

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction														
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)																
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 10/17/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 13SR143718	4. DATE RECEIVED BY FEDERAL AGENCY: 10/17/12	FEDERAL IDENTIFIER:														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: Citizens For Citizens, Inc. DUNS NUMBER: 084813542	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: William D. Leary TELEPHONE NUMBER: (508) 679-0041 215 FAX NUMBER: (508) 324-7503 INTERNET E-MAIL ADDRESS: bleary@cfcinc.org															
ADDRESS (give street address, city, state, zip code and county): 264 Griffin St Fall River MA 02724 - 2702 County: Bristol																
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 046134724	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community Action Agency/Community Action Program															
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION      B. BUDGET REVISION C. NO COST EXTENSION   D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: <b>Corporation for National and Community Service</b>															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Fall River/Taunton RSVP 11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): CITIES: FALL RIVER AND TAUNTON 9 TOWNS IN BRISTOL COUNTY: Assonet; Dighton; Seekonk; Somerset; Swansea																
13. PROPOSED PROJECT: START DATE: 04/01/13      END DATE: 03/31/16	14. CONGRESSIONAL DISTRICT OF:    a.Applicant <input type="text" value="MA 003"/> b.Program <input type="text" value="MA 003"/>															
15. ESTIMATED FUNDING: Year #: 1	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 44,411.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 30,400.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 4,000.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 26,400.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 74,811.00</td> </tr> </table>	a. FEDERAL	\$ 44,411.00	b. APPLICANT	\$ 30,400.00	c. STATE	\$ 0.00	d. LOCAL	\$ 4,000.00	e. OTHER	\$ 26,400.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 74,811.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
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f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 74,811.00															
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Mark A. Sullivan Jr.	b. TITLE: Executive Director	c. TELEPHONE NUMBER: 508-679-0041														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/17/12														

# Narratives

## Executive Summary

Incorporated in 1965 as a Community Action Agency, Citizens for Citizens, Inc. (CFC) has as its mission to advocate on behalf of low-income residents and attack the causes and effects of poverty through the provision of direct and integrated services, the promotion of self-sufficiency, and the advancement of social change. In support of this mission statement Citizens for Citizens, Inc. seeks to continue to operate its RSVP Program as follows:

- Number of unduplicated RSVP volunteers serving or that will serve: 362
- Types of populations that they will serve: pre-school children needing school readiness preparation, students in grades K-12 needing remedial help in literacy and math, low income residents who are required to file tax returns and/or would benefit from filing same such as by obtaining refunds including tax credits such as the Earned income tax credit (EITC); service area residents whose asset development efforts would be enhanced by financial literacy education; low income residents without health insurance; homebound senior citizens in need of hot and nutritious meals; homebound nursing home residents in need of companionship; area residents who are either patients or visitors of patients at area hospitals; area residents requiring financial assistance because of mental health issues; service area residents who utilize public libraries and/or senior centers; low income residents utilizing soup kitchens and food pantries.

Primary Focus Area: Education -- School Readiness and Succeeding in Kindergarten through 12th Grade

- Volunteer service activities -- Education: (1) Tutoring public and faith based school students in math and literacy skills; six volunteer stations in Fall River and Taunton; 200 students will improve math and/or literacy skills (2) assisting CFC Head Start teachers in improving students' school readiness skills in 10 different classrooms at CFC's Head Start Program; outcome -- 250 students will show gains in literacy and math skills. Economic Opportunity: (1) preparing tax returns or otherwise

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assisting at CFC's VITA Program and (2) providing financial literacy information; 1,000 tax returns will be prepared and 500 individuals will be provided with financial literacy information. Volunteer stations = 1 Healthy Futures: (1) outreach activities in support of CFC's Health Insurance Outreach and Enrollment Program; 1,000 residents will be provided with information on health insurance , access and benefits; Volunteer stations = 1 (2) delivering hot meals to homebound senior citizens; Volunteer stations = 6; (3) providing companionship to homebound nursing home residents; Volunteer stations = 4 Other Community Priorities - hospitality service at area hospitals; operating thrift store to support area residents with mental health issues; support staff at area senior centers and libraries; soup kitchen and food pantry support; Volunteer stations = 15

Federal Funding Level - \$44,411

Non-Federal funding level - \$30,400

For all proposed service activities an emphasis will be placed on outreach to veterans and military families so as to make them especially aware of the various types of assistance available. This will be done by the actual service activity volunteers because of their first hand knowledge of the benefits offered. Outreach will be done through area organizations serving veterans and military families with which CFC already has a working relationship.

### **Strengthening Communities**

The service area for Citizens for Citizens, Inc. encompasses 368 square miles in Southeastern Massachusetts and includes two cities (Fall River and Taunton) and nine towns (Somerset, Swansea, Freetown, Westport, Seekonk, Rehoboth, Lakeville, Dighton, and Berkley). CFC's service area covers most of Bristol County, and Lakeville, a town in Plymouth County. Our Primary Focus Area for this

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application is Education.

According to statistics compiled by the Massachusetts Department of Education only 35% of students in grade three (first year of testing) in Fall River are proficient or higher in mathematics and 42% in English language arts as determined by standardized tests mandated by Massachusetts for the public school system. The state as a whole is proficient or higher at the rate of 61% in both categories. A study conducted by the Abecedarian (ABC) Project evaluated two groups of children for an extended period of time, those with formal pre-school education and those not receiving any such formal education. According to their findings, children with formal pre-school education scored higher on reading tests during subsequent school years. It was also shown that the children who did not receive education in their pre-kindergarten years were more likely to struggle with substance abuse and delinquent behaviors in their early adult years (EducationCorner.com, 2005-2009). According to the same statistics compiled by the Massachusetts Department of Education only 48% of students (all grades) in Fall River and 64% in Taunton are proficient or higher in English language arts as determined by standardized tests mandated for the public school system. The state as a whole is proficient or higher at the rate of 69%. In Math, only 37% of Fall River students are proficient or better compared to the rate of 52% for Taunton and 59% for Massachusetts. It's no wonder that the percentage of residents over the age of twenty five having a high school diploma is only 67.6% for Fall River and 81.6% for Taunton compared to 88.7% for Massachusetts according to the American Community Survey (ACS) 2006-2010 of the US Census. The comparative rates for a bachelor's degree are even more dramatic with only 14.1% of Fall River residents having achieved that level of education compared to 38.3% for Massachusetts. Taunton's rate is 20.7%. The tragic result of all of this is that 20.2% of Fall River residents live below the poverty level (Taunton 12.1%) compared to 10.5% for Massachusetts according to the same ACS statistics. Furthermore, this census data shows that the median household income for Fall River is \$34,236 (\$53,600 for Taunton) compared to

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\$64,509 for Massachusetts.

Head Start School Readiness - Citizens for Citizens, Inc. operates a Head Start Program in Fall River, Massachusetts which serves approximately 450 children each year mostly from Fall River. There are several students currently enrolled from Swansea and Rehoboth. Education programs are designed to meet each child's individual needs. RSVP volunteers will assist program teachers to develop the children's phonological awareness, early writing skills, print awareness and knowledge of the alphabet. In Math the focus will be on assisting teachers to develop the children's abilities in numbers and operations as well as pattern and measurement. Volunteer enhancement of teacher efforts will take place in a number of ways from one on one lesson reinforcement to classroom material copying and distribution depending on the individual teacher's needs. This will involve 10 existing classrooms.

Anticipated Volunteers: 20

Number of Volunteer Stations: 10

Anticipated Output: 300 -- Number of children completing early childhood programs

Anticipated Outcome: 250 -- Number of children demonstrating gains in literacy

Anticipated Outcome: 250 -- Number of children demonstrating gains in math skills

Public Schools K--12 Tutoring - RSVP reading and math tutors will help students who have been identified by the standardized testing required by the Massachusetts Department of Education to be less than proficient in either literacy and/or math. A total of eight public schools in Fall River and Taunton will be involved. Tutoring sessions will be conducted on a one on one basis or in small groups depending on the recommendation of the classroom teachers. Each session will be twenty to thirty minutes long and take place one or more times per week as needed. RSVP volunteers will each spend an average of four hours per week at the eight designated schools. They will all be trained in tutoring methods by reading and math specialists or instructors and will work closely with classroom teachers.

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The students who need improvement according to the aforementioned tests will receive tutoring services resulting in improved literacy and/or math scores during the school year.

Anticipated Volunteers: 80

Number of Volunteer Stations: 8

Anticipated Output: 300 -- Number of students completing K-12 education programs

Anticipated Outcome: 250 -- Number of students improving in literacy and/or math

Faith Based Schools K-12 Tutoring - RSVP reading and math tutors will help students who have been identified by the standardized testing (IOWA Tests) to be less than proficient in either literacy and/or math. A total of four faith based schools in Fall River and Taunton will be involved. Tutoring sessions will be conducted on a one on one basis or in small groups depending on the recommendation of the classroom teachers. Each session will be twenty to thirty minutes long and take place one or more times per week as needed. Forty (40) RSVP volunteers will each spend an average of four hours per week at the four designated schools. They will all be trained in tutoring methods by reading and math specialists or instructors and will work closely with classroom teachers. The students who need improvement according to the aforementioned tests will receive tutoring services resulting in an improvement in their literacy and/or math scores during the school year.

Anticipated Volunteers: 40

Number of Volunteer Stations: 4

Anticipated Output: 150 -- Number of students completing K-12 education programs

Anticipated Outcome: 100 -- Number of students improving in literacy and/or math

For each of these activities in our Primary Focus Area an emphasis will be placed on outreach to veterans and military families so as to make them aware of these potential benefits to their pre-school children and students (K-12). Volunteers from this program will prepare materials describing the

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programs (subject to the approval of their site supervisor) and will make presentations about same to veterans and military service organizations so that they in turn can likewise inform those veterans and military families whose children could benefit from these educational programs.

### **Recruitment and Development**

RSVP volunteers are recruited in the following manner: Public notices on local cable television, public service announcements on area radio stations, ads and articles in three local newspapers, using the internet and the Volunteer Match Program and by placing flyers and display boards in high traffic areas in public and private businesses along with area nonprofit agencies. The media notices, flyers and display boards describe the community need to be addressed, location and/or locations where the volunteers are needed, the number of volunteer hours per week needed, available training programs, and a quick summary of the benefits of joining the RSVP program. Recruitment is also done by using the seniors that volunteer as a vehicle to communicate with other seniors about the pride, enjoyment and sense of accomplishment they get from volunteering their services. A special emphasis will also be placed on recruiting through the many organizations and programs with which Citizens for Citizens, Inc. has an ongoing relationship as respective stakeholders in the community in order to ensure that individuals of all races, ethnicities, sexual orientations, and degrees of English language proficiency are represented in the volunteer pool. Likewise we will especially cultivate our existing agency contacts so that veterans and military family members as well as those with disabilities including age-related disabilities are included as valuable members of our volunteer force.

Volunteer assignments have to be clearly defined and their impact measurable so the volunteers know exactly the role they will play in making positive changes in the lives of others. Volunteer leaders will be selected as different skills and leadership qualities are demonstrated to their station supervisor. The supervisor along with the program director then meets with the potential leader,

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outlines responsibilities and provides training. Training for non-leadership volunteers will likewise take place at the volunteer station by the station supervisor with the assistance of the program director. Before volunteers are sent to the volunteer station they must first come into the RSVP office, fill out an application, provide proof of who they are and their age, be interviewed by the director and talk about why and where they want to volunteer. The next step is to arrange a meeting at the volunteer station with the station supervisor, the volunteer and the RSVP director where all the groundwork for volunteering at this site will be discussed.

In order to ensure that the volunteers' experience is both rewarding and effective, the program director makes frequent station visits in order to reinforce the value of the work being done and to monitor their overall satisfaction with the station chosen. This minimizes volunteers finding that "...this is not for me..." and helps with their retention. Input is also obtained from station leaders concerning the volunteers' satisfaction and effectiveness. When dissatisfaction is expressed by a volunteer other station options are discussed with the hope of retention.

Once a year (usually the third Wednesday in June).CFC honors all RSVP volunteers with a brunch held at a local restaurant. This event is attended by city and state elected officials and receives good media coverage .The volunteers look forward to this event and enjoy the recognition they receive from CFC and other members of the community including political leaders such as the mayor, state senators and representatives. Their volunteer hours are translated into dollar amounts that show how much they save their volunteer stations and how that impacts their respective communities. This event helps to retain the volunteers because it shows them how important their role is in making their community a better place in which to live. All training and technical assistance for staff, volunteers, volunteer stations and community participation groups is done by CFC staff personnel. Because of the

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vast scope and variety of programs offered at CFC there are a sufficient number of individuals with the experience and expertise required to provide training in all of the areas needed.

### Program Management

The RSVP program is managed by William D. Leary, program director, who reports to the executive director of the sponsoring agency. Mr. Leary's staff includes a part-time secretary and an RSVP volunteer who serves as volunteer coordinator. The program adheres to the policies established by the personnel policies of CFC and those of CNCS. When community needs have been identified RSVP will advertise for volunteers for this particular need and conduct interviews with volunteers and proceed with placements. A volunteer Memorandum of Understanding will be agreed to and signed by both the volunteer station and CFC's RSVP program before any placement of volunteers takes place. The MOU will cover the period (three years with annual reviews) that coincides with the RSVP grant cycle and covers all the rules, procedures and rights of the volunteer and the volunteer station. Volunteer station reports which list the number of days and hours that each volunteer has served are filled out monthly and require the volunteers' signature along with the signature of the station supervisor. After the reports are checked they are signed by the RSVP director. All hours are then entered into the Volunteer Reporter which also holds all volunteer information which is backed up by paper documents. When all data is collected it is analyzed and put into an impact statement that demonstrates the volunteer activity and the actual impact of this activity on the community and/or client population. Evaluation instruments along with personal interviews are used to help measure impact. This is illustrated in the work plan section. In-kind and cash donations are recorded and are handled by CFC'S finance staff. A quarterly in-kind report is prepared and is submitted to finance where it is entered into the accounting records for RSVP and is used in reporting to CNCS. The Fall River/Taunton RSVP program also has an advisory board made up of a cross-section of program directors, business leaders and community volunteers. The advisory board ensures that all policies are

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followed and assists in the planning of the annual recognition day as well as various fundraisers. The RSVP Program Director is required to attend CFC Board of Directors monthly meetings and report on his/her programs progress and overall performance.

### Organizational Capability

Citizens for Citizens, Inc. (CFC) has been an important player in the human services arena which serves the Greater Fall River and Greater Taunton Areas in Southeastern Massachusetts. Since 1965 CFC has developed and administered services for all age groups. CFC has been particularly strong in services for children through Family Day Care, After School Day Care, Project Head Start, Operation Christmas, etc. Simultaneously, CFC has addressed the needs of the elderly through such programs as fuel assistance, Foster Grandparents, Senior Aides, RSVP and the creation of the Cyber Café, a computer class designed for people fifty-five years and older. In its years of existence, CFC has engaged in a multitude of activities requiring collaboration with other agencies in the human services endeavor. CFC's well-earned reputation dramatically increases the potential for the successful implementation of programs that engage in community partnerships. Currently, CFC administers 22 different programs which are a direct result of community needs assessments that are evaluated every three years.

CFC has a good record of grant compliance with its myriad of funding sources and undergoes both fiscal and program audits of various programs by state/federal auditors. The agency fully complies with all CSBG regulations which require an annual audit. In all instances, CFC's management approach and record-keeping, plus financial accountability equate to exemplary performance.

Organizationally CFC is governed by a 19-member Board of Directors which composition consists of one-third public officials, at least one-third low income residents, and the rest from the private sector. The chief executive officer is the executive director who is directly responsible to the Board of

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Directors. The executive director is assisted by several staff members forming the management team as follows: assistant director, associate director, comptroller, planner and director of personnel.

Program directors are assigned to specific members of the central administrative team. The director of the RSVP program reports directly to the deputy executive director. The staff person who will be directly responsible for the overall performance of the RSVP program and its ability to operate in accordance with the rules of the Corporation for National and Community Service is the RSVP Director, William D. Leary.

Citizens for Citizens, Inc. has been managing federally funded grants for over 40 years. Several of the federal grants we currently manage are as follows: U. S. Department of Health and Human Services Head Start: approximately \$4 million per year; Low Income Home Energy and Heating Assistance Programs: approximately \$8.5 million per year; HeartWAP Program (heating system repairs and replacement) \$715,000; Community Services Block Grant: approximately \$500,000 per year; Child Care Assistance Programs: approximately \$1.4 million per year; Corporation for National and Community Service Retired & Senior Volunteer Program: approximately \$45,000 per year; Foster Grandparents Program: approximately \$310,000 per year; U. S. Department of Energy Weatherization Assistance: approximately \$440,000 per year; U.S. Department of Agriculture Women, Infants and Children nutrition program: approximately \$1,900,000 per year; Child and Adult Food programs: approximately \$240,000 per year; U.S. Department of Labor Senior Community Service Employment Program: approximately \$1,600,000 per year.

The internal controls of Citizens for Citizens, Inc. rely on a multiple approval process. All purchase requisitions for supplies have a multiple approval process prior to supplies being ordered. All invoices are approved by the department manager prior to being presented to the accounts payable

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department. The accounting support staff consists of 9 bookkeepers and 2 certified public accountants. Each of the bookkeepers is assigned certain programs to administer. The bookkeepers process the invoices in the accounting system and then present the invoices (with a system generated report indicating the coding that the invoice is being assigned to) to the Chief Financial Officer for approval prior to them being posted into the system. The Chief Financial Officer is a certified public accountant with over 25 years accounting experience, who formerly was a partner in a CPA firm that specialized in the auditing of non-profit organizations. The CFO reviews the invoices and coding and ensures the funds requested are reasonable and in compliance with the grant. She then approves the invoices for payment. The invoices are returned to one bookkeeper that is assigned with posting the invoices approved by the CFO and generating the checks for payment. The generated checks are paper-clipped to the invoices and given to the authorized check signers. All checks require two signatures: One from a member of senior management (excluding the CFO) and one from a member of the Board of Directors. The other certified public accountant is in charge of the bank reconciliation and preparation of general journal entries. The journal entries are approved by the CFO prior to being posted in the ledger.

Citizens for Citizens, Inc.'s board of directors meet approximately 10 times per year. At each board meeting the program directors attend and give a program report. In addition, the Board of Directors will receive financial reports comparing program budgets to actual.

Citizens for Citizens, Inc. uses Sage, MIP Fund Accounting Software for its financial accounting system. MIP has been voted Best Overall Nonprofit Accounting Software by financial managers nationwide. Reports produced by the system can cross fiscal years to match grant or program periods that differ from the organization's fiscal year, and users can accurately track an unlimited number of user-defined reporting dimensions including grants, programs, departments, locations and more. In

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addition, this system makes it easy for auditors to verify financial statement accuracy by maintaining a clear audit trail.

Citizens for Citizens, Inc. has an independent annual audit performed in accordance with applicable auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Citizens for Citizens, Inc. have never been cited with a reportable condition or an instance of noncompliance material to the financial statement or to any of its major programs.

Citizens for Citizens, Inc. have always received an unqualified audit opinion on its audited financial statements. In addition, Citizens for Citizens, Inc. is subject to multiple comprehensive reviews of its financial, program and operating conditions conducted by various agencies of the Federal and State of Massachusetts government. These reviews frequently consist of mandatory site visits of the CFO's facilities and interviews with the applicant agency's management staff and representatives from CFC's Board of Directors.

### Other

#### Economic Opportunity

##### A. Economic Asset Enhancement and Utilization

CFC continues to help eligible service area residents to maximize the impact of their income through its Individual Development Account (IDA) and Volunteer Income Tax Assistance (VITA) Programs. Through the IDA Program participants receive formal financial literacy and the funds matched to their savings helps them to purchase a home which would otherwise be out of reach to them. The VITA Program allows eligible service area clients to access federal and state income tax credits

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including the Earned Income Tax Credit. Financial literacy information is provided and often advice is given during the many teachable moments that present themselves during the preparation of tax return. Also, taxpayers save an average of \$300 in tax preparation fees by utilizing this free program. Between 1,500 and 2,000 residents utilize this program annually resulting in \$3 million in refunds and \$500,000 in tax preparation fees saved.

Through the Fuel Assistance Utility Discount Program eligible households achieve an increase in financial assets through enrollment in telephone and/or energy discounts with the assistance CFC staff.

### B. Employment Supports

Through its Online SNAP (Supplemental Nutrition Assistance Program), formerly known as Food Stamps, this agency helps service area residents by alleviating the high cost of food while they work or continue to seek employment. Having enough money for food is a major concern among both the employed and unemployed. This cost effective program is able to serve many people even as they seek assistance from other agency programs. (2) Also, the Health Insurance Outreach and Enrollment Program serves as another valuable employment support by helping individuals to enroll for free or affordable health insurance thereby obtaining access to health care services. It also eliminates the Massachusetts state tax penalty for failure to have coverage. (3) Through the Senior Aide Program, which has been in operation since 1968, CFC continues to place low-income individuals over the age of 55 in subsidized employment in order for them to obtain pre-employment skills/competencies required for employment. (4) CFC will continue to provide employment support through its After School/Extended Day Care Program through which school aged children receive center-based or

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school-based child care services thereby reducing or eliminating a substantial barrier to initial or continuous employment for their parents. Likewise the Family Day Care Program has the same effect by providing day care in homes of licensed providers for children of working parents.

### **Education**

### **Child and Family Development**

Head Start/Early Head Start provides area children with a program aimed at total childhood development and improved family functioning. This will enhance each child's school readiness quotient. Immunizations, dental care and vision testing will also be offered. WIC (Women Infants and Children) is a special nutrition and health care program for women, infants and children. WIC provides dietary assessment and counseling, nutrition education, food assistance and other health and nutritional supports to low income families.

### **PNS Amendment (if applicable)**

Not Applicable