

Technical Assistance Document for:

New York State
Office of Children and Family Services
INDIVIDUAL PROGRAM APPLICATION
Program Summary-Program Components
(OCFS 5003)

Each program can have a maximum of:

- **Two** Life areas
 - **Two** Goals
 - **Three** Objectives per Goal
 - **Two** Services, Opportunities and Supports per Objective
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- Step 1: For the Primary Program Component, identify the **Life Area** to be addressed and the appropriate code.
 - **1 ES: Economic Security**
 - You would enter code **1ES**.

- Step 2: Select the **GOAL** to be targeted and its code.
 - **11 Goal:** Youth will be prepared for their eventual economic self sufficiency.

- You would enter code **11**.

- Step 3: Select the objective to be achieved. Choices under this goal include:
 - **111 Objective:** Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities.
 - **112 Objective:** Young adults who can work will have opportunities for employment.
 - **113 Objective:** Youth seeking summer jobs will have employment opportunities.

- If you selected Objective **111** - Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities

- You would enter code **111**.

- Step 4: Select from the following choices the Services Opportunities and Supports that your program offers.

- **Services, Opportunities, and Supports**

- 011. Career Counseling
 - 012. Career Days/Fairs
 - 013. Career Research & Planning
 - 014. College Exploration & Readiness
 - 015. College Research & Planning
 - 016. Computer/Internet Skills
 - 017. Employment
 - 018. GED Preparation
 - 019. Independent Living Skills
 - 0110. Interest & Skills Assessment
 - 0111. Job Shadowing
 - 0112. Job Training/Employment Skills Development
 - 0113. Matching with Employers for Internships/Work
 - 0114. Resume & Job Assistance
 - 0115. Self-sufficiency Skills Development
 - 0116. Summer Employment
 - 0117. Vocational Training
 - 0118. Work Readiness Skills

- If you selected Services, Opportunities and Supports 011 Career Counseling

- You would enter code **011**.

- Step 5: Enter the following data on your projected target population (in whole numbers not percentages) for those youth participating in - Career Counseling :

- Gender ○ Ethnicity ○ Ages

- And ***if*** serving Disconnected Youth would identify the number (not percentages) in each group (I.E. Youth aging out of foster care,

Children of incarcerated parents, Youth in juvenile justice system who re-enter community, Runaway and Homeless Youth)

- Step 6 (*IF APPLICABLE*): If your program offers a *Secondary Services, Opportunities and Supports* for Objective 1 you would :
 - Re-enter code for Objective 1, **111** (from example above).
- At this point you would repeat step 4 as outlined above, entering the code for the secondary *Services, Opportunities and Supports* that your program offers.
 - Objective 1 : **111** SOS 2: **019** (Independent Living Skills)
- Next you would repeat step 5 as outlined above entering that data for those youth participating in- Independent Living Skills
- Step 7 (*IF APPLICABLE*): If your Program chooses to address a 2nd Objective for GOAL 1, you would follow steps 3-5. Step 6 would be applicable as well; if there were a secondary *Services, Opportunities and Supports* that your program offers for the 2nd objective.
- Step 8 (*IF APPLICABLE*): If your Program chooses to address a 3rd Objective for GOAL 1, you would follow steps 3-5. Step 6 would be applicable as well; if there were a secondary *Services, Opportunities and Supports* that your program offers for the 3rd objective.
- If this Program addresses a 2nd Life Area and 2nd Goal you would repeat Steps 1-5 entering your new codes. Steps 6-8 would be followed as outlined above, if applicable.

Special Notes:

- If the program checked the box on the OCFS 5002, Direct Services will not be provided by this program, follow steps 1-4 for each life area selected.
- Each Life area has its own set of Goal(s), Objectives and Services, Opportunities and Supports. Once you identify the Life Area your program is addressing you must use the Goal(s), Objectives and Services, Opportunities and Supports listed under it.

- Examples that would **NOT** be acceptable:

- Life area 1: **1ES**
- Goal 1: **11**
- Objective 1: **111**
- SOS 1: **021 (not acceptable)**

- Life area 1: **2PEH**
- Goal 1: **21**
- Objective 1: **312 (not acceptable)**
- SOS 1: **0246**

- Life area : **6COM**
- Goal 1: **41 (not acceptable)**
- Objective 1: **513 (not acceptable)**
- SOS 1: **0641**