



STATE OF TENNESSEE  
DEPARTMENT OF CHILDREN'S SERVICES

**WRITTEN QUESTIONS FOR ANNOUNCEMENT OF FUNDING  
RFS: 35910-05426  
FOR  
RELATIVE CAREGIVER PROGRAM**

| QUESTION # | QUESTION   | STATE RESPONSE   |
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| 1.         | The stipend in (b) as it appears that we can use state funds through RCP to assist clients receiving the stipend, however, on page 8 (a) it clearly depicts that they will not be eligible. Could this be explained?   | This part has been reworded to: Relative Caregiver program will provide financial assistance to families who are eligible for RCP as the funds permit.   |
| 2.         | On Attachment 7.2 (Face Sheet), question 9., could you clarify (served) is this how many we plan to serve or how many we have served in the last 16 years, (trained) is this for staff only, (impacted) is this the number of families we plan to impact or have already impacted?   | <p>The provider should report how many they plan to serve based on their capacity and the amount they need to serve that many people. Then follow it up with a statement of how many they have served in the past and how they were successful at that.</p> <p>If this question does not apply to the provider, they may indicate N/A.</p>   |
| 3.         | Under the Submitting The Proposal Information 4., E., I do understand the Letters of Support, however, can you define the Letters of Agreement and from whom should those be?  | Letters of Agreement was removed to avoid any confusion and it only lists Letters of Support.  |
| 4.         | What is the maximum award amount allocated for Shelby County?  | Shelby's dollar amount will not decrease from their previous awards. Provide an estimate amount of what Shelby would need to manage the program and provide RCP.   |
| 5.         | Will the grant amount include funding for the Caregiver Stipend? Will DCS facilitate payments or the selected agencies?  | DCS will facilitate payment of the stipend. There will not be funds in the grant to the provider that include stipend payments.  |
| 6.         | Historically, the F&A (indirect costs) have been 8%. Is it possible to include an indirect cost cap in the proposal verbiage?  | If the provider adds it to the proposal they can prepare for any percent that comes in the future.   |
| 7.         | Page 3(F) "Per the contact the caregiver must include income for spouse and any adult children in the home to be eligible for the RCP Program/ Stipend". If the caregiver has a live-in boyfriend, girlfriend or partner will their income have to be added? If the adult children, boyfriend, girlfriend, or partner refuse to provide that information will that make the family ineligible? | <p>The provider will include only the information for the persons listed in the language the way that it is. This is subject to change in accordance with any future laws that are passed about household income.</p> <p>If the family refuses, the provider will send the information to the DCS central office before completing the eligibility process to determine the eligibility.</p> |

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| 8.  | Page 3 (4) under eligibility states: “the parent of the caregiver child/children can not live in the home”. If the parent is in the home and the caregiver has custody due to the parent’s medical or mental health issues would the family still be eligible for RCP Program/Stipend? | No waivers for birth parents living in the home regardless of their mental and physical state to be eligible for the stipend.<br><br>A waiver could be considered for the RCP without the stipend. |
| 9.  | Page 3(5) under eligible states: “the caregiver as to seek the establishment and enforcement of the child support, including naming the father for the purpose of paternity”. Is the mother also including in searching child support?   | Yes, it includes both parents and goes on to further explain that the father should be pursued if he is not legitimated.   |
| 10. | If the child or children are receiving death benefits (SSI) from a deceased parent would this eliminate them from receiving the stipend? Or would that count towards income in the home?   | SSI will not be counted as income. They can still be eligible.   |
| 11. | If families are getting the Child only grant for the child from DHS would they still be eligible for RCP Stipend?  | They can still be eligible while receiving FFCO.   |
| 12. | Is there a page limit to the application package?  | No page limit.   |
| 13. | Is it allowable to have a Letter of Support from a non-Relative Caregiver Program DCS staff person?  | No. DCS staff can not provide letters of support.  |
| 14. | In addition to the Scope of Services will there be a Relative Caregiver Program (RCP) Operations Manual with further guidelines and requirements?  | Yes, there will be an operations manual.   |
| 15. | If the relative caregiver is receiving the Family First Child Only Grant, will they be eligible to receive the Relative Caregiver Stipend (RCS) payments?  | Yes.   |
| 16. | If a relative child is receiving some form of income, i.e., social security disability or survivor benefit, is the relative caregiver eligible to receive the stipend?   | Yes, the children’s income is not counted.   |
| 17. | If the criteria are met for the RCS and the required documentation has been submitted to Department of Children’s Services (DCS), what is the wait time for approval and first payment for relative caregiver approval for the stipend?  | This is unknown at this time, but it should not be a long wait time. Estimate less than 30 days from the day of determining eligibility.   |
| 18. | If a relative caregiver is not receiving the stipend, is there a maximum age limit or educational criteria for the child to continue to be served through the Relative Caregiver Program (RCP)?  | The max age for the standard RCP program and stipend recipients will be 18 years old.  |

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| 19. | Is there a formula for dividing the Stipend allocation across the state? For example, will the allocation be divided by region, county or on a first come, first served basis? Also, under the proposal requirements II(c) the number of children to serve, does this include families receiving a stipend? If so, is there a number of children expected to be served?  | This is on a first come first served basis.<br><br>II. C – Yes, this does include children receiving the stipend. There is not an expected number of children to be served at this time. Provide an estimated number of CMs needed to serve the population and provide a caseload cap for those workers.   |
| 20. | On Page 3 of the AOF under the eligibility requirements for the RCS is there an application and who is responsible for submitting it along with supporting eligibility documentation?  | The provider will have responsibility to gather eligibility documentation and upload it into TFACTS. TFACTS will then have a feature that has a yes or no on each eligibility item and the provider worker will then answer each one. Once they are all answered YES then a contract will generate and the provider will print it and get it signed by the caregiver. Upload it into TFACTS. Then the TFACTS system will begin to process payments. (There will be some additional steps completed by DCS fiscal such as creating Caregiver as a resource home in Edison). |
| 21. | On page 3 of the AOF under 2(a)3 of the eligibility guidelines for the RCS states “that the Relative Caregiver has been awarded custody of the child by a final order of a court acting under Title 37, Chapter 1, Part 1 of the Tennessee Code”. What is considered the final order? Does this mean there are no longer follow up court dates? The caregiver has been given permanent custody?  | A final order is an order that is the last order from the court to award custody to the caregiver, there are not any planned court hearings after the final order.<br><br>Caregivers and DCS case managers should advocate and make arguments to proceed the case along to reach a final order.  |
| 22. | On Page 3 of the AOF under 2(a)4 of the eligibility guidelines for the RCS notes that the parent of the child cannot reside in the relative caregiver’s home, but the same requirement is not listed under the eligibility guidelines for RCP. Can services be provided through RCP if there is a birth parent living in the home?   | No, it applies to RCP without a stipend and with a stipend, this will be corrected in the scope.<br><br>A waiver could be considered for the RCP without the stipend.  |
| 23. | On page 3 of the AOF under 2(a)5 of the eligibility guidelines for the RCS states “The relative caregiver agrees to seek the establishment and enforcement of child support, including naming the father of a child for the purpose of paternity establishment”. Will the establishment and enforcement of child support be monitored? If so, is DCS or RCP responsible for monitoring? In addition, if the relative caregiver is unable to provide the name of the father would the relative caregiver be eligible for the stipend? | It will not be monitored by DCS or RCP. RCP’s only responsibility in this instance is to provide the caregiver with the tools they need to seek out child support and help them make a plan to follow through with this. If the caregivers are not able to find the father they should report that to child support.<br><br>If the family is not willing to go through the process then it should be reported to DCS Central office during the eligibility determination period.<br><br>During the redeterminations this piece will be reviewed again by RCP.              |

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| 24. | Upon the relative caregiver's approval to receive the stipend who is responsible for notifying the relative caregiver once they are approved. Are there additional guidelines/rules for the relative caregiver? If so, are they in written form and are they provided to the relative caregiver? If so, who is responsible for providing them?   | The RCP provider will have responsibility to gather eligibility documentation and upload it into TFACTS. TFACTS will then have a feature that has a yes or no on each Eligibility item and the provider worker will then answer each one. Once it they are all answered YES then a contract will generate and the provider will print it and get it signed by the caregiver. Upload it into TFACTS. Then the TFACTS system will begin to process payments. (There will be some additional steps completed by DCS fiscal such as creating Caregiver as a resource home in Edison). |
| 25. | On page 5 of the AOF under 3(b) of the Client Intake and Service Plan Development it notes an individual's eligibility must be re-determined every three months. Does this include those relative caregivers that do not receive a stipend?  | Current RCP policy is annual. After January families who receive a stipend will have a review every three months. Families who do not receive a stipend can remain annual until further notice.   |
| 26. | Will re-determination documents to be collected by RCP be the same every quarter or could DCS request other documents not previously requested?  | The provider will collect any documents that are needed to maintain their eligibility. If RCP needs additional information, the provider can ask the caregiver for it.  |
| 27. | On page 6 of the AOF under 3(g) of the Client Intake and Service Plan Development it notes types of referrals and services that may be included in the service plan. Would receipt of the RCS be considered a goal? Would maintaining eligibility requirements for the RCS be considered a goal?   | No, a goal for the service plan would be other items, referrals for services, etc.<br><br>An assessment of the home will result in a need, the service plan should be updated to reflect the results of the assessment of the child, family, and home.  |
| 28. | On page 8 of the AOF under 6(a) of the guidelines for dissemination of financial aid through the RCP it notes the RCP families participating in the stipend program are not eligible for additional financial assistance. Would families that meet the eligibility guidelines for the stipend program but have not yet been approved be eligible for financial assistance prior to their approval? | This will be reworded to: Relative Caregiver program will provide financial assistance to families who are eligible for RCP as the funds permit.  |
| 29. | On page 9 of the AOF under 8(a) Stipend Payments in the Event of Insufficient Appropriations it notes that eligible relative caregivers that do not receive the stipend due to insufficient appropriations will be waitlisted. Who is responsible for maintaining the waitlist? Will those waitlisted be enrolled as an RCP participant?   | The family can be enrolled into the Regular RCP program and RCP provider will maintain the waitlist by providing the waiting members to DCS central office on a monthly basis. This is subject to change as we develop more program details.  |

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| 30. | On page 9 of the AOF under 10(a)1 Appeals it notes that the Relative Caregiver must be notified, within 5 business days, in writing of a denial, termination, or modification of the child's stipend. Will that be 5 days of the date the stipend is denied, etc. or the date that RCP is notified of the denial, etc.? | If the stipend is denied or something is modified, then they would be notified in 5 days from the denial date. RCP will know immediately if it is denied through the TFACTS system.                              |
| 31  | On page 9 of the AOF 10(a)2 Appeals what is the timeframe for filing an appeal?   | Relative Caregivers must appeal an adverse decision within ten (10) business days of written notice of adverse action.   |
| 32. | On page 10 of the AOF 10(b) Appeals it notes that relative caregivers may request a review if their enrollment in the Relative Caregiver Program is denied, terminated, or modified. Will DCS be responsible for approving enrollment into the Relative Caregiver Program for caregivers not receiving a stipend?       | No, RCP is responsible for approving and denying families based on criteria eligibility (for any RCP services). If the family wishes to appeal the decision, then it would then go to DCS to review that appeal. |
| 33. | At what point does DCS approve or deny enrollment into RCP?   | RCP is the primary persons responsible for approving and denying. If someone needs a waiver, override, appeal, etc. That is when DCS Central Office will become involved to make a determination.                |
| 34. | The grant does not list the total allocation of funding for this program. What is the total annual allocation and is it an increase from previous years ?   | There is a hope to increase amounts from previous years. We are currently not able to provide an amount.   |
| 35. | On page 18 of the RFS under Section III. a) The Agency's evidence of using prevention services for at risk families or relative caregivers. Is the question what specific curriculum is currently utilized by the program or the agency's experience in providing those services?                                       | Please provide any curriculum, practice, training, resources, community partners, or programs your agency has had experience in providing. The more examples the better.   |
| 36. | On page 48 of the RFS and the required Face Sheet Attachment 7.2.under heading 5.- Project Categories the list Philosophy, Policy, Program, Practice, Community Conditions, those are not items listed under proposal requirements on page 18, what is the expectation for that section?                                | Select "Program" with a checkmark.   |
| 37. | Currently RCP staff determine eligibility for caregivers annually but in the RFS on page 5 under (3) Guidelines for Client Intake and Service Plan Development under section (b) the RCP program is now required to determine eligibility for the RCP program every 3 months. Is this a change from current policy?     | Current RCP policy is annual. After January families who receive a stipend will have a review every three months. Families who do not receive a stipend can remain annual until further notice.                  |

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| 38. | In the narrative sections there is this statement: "An explanation of how this grant provides needed services in your area if they are already providing RCP services or similar services." Would this refer to if another organization is doing RCP services in the area we are proposing? And if we are the only one providing services, how should this question be answered? | If a provider is currently providing RCP in any area, they should describe how they are providing needed services. If they aren't a current provider, they should provide their thoughts on how RCP would/could provide services in the proposed areas. |
| 39. | Are there any instructions for the budget? The budget form was attached at the end with no instructions or guidance. Can any be provided?  | The budget form is included as part of the sample contract. Budget sheets will be sent with reward letters to be completed and returned.  |