

## **REQUEST FOR ATTENDANCE REGARDING THE PROVISION OF Mentoring Services for DCF Involved Youth**

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Commissioner

February 15, 2017

The Department of Children and Families (DCF), Office of Adolescent Services is seeking feedback and recommendations (written and oral) regarding current mentoring services, best-practices, and program models geared towards DCF involved youth.

DCF will be conducting a listening session with interested external stakeholders on **Friday March 10, 2017 from 9:30am-4:00pm** in a location in Middlesex County. Seats for this listening session are recommended for DCF contracted mentoring programs, youth, other non-DCF contracted mentoring programs, and mentoring experts. Written input shall be accepted until **March 3, 2017 at 12:00PM**.

This listening session will tentatively cover the following topics:

- Overall goals of mentoring programs.
- Strategies for recruiting mentors.
- Training topics/models provided to mentors.
- Mentor-mentee matching resources/tools.
- Supervising/monitoring mentor relationships.
- Length and frequency of mentoring relationships.
- Recommendations and information regarding paid versus volunteer mentoring relationships.
- Monitoring the quality and impact of a mentoring relationship on youth well being.

Interested attendees must respond by February 24, 2017 by 12:00 PM EST. Interest to attend this listening session that is submitted after 12:00 PM EST on February 24, 2017 will not be permitted to attend. However written feedback and recommendations can be received any time until **March 3, 2017** at [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us) which contain the subject line "REQUEST FOR ATTENDANCE REGARDING THE PROVISION OF Mentoring Services for DCF Involved Youth". Recommendations and comments received after this date may not be considered.

### **Information required:**

Interested attendees must submit one (1) Letter of Interest to Attend for each organization. This letter must include:

1. A brief overview of your agency mission and/or role in the community (no more than one page).
2. A brief overview explaining your interest and/or expertise in mentoring (no more than 1 page).
3. Staff requesting to attend this listening session from your organization.
  - a. Please include each staff's full name, title, email address, and phone number.
  - b. Please list staff in order of preference to attend (not all staff may be able to attend due to space limitations).

If an interested stakeholder is not affiliated with an organization please submit a Letter of Interest to Attend with the following:

1. A brief overview (no more than one page) outlining your interest and /or expertise in mentoring (no more than one page).
2. Your full name, email address, and phone number.

After all Letters of Interest to Attend are received, the DCF Office of Adolescent Services will send notification by March 1, 2017. For those who apply timely to attend, DCF will provide the location of and all other logistics for the listening session.

**Methodology for to Submit a Letter of Interest to Attend:**

Interested stakeholders must submit one letter per organization which must be signed and dated by the Chief Executive Officer or equivalent. Interested stakeholders that are not affiliated with an organization must provide a signed and dated letter.

Applicants should submit one (1) original of the response per agency by an attachment to an email to [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us). This submission must be in a pdf format and contain the title: "REQUEST FOR ATTENDANCE REGARDING THE PROVISION OF Mentoring Services for DCF Involved Youth".

Please be advised that DCF cannot provide additional compensation for time, travel, or other related expenses for this listening session.

Questions can be addressed to [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us). Please include the title of this RFA "REQUEST FOR ATTENDANCE REGARDING THE PROVISION OF Mentoring Services for DCF Involved Youth" so that your question can be properly addressed.