

QUESTIONS AND ANSWERS

RFQ-Summer Camp Providers for Children's System of Care

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

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Note: The New Jersey Youth Camp application requested in this RFQ will be available after March 1, 2014. For qualification purposes, please submit a completed New Jersey Youth Camp application and a copy of your license from 2013 with your proposal. If awarded to be a qualified provider, it will be provisional based on the submission of your 2014 license.

- 1. If we were already an approved camp provider, do we have to submit an application for this RFQ?**

Yes.

- 2. We run a camp for the month of August (4 weeks). With the new fee for service, can we go over the number of enrollment (15 campers)?**

The funding is to provide financial assistance to caregivers who enroll their youth with intellectual/developmental disabilities into the qualified camp. Camps will be provided with authorization for the number of youth for which eligible families registered to your specific camp.

- 3. According to the contract I notice that you are providing only the \$80.00 per day when our projected and past expenses are \$472.00 a week (\$94.40 day). Can we do fundraising to subsidize the expenses not being covered?**

CSOC is providing up to \$80 per day (maximum of 10 days per summer) towards financial assistance for families. Payment will be made to camps for this up to amount for authorized families. Caregivers are responsible for the balance. Camps can also assist families with camp tuition through fundraising.

- 4. In the past we have allowed campers to come for 4 weeks and pay for the additional two weeks out of pocket as long as those slots are vacant. Are you still ok with this?**

CSOC only provides financial assistance up to 10 days. Additional days are the responsibility of the caregivers for payment.

- 5. On page 19, you have Permission for Background Check and Release of Information form. We already do CARI's, background checks, fingerprinting for daycare and DOT, and a yearly Criminal History Status Form that is notarized. Is this filled out by all our employees?**

Please submit an Employee Certification Form for each employee that you believe will have direct contact with the authorized youth for which CSOC will be providing financial assistance.

On occasion a camper has the need for an electronic/manual wheelchair and requires special transportation to and from camp as well as when going on trips. Do you cover the cost of renting a wheelchair accessible van?

No. CSOC financial support toward summer tuition does not cover any form of transportation.

- 6. Do you provide additional funds for transportation? If not, is transportation mandatory?**

No. CSOC financial support toward summer tuition does not cover transportation to and from camp or for trips taken during camp. This will be the responsibility of the caregiver.

7. In addition, on page 3, Section B1, it states each agency employee must complete the Employee Certification Form. At this time I have just begun the hiring process and may not have all my staff hired by the April 16th deadline. My question is:

- May I submit Employee Certification Forms for the staff we know are retuning now and submit the forms for the new hires as they come in (even after April 16th) and still be in compliance?**

Yes. In order to be an awarded provider, at minimum, please submit the Employee Certification Form signed and dated by your Agency Head. Then upon immediate hire of camp staff, you can submit the Employee Certification Form for each additional staff member.

8. Background checks/finger printing (page 14)-CCUSA requires all participants to obtain a criminal background check as a condition of employment these checks are conduct in the country the counselor reside in. We conduct federal and local background checks through Been Verified for all US staff. What is the best system for our camp to have the NJ state and US federal back ground checks implemented for international staff, and as well as the US staff who all reside in Pennsylvania?

Once you become a qualified provider, we will contact you with the appropriate steps for the background check process. We are unable to accept CCUSA background checks.

9. Can finger printing for criminal history be conducted on site at the camp site?

No. Once you become a qualified provider, we will contact you with the appropriate steps for the background check process. Fingerprinting is conducted at designated sites statewide.

10. Identifying and reporting child abuse and neglect (page 14)-is there a specific state training used to train staff?

No. There is no specific state training to be used to train staff on child abuse and neglect.

11. Completing and reporting to CSOC (page 14)-is there a specific contact person and/or form required for reporting?

Required forms and instructions for Reporting Unusual Incidents to the Department of Children and Families are located on the DCF website at:

<http://nj.gov/dcf/about/divisions/opma/risk.html>

12. CPR and first aid (page 15)-Who should be trained? Is training required for all staff or head staff?

CPR and first aid training should be completed by all staff.

13. Page 5 - just to be clear, 10 days or 6 nights is the maximum amount of camp any child will be able to access through DCF funding. Will there be any exceptions to this or the ability for a family to appeal?

No. Those are the Authorized Units of Service set forth by this RFQ in which a camp Provider can receive reimbursement for per youth.

14. Page 14 - background checks. We hire a large number of international counselors who are cleared through CCUSA. CCUSA completes Interpol background checks. Will those be accepted to meet the background check requirement? Also on Page 17 there is no place to indicate these alternate background checks. Staff will not be able to fill out the certification form on pages 19 + 20 until they arrive at camp for the season (June).

Once you become a qualified provider, we will contact you with the appropriate steps for the background check process. We are unable to accept CCUSA background checks.

In order to be an awarded provider, at minimum, please submit the Employee Certification Form signed and dated by your Agency Head. Then upon immediate arrival of camp staff, additional forms must be submitted.

15. Page 16 - under description of services it asks about providing 1:1 and transportation yet the RFQ seems to indicate those items are not covered. Will there be any provisions to cover either 1:1 or transportation? My understanding was that those services might be funded through separate funding mechanism. Transportation in particular is critical to kids in day camp. If we can't transport them, they will not be able to attend. It's that simple.

No. Under this RFQ there will be no additional provisions to fund either 1:1 or transportation.

16. Page 17 - if we are physically located in PA but take children from all NJ counties, do we mark all these counties as those served?

Yes, please mark all counties for population served.

Camps physically located outside of New Jersey will be considered but it is the preference of the State to have all children in New Jersey for the convenience of parents and students. All camp services must be within 50 miles from the New Jersey state border. We reserve the right to reject any camp not located in New Jersey. Provide information regarding background checks and how you as the provider shall ensure that all staff are qualified.

17. Page 27 – Item 2 - since we are located in PA we cannot get a NJ DOH certificate and PA does not issue such documents. What should we do? This also applies to Item 13 as there is no state agency involved.

Please submit comparable certificates issued by the state in which the camp is located and your application will be considered for qualified status. We reserve the right to reject any camp not located in New Jersey.

18. Page 3-Employee Background Checks-We contract with various agencies who provide international staff for camps and other summer recreation type services. Part of the contract agreement is that background checks are completed on the staff by the contracted agency prior to them being approved by that agency and available to us for hire. These staff are thoroughly screened before being determined eligible to work with I/DD children. How should this issue be addressed for the purpose of this application?

Once you become a qualified provider, we will contact you with the appropriate steps for the background check process. We are unable to accept CCUSA background checks.