

Technical Assistance Document for:

New York State
Office of Children and Family Services
INDIVIDUAL PROGRAM APPLICATION
Agency-Program Profile
(OCFS 5002)

The OCFS 5002 is a form to gather meaningful data on the overall program. When filling in the OCFS 5002 we are asking about the entire program that is requesting either Youth Development Delinquency Prevention (YDDP) funds, Special Delinquency Prevention Program (SDPP) funds, Runaway and Homeless Youth Act (RHYA) funds, as well as, other funding administered through the County Resource Allocation Process (RAP).

Listed below are some explanations and/or guidance on how to respond to corresponding topic:

- Direct Services will not be provided by this program.
 - If the program applying for funding does not provide a direct service for youth ages 0-21, check the box. Examples of this type of service could be; Youth Bureau Administration, RHYA Coordination, Parenting Education/Classes, Professional Development Trainings. If this box is checked, the program would only need to project the total program enrollment and projected daily/weekly/monthly attendance, then skip to the OCFS 5003 (see special notes on the technical assistance document for OCFS 5003).

- Projected Total Enrollment and the Projected Daily/Weekly/Monthly Attendance
 - It is most likely that programs are completing form OCFS 5002 before the actual program begins. With knowledge of the community to be served and/or history providing programming in the community, please use your best projections on the data required. A Program Annual Report will be required after the completion of the program where the actual figures and data will be described. **Please use whole numbers, not percentages.**

- Gender of Program Participants, Ethnicity, Ages
 - Here we are requesting basic demographic information on the programs target population. **Please use whole numbers, not percentages.**

- Is Target Population Serving Disconnected Youth: No Yes
 (Enter number of youth participants per population described)
 If “Yes” Youth Aging out of Foster Care_____ Children of Incarcerated
 Parents_____ Youth in juvenile justice system who re-enter the
 community _____ Runaway and Homeless youth_____
 - If your program is not serving this population or for some reason can not obtain this information on the target population, this section can serve as a reminder to assess the need for programming for the high-at-risk-youth populations described above. Please refer to the website resources section on this document for further explanation on Disconnected Youth. **Please use whole numbers, not percentages.**

- Please describe in (in 100 word maximum per feature) how the program for which you are requesting funding addresses each of the Features of Positive Development Settings below:
 - The Features of Positive Development Settings are processes or “active ingredients” that community programs should use in designing programs to facilitate positive youth development. We stress that the implementation of these features need to vary across programs precisely because they have diverse clientele and different constraints, resources, and goals (source: Community Programs to Promote Youth Development, National Research Council, Institute of Medicine). Please refer to the list of website resources listed below for further guidance. Additionally, you may contact your Local Youth Bureau and/or Regional Youth Development Coordinators from the Office of Youth Development (http://www.ocfs.state.ny.us/main/Youth/regional_contacts.asp).

Website Resource's:

Disconnected Youth:

- 1.) <http://www.ccf.state.ny.us/Initiatives/CabRelate/DiscYouth.htm>
- 2.) http://www.forumforyouthinvestment.org/files/back_on_track_report1.pdf
- 3.) <http://fcnetwork.org/wp/wp-content/uploads/nvinitiativeyabrecs.pdf>

Website Resource's continued:

Features of Positive Youth Development Settings:

- 1.) http://www.bocyf.org/youth_development_brief.pdf
- 2.) <http://www.rcgd.isr.umich.edu/garp/articles/eccles04b.pdf>
- 3.) http://www.forumforyouthinvestment.org/files/ForumFOCUS_Jul-Aug2003.pdf
- 4.) <http://www.ncfy.com/publications/pdf/PosYthDevel.pdf> (pg 21 of document)

New York State Touchstones:

- 1.) <http://www.nyskwic.org/about/touchstones.cfm>

Youth Development:

- 1.) <http://www.ncfy.com/publications/pdf/PosYthDevel.pdf>