the period of which shall be established at the sole discretion of DPSS; and/or

Discontinue reimbursement to the Contractor for, and during the period in which the Contractor is in breach, the reimbursement of which the Contractor shall not be entitled to recover later; and/or

Withhold funds pending a cure of the breach; and/or

Offset against any monies billed by the Contractor but yet unpaid by DPSS. DPSS shall give the Contractor notice of any action pursuant to this paragraph, the notice of which shall be effective when given.

U. TERMINATION

This Agreement may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event DPSS elects to abandon, indefinitely postpone, or terminate the Agreement, DPSS shall make payments for all services performed up to the date that written notice was given in a prorated amount.

V. GOVERNING LAW

This Agreement shall be construed and interpreted according to the laws of the State of California. Any legal action related to the interpretation or performance of this Agreement shall be filed only in the appropriate courts located in the County of Riverside, State of California.

W. MODIFICATION OF TERMS

No addition to or alteration of the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees shall be valid unless made in writing and formally approved and executed by both parties.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein.

Topic and Description		Workshop Date and Locations									
		Banning	Corona/Norco	Hemet	Indio	Lake Elsinore	Moreno Valley	Palm Springs	Rancho Mirage	Riverside	Temecula
<b>ROLLER COASTER LIVES</b> Children who are no longer 'little ones' and are not yet teen, face a multitude of self esteem, physical and social development, educational, relational and family issues. This age - from ages eight through twelve - where Hannah Montana and the Jonas Brothers assume incredible importance, is now referred to as the 'ween' years. This class will help caregivers see and understand the trials and tribulations of being a 'ween'.		17-Aug					7-Sep	6-Nov			
<b>LYING, STEALING, HOARDING: WHY DO THEY DO THAT?</b> These issues happen often with children in the foster care system, and caregivers sometimes feel 'stumped' by why they do it, and by how to handle it. This class will explore the dynamics of each of these behaviors and will look also at other common behaviors (aggression, defiance) that occur in children with histories of trauma.		21-Sep	3-Nov	28-Sep		8-Nov				16-Nov	
<b>UNDERSTANDING GLBTQ YOUTH</b> Our culture has become more diverse than ever before. Young people are more outspoken about their beliefs, including their own sexuality. GLBTQ stands for gay, lesbian, bisexual, transgender and questioning. Caregivers, whatever their personal belief system is, need to recognize and understand those youth who identify themselves as being a part of this population. This class will help them do so.		14-Dec							15-Sep	26-Oct	
<b>PROMOTING EMOTIONAL/SOCIAL COMPETENCE: AGES 0 - 3</b> For many children in the foster care system, their ability to form close, nurturing relationships with caregivers has already been compromised, and they have a compromised ability often to regulate and express themselves. This class will explore with caregivers how to set up relationships for many children in the foster care system, their ability to form close, nurturing relationships with caregivers has already been compromised, and they have a compromised ability often to regulate and express themselves. This class will explore with caregivers how to set up responsive routines, schedules and environments that promote emotional literacy with infants/toddlers.		26-Oct	6-Oct	16-Nov	6-Dec	2-Nov		19-Nov		8-Dec	
<b>SELF CARE FOR CAREGIVERS: PLAY THERAPY FOR ADULTS</b> Caring for foster children is both challenging and demanding. Foster parents, social workers, counselors, and other helping professionals often experience stress. This class will 'help the helpers' using the strategies of play therapy.		30-Nov									
<b>SEXUAL ABUSE</b> This class will explore in depth the specific issues of sexual abuse - dynamics of the abuser, and the impact for the abused. Caregivers will explore some ways to assist the children in their care who have experienced this form of abuse.		13-Sep		3-Nov	13-Oct						
<b>LIVING WITH SPECIAL NEEDS CHILDREN</b> Children in the foster care system often manifest cognitive and emotional delays. This class will explore the common types of special needs and discuss methods of evaluation and effective forms of treatment, both by professionals and by caregivers. ADA requirements will also be discussed.		12 July 2 Dec (SP)	9-Dec								
<b>PUNISHMENT &amp; REWARD: WHAT ARE WE REALLY TEACHING?</b> This class will look at the system of punishing bad behavior (even when we call it 'logical consequences') and rewarding 'good' behavior, and why these tools often backfire in the long run. Caregivers will learn more effective ways to help children develop responsibility, respect and self control.		11-Oct	18-Oct	1-Dec		22-Jul				20-Nov	
<b>TECHNOLOGY AND OUR KIDS</b> iPods, iPads, facebook, twitter, texting and sexting - all of these new technological advances are part of our childrens lives. This class will explore all of this, what it means to our kids and how to find the balance between technology and family.		8 Nov 25 Aug(SP)		6 Oct 20 Oct (SP)			26 Jul (SP) 9 Dec		28-Sep		

## Workshop Date and Locations

Topic and Description	Workshop Date and Locations									
	Banning	Corona/Norco	Hemet	Indio	Lake Elsinore	Moreno Valley	Palm Springs	Rancho Mirage	Riverside	Temecula
<p><b>HELPING CHILDREN COPE WITH DISASTER</b> All of us need to be prepared for a natural disaster - flood, earthquake, etc. For children coping emotionally with a naturally occurring disaster can be frightening - for those with a history of chronic trauma, it is even more important that we understand how to help. This class will give caregivers the understanding and the tools they need.</p>	6-Dec	20-Sep	1-Sep						27-Aug	19-Oct
<p><b>WHOLE FAMILY FOSTER FAMILY TRAINING</b> This 6 week series (18 hours) will explore all of the dynamics and issues involved in caring for pregnant and parenting foster youth AND their babies within the same foster family.</p>					14 Oct - 18 Nov					
<p><b>FAMILY DYNAMICS OF FOSTER CARE AND ADOPTION</b> The addition of one or more new members to a family requires all other family members to adjust. Some of these adjustments are seemingly simple, and others can be more complex. This class helps caregivers look for, understand and help all family members adjust to change, thereby building a stronger and more resilient family unit.</p>	29 July (SP)	14-Jul	22 Sept (SP)		13-Sep	25 Oct (SP)				25-Sep
<p><b>UNDERSTANDING LIFE LOSS ISSUES</b> Through an exploration of the theorists (Kubler-Ross, Doka and Erikson), this class will assist caregivers in identifying the stages, styles and needs of the children in their homes. Practical tools and intervention exercises will be explored.</p>										23 Oct 23 Oct (SP)
<p><b>GRIEF ISSUES DURING THE HOLIDAYS</b> This class will address the grieving process and why holiday time can be particularly difficult for children in the foster care system. Caregivers will explore and understand this issue as well as learn some tools for helping children in their care during this often challenging time of year.</p>		1 Dec 14 Dec (SP)			11-Oct					
<p><b>POWER OF PLAY</b> Play is an important element of childhood - we learn how to plan, organize, get along with others, negotiate, have fun etc. Many children in the foster care system have not had much experience with play, for a variety of reasons. This class explores the importance of play as a teaching and healing tool, as well as for fun.</p>	28 Oct SP)	8-Sep				22 Nov (SP)				13-Oct
<p><b>SUPPORTING CHILDREN WITH INCARCERATED PARENTS</b> Separation from parents is always traumatic. For those children whose parents are incarcerated, there are additional issues that impact their lives. This class will explore the social, emotional, financial impact surrounding incarceration as well as the impact on the child's relationship with the parent. Tools for supporting children will be discussed.</p>	3 Nov (SP)	30-Aug	15-Dec							
<p><b>NO MORE LOGICAL CONSEQUENCES: AT LEAST HARDLY EVER</b> Many caregivers have been taught that logical consequences are a more positive substitute for punishment. Often, however, they can be used in ways that are simply disguised punishment. For children with trauma histories, logical consequences are often ineffective. This class offers caregivers a new look at managing behavior.</p>		15-Nov								
<p><b>GUESS WHO'S COMING TO DINNER?</b> This movie from the '60s, and other more recent films remind us that society has become more diverse over the past decades. Are we, as caregivers, aware of diversity, are we modeling tolerance, are we helping children to honor themselves and others? This class looks at these issues and how our families fit within the larger culture.</p>			27-Jul							
<p><b>CHILD ABUSE 101</b> This class will present an overview of the basics of child abuse - physical, emotional and sexual. What is abuse, what isn't? What does being a mandated reporter mean? What is the impact on children living with abuse? What constitutes neglect? This class will provide answers to these questions.</p>		13-Dec								

Topic and Description	Workshop Date and Locations									
	Banning	Corona/Norco	Hemet	Indio	Lake Elsinore	Moreno Valley	Palm Springs	Rancho Mirage	Riverside	Temecula
<b>FAMILY MEETINGS</b> Many families say that they hold these, but they are often "Parent" meetings, where parents have decided there is an issue and how it will be solved. This class will explore and practice the steps of a true "family" meeting, wherein children learn the tools of responsibility, respect and problem-solving.			19-Oct						10-Dec	
<b>40 ASSETS: RAISING RESILIENT CHILDREN</b> Raising a productive, responsible child with healthy self esteem is more than just helping them "feel" good. It is about emotional awareness, life skills and more. This class will identify the assets found to be important and will explore with caregivers, the strategies that will strengthen resilience in children.	30 Sept (SP)		7-Dec			14-Dec		15-Dec		1-Sep
<b>SURVIVING ADOLESCENCE: PARENTING THE TEENAGER</b> This class will focus on the developmental tasks of the teen years, communication skills, problem-solving and non-punitive discipline strategies for both "typical" teenagers and for those who have experienced abuse and/or neglect.			4-Aug							14-Sep
<b>ADD AND ADHD: WHAT CAN WE DO?</b> Attention Deficit Disorder with or without hyperactivity is a challenge in any family. When we multiply this with trauma, several moves, and even adoption, it can be even more stressful. This class will look at expectations and interactions between caregivers and child, and will help adults gain more effective tools.						3-Aug				31-Aug
<b>LEAVE ME ALONE - BUT FIRST CAN YOU TAKE ME TO THE MALL?</b> Children in the "teen" years struggle with self esteem, self expression and independence issues. There is often conflict with family as they move into the teen years. For those with trauma histories conflict can escalate quickly. This class will help caregivers navigate through these years successfully.						5-Oct				
<b>ADDICTION 101</b> This class will provide caregivers a basic understanding of the illness of addiction and it's impact on families. Signs, symptoms, scope of the problem in the child welfare system, dynamics of the addicted family, risk factors for children raised in this environment, and more will be addressed.							18-Sep			
<b>TALKING WITH FOSTER CHILDREN ABOUT ADDICTION: PART ONE</b> This class will provide a basic look at family/parental addiction and it's impact on children in terms of development and behavior. Current practices and how they might hinder rather than help will be explored.								20-Oct		
<b>TALKING WITH FOSTER CHILDREN ABOUT ADDICTION: PART TWO</b> This class is a continuation of Part One, and will focus on solutions that will help children in foster care who come from addicted homes. Caregivers will explore resources and practice exercises that will help them interact more effectively with the children in their homes.								17-Nov		
<b>NO LONGER A LITTLE ONE...NOT QUITE A TEEN</b> This 4 week class will take an in depth look at the "teen" years (ages 8-12). Physical, emotional, relational and family issues will be addressed during this series, as well as the influences of peers, media and culture. Caregivers may attend one, two, three or all four classes in the series.									14 Sept - 8 Oct	
<b>FIVE LANGUAGES OF LOVE</b> Based on the book of the same name, this class will explore how children and adults seek and show love. Application to the issues experienced by children in the foster care system will be discussed. Caregivers will learn to identify their own language of love as well as the language of the children in their home.										23-Aug
<b>PARENTING FROM THE HEART</b>										



Topic and Description	Workshop Date and Locations									
	Banning	Corona/Norco	Hemet	Indio	Lake Elsinore	Moreno Valley	Palm Springs	Rancho Mirage	Riverside	Temecula
Do children have to feel worse, in order to do better? Children (and all of us) do better when we feel better. This class will provide caregivers with discipline tools that help ensure that the message of love gets through and that teaches respect, responsibility and other life skills that empower children to do better.									22-Nov	
<b>IMPORTANCE OF BIRTH ORDER</b> We all look at the world from our own perspective. Each child in a family enters a 'different' family so to speak, depending on whether they were first born, middle or last born. This class will help caregivers understand the dynamics of birth order and how it can impact a child's view of the world.	8 Sept (SP)									
<b>ENCOURAGING HEALTHY SELF ESTEEM</b> This class will explore how self esteem develops, how it can change and how we can nurture more healthy self esteem...in ourselves and in the children we care for.	6 Oct (SP)	16 Sept (SP)								

**CONTRACTOR PAYMENT REQUEST**

DPSS 2076A (Rev: APRIL, 2003)

TO: **Riverside County**  
**Department of Public Social Services**  
**Attn: Management Reporting Unit**  
**4060 County Circle Drive**  
**Riverside, CA 92503**

FROM: \_\_\_\_\_  
Remit to Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip Code  
\_\_\_\_\_  
Contractor Name  
\_\_\_\_\_  
Contract Number

Total amount requested \_\_\_\_\_ for the period of \_\_\_\_\_ 20 \_\_\_\_.

Select Payment Type(s) Below

**Advance Payment** \$ \_\_\_\_\_  
(If allowed by Contract/MOU)

**Actual Payment** \$ \_\_\_\_\_  
(Same amount as 2076B if required)

**Unit of Service Payment** \$ \_\_\_\_\_  
\_\_\_\_\_ (# of Units) x (\$) \_\_\_\_\_  
\_\_\_\_\_ (# of Units) x (\$) \_\_\_\_\_  
\_\_\_\_\_ (# of Units) x (\$) \_\_\_\_\_

\_\_\_\_\_ (# of Units) x (\$) \_\_\_\_\_  
\_\_\_\_\_ (# of Units) x (\$) \_\_\_\_\_  
\_\_\_\_\_ (# of Units) x (\$) \_\_\_\_\_

Any questions regarding this request should be directed to:

\_\_\_\_\_ Name Phone #

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct.

\_\_\_\_\_ Authorized Signature Title Date

**FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)**

\_\_\_\_\_ **Business Unit (5)**

\_\_\_\_\_ **Purchase Order # (10)**

\_\_\_\_\_ **Invoice #**

\_\_\_\_\_ **Account (6)**

\_\_\_\_\_ **Amount Authorized**

*Comments if amount authorized is different from amount requested*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Fund (10)**

\_\_\_\_\_ **Dept ID (10)**

\_\_\_\_\_ **Program (5)**

\_\_\_\_\_ **Program (If applicable)** Date

\_\_\_\_\_ **Class (10)**

\_\_\_\_\_ **Management Reporting Unit** Date

\_\_\_\_\_ **Project/Grant (15)**

\_\_\_\_\_ **Contracts Administration Unit** Date

\_\_\_\_\_ **Vendor Code (10)**

\_\_\_\_\_ **General Accounting Section** Date

**DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS**  
**Instructions for Form 2076A**

**Mailing Instructions:** When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include **Form 2076A, 2076B** (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

**Mail Claims Packet to address shown on upper left corner of Form 2076A.**  
*[see method, time, and schedule/condition of payments].*  
*(Please type or print information on all DPSS Forms.)*

**FORM DPSS 2076A**  
**CONTRACTOR PAYMENT REQUEST**

**"Remit to Name"**

The legal name of your agency.

**"Address"**

The remit to address used when this contract was established for your agency. **All address changes must be submitted for processing prior to use.**

**"Contractor Name"**

Business name, if different than legal name *(if not leave blank)*.

**"Contract Number"**

Can be found on the first page of your contract.

**"Amount Requested"**

Fill in the total amount and billing period you are requesting payment for.

**"Payment Type"**

Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

**"Any questions regarding..."**

Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

**"Authorized Signature, Title, and Date (Contractor's)"**

Self-explanatory **(required)**. **Original Signature needed for payment.**

**EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.**



**DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS**  
**Instructions for Form 2076B**

**Mailing Instructions:** When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include **Form 2076A, 2076B** (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

**Mail Claims Packet to address shown on upper left corner of Form 2076A.**

*[see method, time, and schedule/condition of payments].*

*(Please type or print information on all DPSS Forms.)*

*information on all DPSS Forms.)*

**FORM DPSS 2076B**

**CONTRACTOR EXPENDITURE REPORT**

When completed, this form is attached to the front of your invoices, and behind DPSS Form 2076A. *Only if Contract/MOU contains a line item budget, or you are to report match, or client contains a line item budget, or you are to report match, or client fees collected.*

**"Contractor Name"**

Business name, if different than legal name *(if not leave blank)*.

**"Actual Expenditures For"**

The billing period you are requesting payment for.

**"Contract Number"**

Can be found on the first page of your contract.

**"Approved Budget Amount"**

Current itemized budget amount as approved *(or amended)* in accordance with the **Fiscal Provisions** of your executed Contract/MOU agreement.

**"Current Expenditures"**

Itemized expenditures incurred during the billing period.

**"Cumulative Expenditures"**

Cumulative expenditures from previous billings plus current expenditures.

**"Unexpended Budgeted Amount"**

Approved budget amount less cumulative expenditures.

**"In-kind/Cash Contribution"**

If your contract requires that you provide a match, fill in your itemized contributions, if not leave blank. *The same documentation is required for match as for actual reimbursable costs.*

**"Client Fees Collected"**

If your contract allows you to collect client fees fill in the total amount collected *(if not specifically addressed in your Contract/MOU you may not collect additional fees from the client)*.

**CONTRACTOR, SUBCONTRACTOR, AND/OR VENDOR ASSURANCE OF COMPLIANCE  
WITH RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
NON-DISCRIMINATION IN  
STATE AND FEDERALLY ASSISTED PROGRAMS**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of RIVERSIDE CITY COLLEGE**

NAME OF VENDOR/RECIPIENT

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 as amended: Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; Government Code (GC) Section 11135, as amended; California Code of Regulations (CCR) Title 22 Section 98000-98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, martial status, sex, age, or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of the aforementioned laws, rules, and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted annually with the required Civil Rights Plan Update.

9/11/10

Date



Dr. Tom Harris, Acting President  
Riverside City College

4800 Magnolia Avenue  
Riverside, CA 92506

Address of Vendor/Recipient