

New York State Department Of Foreign Services

Overview of the organization:

The New York State Department Of Foreign Services (DOFS), is located in the city of Canandaigua NY, Which is in Ontario County. This Department's main focus is to work closely on a partnership basis with existing State, County, nonprofit, and Religious Based Agiances and or Community services that can aid and provide Immigration and Refugee services throughout New York State. This department's goal is to create a sense of trust, support, advocacy, growth, education, and intervention with our potential clients and their families. While providing training, individual goal-orientated services, and community growth opportunities.

The DOFS is built on a foundation of trust and trained staff that can assist advocates and improves the lives of at-risk immigrants and refugees that seek services through this department while building communication, independence, education, and opportunity for growth within the department themselves. This department is committed to keeping each and every client and family's personal information private and confidential while listening, respecting, and protecting the rights of the clients and or families that are enrolled in the Department Services.

Services That NYS Department Of Foreign Services Officers:

- **Care Management Services:**
 - Assistance in education services
 - Assistance in Medicaid and Medicare temporary enrollment
 - Works on greater independence and life skills
 - Connects immigrants and or refugees to community services to further assisted in goal-orientated services
 - Assist Refugees and or immigrants in filling out applications and other paperwork to obtain more services
 - Provide Transporation assistance to medical and or other appoints as needed
 - Provide, advocacy and support for housing.
 - Assisted with the collaboration with other resources and departments on behalf of the client for citizenship services.

- **Supportive Housing Program Services:**

- Temporary emergency shelter program -(189 days = 6 months) no more than 30 people at a time
- 24 hour around the clock care
- Residential staff will assist in working with residents to obtain more services
- Refers and partners with other existing agencies that can assist and provide services to Refugees and Immigrants
- Education Assistance opportunities
- Provide Independent life skill groups based on the ISPs Plan (Individual Special Plan)

- **Community family Advocate Outreach Services:**

- Refugees, immigrants, and their families receive a Community Advocate
- The family advocate handles referrals and communicates on behalf of their clients for open availability for other services
- Works in collaboration with the Care Managers and Residential Staff and Management to maintain clear and effective communication on behaving with their client
- Provides in-home visits/ Phone calls to immigrants and or refugees if fully independent
- Workers with Government and Community based Services with the client to obtain more services if needed
- Provides Support for greater independence.

Intellectual and Developmental disabilities Services:

- Refugees and or immigrants will receive an Intensive Advocate
 - The Intensive advocate handles referrals and communicates on behalf of their clients for open availability for other services
 - Works in collaboration with the Ontario ARC, Residential Staff, and Management to maintain clear and effective communication on behaving with their client
 - Provides in-home visits to immigrants and or refugees if fully independent
 - Workers with Government and Community based Services with the client to obtain more services if needed
 - Provides Support and advocating for greater independence, while making sure that the ISPs are being followed based on the refugee and or immigrant's needs and goals.
 - Works closely with the New York State Department: New American Department Program, To ensure that all regulations and policies are being followed when providing services.
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The Services listed above can provide families, children, and independent Clients that are in need of services the Aid, support, advocacy, and the opportunity to grow while obtaining services through the New York State Department Of Foreign Services. The DOFS can take in refugees and immigrants from the surrounding counties through NYS, and or Nation Wide. This department will give everyone that participates equal opportunity and service.

It's In my opinion that this department can make a positive impact on at-risk immigrants and refugees while giving the opportunity to expand and help a greater population of people. It's my goal, that this department can provide support, advocacy, education growth, and opportunity while assisting in relief, independence, support, and advocacy to consumers that are residing in the variety of services through the DOFS.

Explain in more detail what each service is, how the structure is of each service provided and what population it targets within the refugee community?

Services:

Residential: In this service, the DOFS Will provide Housing for families and Adult Independents fleeing a country and or on a waiting list that is already in the United States or In New York State Regardless of their Citizenship status.

In this program, there will be two different kinds of Residential opportunities for refugees and Immigrants. they are as follows

Option one:

ESRP- (Emergency shelter Residential Program), this Program setting is a home-like style and will house a total of 30 refugees and or immigrants at a time. This program will have 24-hour around-the-clock staff, 3 meals a day, snacks, beds, blankets, and running hot and cold water. Each Resident will have their own room for privacy but will share a living room, dining room, kitchen, and lounge area.

There also will be a medication room where the resident must have documentation and or show proof that medication belongs to the refugee and or immigrant to be able to take their own meds. The Housing Manager will collaborate with any existing Services and or programs that the Resident and their family were in to obtain and or identify such information. A lockbox with a key will be given to the resident if he or she is permitted to have medication and is able to take them with proof of a doctor's signature. A spare key will be kept in the staff's office.

Each refugee will be assigned a residential Counselor. Their main focus is to meet with their clients and family twice a week to discuss goals and objectives to further assist and work towards Program discharge and obtain more services. The residential Counselor must maintain proper communication With the house manager and the House manager with the residential

counselor to address any concerns and or strategize ways to better support and assist the client.

There will be a curfew for refugees and immigrants that chooses to leave the property, curfew is 10:00 pm there will be a 15-minute waiting period after 10:00 pm in which the refugee(s) and or Immigrant(s) are not back. The Residential Counselor must contact the number they give upon admission within 15 minutes after 10 pm. If there is no response he or she must call the housing Manager and the authorities. The residential Counselors must maintain good and clear documentation in the Awards system and flag the note the staff wrote as red. If the system is down. Then the residential counselor must handwrite the incident in a client progress note and submit it to the housing Manager in person and or via email explaining that the Awards system was down and therefore he or she had to hand write the note.

The ESRP will have community meetings twice a month, this is where the residents can share public concerns with their community members along with the staff member who is running the group. This meeting will not target other clients but instead, target issues within the ESRP that can be addressed in a public space, if there is a personal issue with another resident then that resident who has an issue should fill out a grievance form and or speak to a residential Counselor in private.

Animals are NOT permitted on the property unless a refugee(s) and or Immigrant(S) therapist and the house Manager have signed off saying it's ok. The restriction on what kind of Animal and how big will be up to the housing Manager.

For children who are in this program with an adult who is responsible for him or them and or are independent. There will be educational opportunities for the child and or guardian to be enrolled in. A bus will come to pick up the child and or guardian and drop them off at where their education program is. Transportation will also be provided to health appointments and other required appointments during the day if public transportation is not an option or available.

There are to be **NO DRUGS** of any kind in less approved by a doctor for a resident to have. Room checks will be done once a week with a goal to do room checks once a month for each refugee and or immigrant, However, if drugs are found during a room check search and or anywhere on the property. Then immediate action will be taken which could result in immediate discharge and or legal action.

Program schedule: **Monday Through Friday**

7:30 am- 8:30 am: breakfast/ AM medication and morning education programs for residents who are enrolled.

8:30 am-11:30 am: residential counselor meets with assigned Residents, and helps with setting appointments and or helping them fill out applications for more services

11:30am-12:30pm: lunch

12:30 pm-2:30 pm: finish meetings with residents, if finished, personal skilled groups can be started

2:30pm- 4:00pm: Independent time and staff switch/meeting, residents returning from school programs/ snack time

4:00pm-5:30pm: personal skills group

5:30pm-6:30pm: Dinner

6:30pm-8:00pm: Evening activities

8:00 pm- 10:00: Independent time and winding down

10:00pm-7:29am: Program Closed

Program Schegual Over the Weekend Schedule:

9:00am- 10:30 am: breakfast

10:30am - 11:30am Free independent time

11:30am - 12:30pm: Lunch

12:30pm- 2:30Pm: Community Group Activity skills group/ Snack

2:30pm- 5:30pm: Afternoon/ Evening Activity

5:30pm- 6:30pm: Dinner

6:30pm- 8:00Pm: Evening Group Activity

8:00pm- 10:00pm: Independent Structure time/ Winding down

For the weekend, the Sunday schedule will follow the same as the Saturdays schedule, The ESRP staff can not force and or give consequences to residents if they choose not to participate, however, a residential staff member must maintain proper documentation in regards to who participates and who doesn't, as this will help the department Administration staff on deciding if the Residential Program is a good fit for that resident.

What does the staff schedule look like and how many hours will each residential staff work?

Staffing Schedule for ESRP:**Housing Manager x1**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if, he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the housing Manager will get paid Time and a half for compensation of overtime hours. The Housing Manager will work Monday Through Friday, and occasionally may have to work on a weekend

AM Residential Counselor

8:00 am-4:00 pm- His or her schedule is subject to change if there is a staff shortage within the Program. His or her caseload will be working with 7 clients every week, she or he will work Monday through Friday anything over 40 hours a week the AM residential Counselor will get paid time and a half

AM Residential Counselor

7:30 am-3:30 pm- His or her schedule is subject to change if there is a staff shortage within the ESRP Program. His or her caseload will be working with 7 clients every week, she or he will work Monday through Friday anything over 40 hours a week the AM residential Counselor will get paid time and a half

PM Residential Counselor

3:30 pm-11:00 pm His or her schedule is subject to change if there is a staff shortage within the Program. His or her caseload will be working with 7 clients every week, she or he will work Monday through Friday anything over 40 hours a week the AM residential Counselor will get paid time and a half

PM Residential Counselor

3:30 pm- 11:00 pm His or her schedule is subject to change if there is a staff shortage within the ESRP Program. His or her caseload will be working with 9 clients every week, she or he will work Tuesday, Wednesday, Friday, and Saturday anything over 40 hours a week the PM residential Counselor will get paid time and a half

Overnight Counselor: Monday through Friday

11:00 pm- 7:30 AM: He or her schedule will be Monday through Friday, however, this schedule is subject to change if there is a staff shortage or a mandatory shift coverage. The overnight counselor will get paid time and a half for anything over 40 hours a week for overtime hours of work.

Overnight counselor: Saturday and Sunday (Part-time)

11:00pm-7:30Am: His or her schedule will be Saturday and Sunday, however, this schedule is subject to change if there is a staff shortage or a mandatory shift coverage. The overnight counselor will get paid time and a half for anything over 40 hours a week for overtime hours of work.

Option: 2**Supportive Community Living (SCL)**

In this Program, Clients that show good growth and a high level of Independence skills after 6 months in the (ESRP) can be referred to the (Supportive Community Living Program), He or she will be given a 1 or 2 bedroom apartment everything will be furnished within the apartment. Those who qualify for a 2 bedroom apartment will be based on the following.

- Family size
- If a client has shown the ability to live by him or herself along with a high level of independence in his or herself
- Client's status in regards to their Citizenship and or temporary Emergency status.
- Willingness to be able to Work
- Willingness to utilize community-based services

If a Client is getting temporary financial assistance from another government program, that Client may be entitled to pay a percentage of what he or she is receiving for their rent. Further information on this topic can be discussed at a later date.

This program is a 6-month program, however, more time can be approved for a client by the Department director. While In this Program the client will be assigned a community Advocate Worker, His or her job is to check in on the Client and or family and to make sure that services are still being received to Him or Her and or the family. The Community Advocate worker will also be responsible to maintain proper communication between the Residential Manager and the Supportive Community Living Program Manager to make sure that when receiving referrals the Client needs are met and that all services are transferred smoothly to the (SCL) Program.

This program is NOT a 24-hour Program, nor will there be a set schedule during and or throughout the week or day. Therefore the client must maintain proper and effective communication with Community Staff and or the Community Advocate worker on any appointments and or upcoming events that he or she has to attend. There will be a 24-hour on-call number for individuals to utilize if they need to use it. The Community Advocate Worker will need to see their caseload twice a month. The SCL Program can not give an infinitive answer on how many units there will be available because the housing will be based on a contract between the landlord and the NYS Department OF Foreign Services.

The Community Advocate worker must inspect quarterly fire and smoke detectors testing, to assist in maintaining safety in the apartment for the tenant and his or her family. Activities will still be held during the week as well as trips to the community stores to get what he or she needs for the month, this store trip will be provided on certain days of the week and or month.

NYS Department Of Foreign Services will provide a one-time purchase for cleaning, kitchenware, and other necessities needed for clients to utilize when renting an apartment through the Supportive Community Living Program.

Any medications that a refugee has must be able to be self-administered without the community Advocate unless his or her doctor says otherwise in which case the community advocate will supervise and provide the medication but, will Not administer the medication as the client will still need to do that him or her self but, just with the supervision of the Community Advocate.

What does the staff schedule look like and how many hours will each residential staff work?

Staffing Schedule for SCI:

Supportive Community Program Manager x1

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the Apartment Program Manager will get paid Time and a half for compensation of overtime hours. The Housing Manager will work Monday Through Friday.

Community Advocate:

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the community Advocate will get paid time and a half for hours worked over 40 hours. the Family caseworker must meet with his or her caseload of 10 twice a month

Community Advocate:

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the community Advocaten will get paid time and a half for hours worked over 40 hours. the Family caseworker must meet with his or her caseload of 10 twice a month

Community Advocate:

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the community Advocate will get paid time and a half for hours worked over 40 hours. the Family caseworker must meet with his or her caseload of 10 twice a month

The New York State Department Of Foreign Services will partner with the following department to maintain a high level of partnership, communication, and services to its participants.

- Ontario County Department Of Social Services
- Ontario County Department Of Public Health
- Ontario County Department Of Mental Health

- Ontario County Jail
- Ontario County Sheriffs' office
- NYS Department Of State: New American Department Program
- Ontario County Department Of Probation
- Ontario county Workforce devolvement
- Ontario Arc
- Churches throughout NYS
- Community Non-Profit Agencies

DOFS is committed to keeping open and effective communication with the US, State, and County Departments along with other services listed above. We are also committed to supporting, advocating, and providing independent skill sets that can help clients and their families long term while committing to keep the confidentiality and respect of our consumers looking and or participating in our programs through the New York State department

Who Can make referrals to the New York State Department Of Foreign Services?

The following Departments and or alliances may put in a referral to the department Of Refugee Services in Ontario County

- Ontario County Departments
- New York State departments
- Other non-Ontario County Departments
- Non Profit agencies
- Community Human Services Workers
- Social Workers
- Councilors and therapists
- Community political officials
- US Departments

NYS Department Of Foreign Services offers volunteer services, Meaning that any of our consumers that attended any of our programs through the New York State Department Of foreign Services may opt-out, or even leave at their own will. As it is the consumer's right and choice if he or she wishes to do so.

Employees that work for the New York State Department Of foreign Services May put in an internal referral on behalf of their clients for the Financial Relief Assistance Program in which case the department will partner with already existing NYS Departments Such as the New American and or the NYS Department Of Refugee Services to help clients obtain this services.

Community Outreach Services:

In this Program, The DOFS will maintain a 90-day follow-up after a refugee has been discharged from the New York State Department Of foreign Services. This program is designed to further assist refugees in their recovery and safety. After three months the FOFS will no longer reach out to the refugee unless there is a request from the client to do so and the DOFS will maintain an over-the-phone follow-up every two months. This service will end if the refugee and or immigrant leaves and returns to his or her country.

The DOFS will maintain and collaborate with existing service providers and Non-Profit Organization providers, Churches, and other forms of community-based services that the client already has or is about to receive, this helps the department to provide services that the refugee has not already received and or is about to receive. The Community Advocate will collaborate and work closely in the community to make sure that all appropriate services can be offered to his or her client and their family.

The Community Advocate Workers will work closely with their clients in regards to supporting and aiding them to find employment and or volunteer opportunities based on their goal treatment plans. New York State Department Of foreign Services is committed to working With the Ontario County Workforce Development, to support and provide long-lasting independent workforce skills for our consumers.

Education Assistance Program:

The DOFS Will assist families and or individuals who are in need of education enrollment. DOFS with Canandaigua District schools and or surrounding schools that have open availability for enrollment. Transportation will be provided for school purposes, and a one-time purchase of school supplies will also be given to refugees that are enrolled in an education program. The DOFS Will also partner with already existing Departments such as the New American Department Program Which will provide Education Assistance as well.

Citizenship Services Program:

The New York State Department Of foreign Services will partner with different state, federal and county governments to ensure that the refugee and or immigrant is directed and provided the right service. The DOFS will Collaborate with different resources in the community, county, and State who will Assist the clients based on their needs of citizenship, The Care Manager Will provide assistance to the Client in-regards to filling out paperwork, transportation, communication, and goals. With the appropriate departments on a county, state, and federal level to obtain this goal.

What does your Department need to Operate adequately?

The New York State Department Of Foreign Services will need the following to Adequately provide services to the community.

- Corporate Building, in Canandaigua
- Office Supplies
- Portable Electronics
- Desktops
- Training software (Awards) documentation system
- Staff
- Phones
- Printers
- Vehicles
- Financial Stability (Federal and State grants, fundraisers, Financial drives)
- NYS approved Business Bank

These are just the beginning of what we will need to start operations for this department. will request Funds from State, county, and grants. Donation opportunities and fundraisers are open to the public as well.

Staff Needed To Run this Department:

Administration:

- Department Director
- Department Deputy Director
- Chief Of staff
- Chief Financial Officer
- Human Resources Director
- Emergency Housing Director
- Community Outreach Services Director
- Case Manager Director
- State Grant Writer
- State Lawyer
- Receptionist

Department Staff:

- Community advocate Workers (Outreach)
- Program Managers
- Care managers
- Residential Coach

How many Staff will you need to run your department?:

Position:	Department:	total:
Department Director.	Administration.	One
Department Deputy Director.	Administration.	One

Chief Of Staff.	Administration.	One
Chief Financial Officer.	Administration.	One
Human Resources Director.	Administration.	One
Emergency Housing Director.	Administration.	One
Community Outreach Services Director	Administration.	One
Case Manager Director	Administration	One
State Grant Writer.	Administration.	One
State Lawyer.	Administration.	One
Receptionist	Administration	One

Department Staff:

Care Managers	Care Management	4
Residential Workers.	Residential Services	10
Community Advocate Workers	Residential Services	4
Program Managers.	Program Management	3

How many Administration Staff do you have in total?

The total amount of Administration Staff needed for the NY State Department Of Foreign Services is: 11

How many Department Staff do you have in total?

The total amount of Department Staff needed for the NY State Department Of Foreign Services is: 21

Combined between Administration and department staff, how many Staff Total is needed?

A combined amount of staff Needed between the administration and Department staff is: 32

Please Note: this is an average number of Department Staff, as this department does not know the ratio between the demand of clients vs staff as of yet.

What is the hourly wage for each Staff?**Administration Staff:**

Title:	Hourly rate:	Monthly rate:	Yearly rate:	total rate:
Department Director	\$62.29	\$10,830.00	\$130,000.00	\$130,000.00
Department Deputy Director	\$55.29	\$9,583.33	\$115,000.00	\$115,000.00
Chief Of staff	\$50.00	\$8,750.00	\$105,000.00	\$105,000.00
Chief Financial Officer	\$45.00	\$7,875.00	\$94,500.00	\$94,500.00
Human Resources Director.	\$44.62	\$7,250.00	\$87,000.00	\$87,000.00
Emergency Housing Director	\$38.00	\$6,650.00	\$79,800.00	\$79,800.00
Community Outreach				
Services Director	\$33.00	\$5,775.00	\$69,300.00	\$60,300.00
State Grant Writer	\$43.00	\$6,987.00	\$83,850.00	\$83,850.00
State Lawyer	\$61.00	\$10,675.00	\$128,100.00	\$128,100.00
Department Reseption	\$28.00	\$4,900.00	\$58,000.00	\$58,000.00

Total Amount Paid out for Administration Staff: **Monthly:\$79,275.33 Yearly:\$941,303.96**

Department Staff:

Title:	Hourly rate:	Monthly rate:	Yearly rate:	total rate:
Program Managers	\$30.00	\$5,200.00	\$62,400.00	\$62,400.00
Case Manangers	\$25.00	\$4,333.00	\$52,000.00	\$52,000.00
Community Advocate	\$25.00	\$4,333.00	\$52,000.00	\$52,000.00
Emergency Shelter Staff	\$24.00	\$4,200.00	\$50,400.00	\$50,400.00
Intensive Advocate	\$25.00	\$4,333.00	\$52,000.00	\$52,000.00

Total Amount Paid out to Department Staff: **Monthly:\$22,399.00 Yearly:\$268,400.00**

Take the Number of Department Staff and Multiplay the total Hours per Rate, Month, and Year to get the total amount of Hourly, Monthly, and Yearly rate combined per Department staff:

Department Staff:

Title:	Hourly rate:	Monthly rate:	Yearly rate:	total rate:
Emergency Residential Workers (11)	\$264.00	\$42,240.00	\$506,880.00	\$506,880.00
Case Mananger Workers(5)	\$125.00	\$20,000.00	\$240,000.00	\$240,000.00
Program Managers(2)	\$60.00	\$9,600.00	\$115,200.00	\$115,200.00
Community Advocate Workers (2)	\$75.00	\$12,000.00	\$144,000.00	\$144,000.00
Intensive Advocate (5)	\$125.00	\$20,000.00	\$240,000.00	\$240,000.00

Final Total Amount Paid to DS: **Hourly:\$649.00 Monthly:\$103,840.00 Yearly:\$1,246,080.00**

Does your department need any vehicles if so how many and how much will they cost?

New York State Department Of Foreign Services Will need the following vehicles.

- Cars(A total Of 5)
- Vans(A total Of 5)

Cars: all cars must have 4 doors, seatbelts, proper safety, and working deploying airbags, all Cars may not be under the year 2014 for safety reasons.

Vans: All vans must fit no more than 7 passengers at a time, 4 working doors, Seat belts, Proper safety, and working Deploying Airbags. all Vans can not be under the year 2014 due to safety precautions.

Car: 2018 Hyundai Elantra SE MPG Up to 29 city / 38 highway Horsepower 147 hp
Engine 2.0 L 4-cylinder Dimensions 180" L x 71" W x 57" H Transmission 6-speed automatic,
6-speed manual Driveline Front-wheel drive Curb weight 2,767 to 2,811 lbs overall NHTSA
safety rating 4 star Warranty 5 yr/60,000 mi basic, 10 yr/100,000 mi powertrain
Seating capacity5 Price:\$16,000-\$19,000

Price:\$16,000.00

\$ 80,000.00

Divided By **72 Months**

X 5 Cars

Total: **\$80.000.00**

= **\$1081.00** Monthly Car Payment

Vans: 2017 Dodge Grand Caravan
MPG17 city / 25 highwayHorsepower283 hp
Engine3.6LV6 Towing capacity 3,600 lbs
Dimensions 203" L x 79" W x 68" H Transmission 6-speed automatic
Driveline Front-wheel drive Curb weight 4,321 to 4,483 lbs
Overall NHTSA safety rating
4 star Warranty 3 yr/36,000 mi basic, 5 yr/60,000 mi powertrain
Seating capacity 7

Van Price:**\$25,500.00**

25,500.00

X 5 Vans

127,500.00

Divided By 72 Months

Payment\$ 127,500.00

= Payment of \$1770.83 A month

Total Amount spend On Vehicles For the Department use if paid in full:\$ 207,500.00

Total Amount Spend on Vehicles for department Use if Paid Monthly:\$2,851.83

Please Note: car seats will be provided in our company vehicles for children between the ages of 5 and younger, the department will partner with the Ontario County Sheriff's office to obtain car seats, as they have grants and department/organization program opportunities that provided such services to children and their families.

How much Money a year will you be requesting to run your department adequately?

Emergency Shelter Program:

- Temporary emergency shelter program -(189 days = 6 months) no more than 30 people at a time
- 24 hour around the clock care
- Residential staff will assist in working with residents to obtain more services
- Refers and partners with other existing agencies that can assist and provide services to Refugees and Immigrants
- Education Assitance opportunities
- Provide Independent life skill groups based on the ISPs Plan (Individual Special Plan)

The Department is asking for a total amount of \$1,000,000.00, this would be used to purchase our documentation system, training, office supplies, and for the structure of our Residential Program. We also would be using a portion of the funds to create activities/recreational funds account for the duration of the resident's stay at the RCR program. We would like to start this building program project if approved by the beginning of 2023. This department is asking for an additional \$250,000.00 budget for the program to maintain a free choice of healthy foods and 3 meals a day for the residents.

Supportive Community Housing Services:

- A community Advocate will be provided to the client to help him or her obtain medical, mental, and independent services and skills
- Community Advocate will work with clients to obtain more services
- Refers and partners with other existing agencies that can assist and provide services to Refugees and Immigrants
- Education Assitance opportunities
- Provide Independent life skill groups based on the ISPs Plan (Individual Special Plan)

The Department is asking for a total amount of \$1,000,000.00, this would be used to purchase our documentation system, training, office supplies, and for the structure of our Residential Program. We also would be using a portion of the funds to create activities/recreational funds account for the duration of the resident's stay at the (SCL) program. We would like to start this building program project if approved by the beginning of 2023.

Referral program:

- The Case Manager will Referral and accepted referrals for Clients to better assisted and integrate them into the community as well as to obtain more services through existing departments and community services.
- Partnership strategies and financial relief with Federal, state, and County departments, and or Non-profit legacies as well as churches throughout NY

New York State Department Of Foreign Services is seeking a total amount of \$450,000.00, this money would be used for office space and other necessities needed to maintain a proper space for our Care Managers to utilize when reaching out to the different community and government-based programs while working with the client's service/ treatment team to obtain more services.

Community outreach services:

- Refugees, immigrants, and their families receive a Community Advocate
- The family advocate handles referrals and communicates on behalf of their clients for open availability for other services
- Works in collaboration with the Care Managers and Residential Staff and Management to maintain clear and effective communication on behaving with their client
- Provides in-home visits/ Phone calls to immigrants and or refugees if fully independent
- Workers with Government and Community based Services with the client to obtain more services if needed
- Provides Support for greater independence.

The department is Asking for a total of \$ 400,000.00 to maintain and provide services through these services. Community Outreach workers will travel within the community and support and or provide aid/services to clients either within the DOFS or any other services that she or he may be receiving and or in. Therefore the department will need to purchase portable laptops, tablets, and Ipads along with a wife Bluetooth system where the community outreach service provider can utilize their electronics to maintain proper communication. We will also use these funds to maintain our vehicles and to keep up with Maintenance for them.

Financial Assistance Program:

- Provide temporary financial relief to struggling clients and their families and to the qualifying independent.
- Provide one-time school purchase supplies for refugees enrollment in a school educational program

This department is asking for an amount of \$350,000.00, This amount of money would go towards clients to support them temporarily in financial Aid relief as well, as well as education and one-time supportive household items.

Education Assistance Program:

- The DOFS Will assist families and or individuals who are in need of education enrollment. DOFs will Partner with Canandaigua District schools and or surrounding schools that have open availability for enrollment.

This department is seeking a total amount of 350,000.00 (Financial Aid Budget). These funds will help the qualifying client to obtain school supplies, clothes, and other needs that are strictly related to school education programs. The department will partner with the Canandaigua school district and or any other district that as open enrollment opportunities for children and youth, we will also partner with the surrounding colleges such as Finger lakes Community college and Williamson and Hobart colleges for any refugee adults who wish to pursue their education beyond a High school diploma

Citizenship Services Program:

- Case Manager
- The DOFS will support all refugees and immigrants who would like to become American citizens. The Department will work closely with Clients in existing services and or within the DOFS to advocate and support the refugee in the right department and services.

This Department is asking for an amount of, 350,000.00, these funds will be used for transportation emergencies for refugees needing to be transferred to service out of state furthermore these funds will allow the department to purchase laptops and lpads for the Citizenship Social Worker to utilize when out in the community or with clients seeking citizenship, this department will work closely with the US Department of Homeland Security and other departments that can assist and support refugees becoming American citizens

Intellectual and Developmental disabilities Services:

- Refugees and or immigrants will receive an Intensive Advocate
- The Intensive advocate handles referrals and communicates on behalf of their clients for open availability for other services
- Works in collaboration with the Ontario ARC, Residential Staff, and Management to maintain clear and effective communication on behaving with their client
- Provides in-home visits to immigrants and or refugees if fully independent
- Workers with Government and Community based Services with the client to obtain more services if needed
- Provides Support and advocacy for greater independence, while making sure that the ISPs are being followed based on the refugee and or immigrant's needs and goals.

This department is asking for a total of 400,000.000, these funds will be used to support the client and their families in medical and or partnerships programs such as Ontario Arc and or other related disabilities programs, and there will be an intensive advocate who will be responsible to matrin and obtain services for there client and their families

- Works closely with the New York State Department: New American Department Program, To ensure that all regulations and policies are being followed when providing services.

How much Does your department Need in total to successfully operate?

Programs/Services Within the Ontario county Department Of Refugee Services

- Emergency shelter Program: \$1,250,000.00
- Supportive Communty Housing:\$1,000,000.00
- Referral program: \$450,000.00
- Community outreach services: \$400,000.00
- Financial Assistance Program:\$350,000.00
- Education Assistance Program:\$financial assistance Budget
- Citizenship Services Program:350,000.00
- Intellectual and Developmental disabilities Services:\$400,000.00

The Total Of income That this department will need is in the amount of **\$6,021,605.92**

This figure includes pay for staff and pay requested for services,

Vehicle Monthly Bill:\$2,851.83

Vehicle Yearly Bill: \$34,221.96

Total Amount for services: **\$3,800,000.00**

Total Amount to Pay Employees:**\$2,187,383.96**

Total Amount In Trasportation:**\$34,221.96**

What are the Qualifications for each position and the responsibilities?

Department Director: This position requires him or her to handle and run the affairs of the department while maintaining a good level of communication between officials, departments, community-based services, and the public. the director is also responsible to provide a safe, and engaging environment within and out of the workplace for all personnel that works for the Department. He or she must be able to create growth and opportunity within the department and program services to Employees and Consumers. He or she must abide by local, county, state, and federal regulations and laws while maintaining effective documentation, reporting, Training certifications, and licensing requirements for the department to effectively operate and provide services within Ontario County. He or she must be able to handle any and all disciplinary action between the administration and program staff while maintaining good and effective communication with the HR Department for hiring and firing obligations. To be considered for this position a candidate must be able to display the following actions and requirements.

- Must be able to handle stress and show good organization skills
- Must be able to communicate effectively within your department and other Ontario county, and US Departments while maintaining good relations and communication with community-based services.
- Must be 21 or older
- Must show the ability to handle disciplinary actions with your department
- Must keep up with licensing, recertifications, and documentation as well as reporting to the Ontario County Administrator and or other Government Management
- Education will be based on experience and education,

Department Deputy Director: The DDD (Department Deputy Director) is to assist and support the Department Director. The Department Deputy Director will run the affairs and structure of the New York State Department of foreign Services, when the Department director is absent and is unavailable, therefore he or she must maintain all required meetings and training and well as participate in other Department based meetings with the Department Director, he or she must be able to maintain good and effective communications to the programs directors as well as keeping good documentation and reporting to the Department Director and other program directors. He or she must be willing to handle any and all disciplinary actions within the Department and provide growth and opportunity within the department and program services. To be considered for this position a candidate must be able to display the following actions and requirements.

- Must be able to handle stress and show good organization skills
- Must be able to communicate effectively within your department and other Ontario county, and US Departments while maintaining good relations and communication with community-based services.
- Must be over the age of 21

- Must show the ability to handle disciplinary actions with your department
- Must keep up with licensing, recertifications, and documentation as well as reporting to the Ontario County Administrator and or other Government Management
- Education will be based on experience and education,

The Chief Of Staff: will be in charge of maintaining chief executive scheduling, meetings, and planning travel, collaborating with the Executive Members to determine and prioritize department/ business strategies, he or she will also be responsible for providing the department leaders with recommendations on how to improve teamwork construction throughout the department affairs.

Chief Financial Officer: The CFO's duties include tracking cash flow and financial planning as well as analyzing the Department's financial strengths and weaknesses and proposing corrective actions. while having regular meeting follow-ups with the Department Director and Deputy Director to report any significant Financial Changes and course of actions that need and or should be taken to correct any issues financially

Human Resources Director: the Human Resources Director will be responsible to maintain good effective communication skills with the Department and deputy Directors and maintain proper documentation skills while providing and explaining the hiring processes and procedures to the potential candidate, He or she must maintain good records of each employee and or potential employee of their employment history the potential candidate must do the falling if hired by the department.

- Identifying, evaluating, and solving hiring challenges
- Recruiting top talent to executive positions
- Mediating and suggesting solutions to employee disputes
- Interviewing potential candidates and making recommendations
- Compiling information about compensation and benefits packages based on market data
- Must be 21 years or older
- Must have a B.A, in Human Resources and have 3 Years of experience working for an Organization and or business as a Human resources Director or assistant (Master Preferred)

Emergency shelter Housing Director: The ESDH (Emergency Housing Director) Must show good communication, Organizational, Time Management, and reporting/Documentation skills while providing Growth and opportunities for his or her Program and Staff He or she must maintain all required meetings and maintain effective communication with program Managers as the Refugee Housing Director will be the point of contact and provide aid and support to the

Program Manager when needed. He or she must meet with the program manager at least once a week to go over updates, and or policy changes within the Department. He or she must maintain good communication with The department and deputy Directors, as well as the Chief of Staff if both directors are unavailable to communicate with. The potential candidate for this position must have the following to be considered in this role.

- B.A In Business Management (5 or more years of Business Management experience may be considered in place of the Bachelor's Degree.)
- Must be 21 or older
- Must be able to work under pressure and show the ability to communicate effectively with Department Management and Program Managers, while providing any policy changes and or updates
- Must maintain good documentation and report to the Department and or deputy Directors
- Musts are able to handle any and or all disciplinary actions within the Program

Community Outreach Services Director: The Community Outreach Services Director, Must show good communication, Organizational, time management, and reporting/Documentation skills while providing Growth and opportunities for his or her Program and Staff., He or she must maintain all required meetings and maintain effective communication with program Managers as the Community Service Director will be the point of contact and provide aid and support to the Program Manager when needed. He or she must meet with the program manager at least once a week to go over updates, and or policy changes within the Department. He or she must maintain good communication with The department and deputy Directors, as well as the Chief of Staff if both directors are unavailable to communicate with. The potential candidate for this position must have the following to be considered in this role.

- B.A In Business Management (5 or more years of Business Management experience may be considered in place of the Bachelor's Degree.)
- Must be 21 or older
- Must be able to work under pressure and show the ability to communicate effectively with Department Management and Program Managers, while providing any policy changes and or updates
- Must maintain good documentation and report to the Department and or deputy Directors
- Musts are able to handle any and or all disciplinary actions within the Program

Emergency Financial Director: The Emergency Financial Director Must show good communication, Organizational, Time Management, and reporting/Documentation as well as Money Management skills. He or she will be responsible to handle all referrals for Emergency Financial Assistance from Program Managers and Directors, he or she must maintain good documentation and Money Management reporting to the Department and or deputy Director monthly. The Potential Candidate for this position must have the following

- Money Management skills
- Reporting and Documentation Skills as well as keeping ledgers and account Updates
- B.A in a money-related field and or 6 Years of full-time Experience working as a bookkeeper for a company and or Non-profit Organization.
- Must be 21 or older
- Must show good time management skills when receiving Referrals

State Grant Writer: The State Grant writer is responsible to apply for grants through different resources through the federal, state, and County Governments and other community-based financial opportunities. He or she must communicate effectively with the department and Deputy Directors, and the financial chief officer at least once a week. He or she must possess a Bachelor's degree in creative writing and or marketing (a master's degree is preferred). He or she must be able to complete a grant proposal within 25 to 150 hours per grant proposal.

State Lawyer: The Ontario county Department Of Refugee Services Will utilize the county Lawyer for legal matters such as proposals, disputes, and other legal issues, He or she must possess a B.A. in Business Law and or a related field of at least 3 years of practice experience.

Department Staff:

Case Managers: he or she must be able to communicate effectively and have knowledge of community-based Services while Maintaining Effective and clear communication between different communities and governmental programs, that the refugee might be obtaining, he or she must provide referral services to the qualifying refugee and keep proficient Documentation and report to there Program Manager and or Director. He or she must maintain all required meetings and training. While having an interest in growth and opportunity within the Department. The Potential qualifying candidate must possess the following to be considered

- Knowledge Of community and Government aid and services within the state, county, and community
- Maintain all required meetings and training
- Mandated reporting
- Must be 21 or older
- Must Possess an Associates degree in Human Services with 2 years of experience
- Must maintain effective documentation

Emergency Staff Workers: He or she will work with and collaborate with existing non-profit organizations to support and advocate for refugees While Providing ongoing follow-ups and support after discharge from a refugee program and or the DOFS, He or she will support and advocate for more community-based services for clients. While Maintaining effective Communication with Community and Intensive Advocates, and other treatment team Providers within or out of the State Department that the clients may be obtaining. He or she must keep

proficient Documentation and report to their Program Manager and or Director. He or she must maintain all required meetings and training. While having an interest in growth and opportunity within the Department. The Potential qualifying candidate must possess the following to be considered

- Knowledge Of community and Government aid and services within Ontario county
- Maintain all required meetings and training
- Mandated reporting
- Must be 18 or older
- Must Possess a High school diploma with 2 years of experience in Human Services
An associate degree in Human Services is preferred
- Must maintain effective documentation

Program Managers: the program Managers responsibilities are to manage and run the program adequately and safely. He or she must report to the director at least once a week. The program manager must provide growth and opportunity in the program to staff and refugees while maintaining a high level of documentation and management skills. He or she must approve and or deny overtime for employees, provide assistance in training and handle all disciplinary action between staff and refugees. He or she reviews grievances and keeps track of personal refugee files and referrals while maintaining positive and effective communication with other programs Manager providers within and out of the Department. The qualifying candidate must possess the following to be considered for this position...

- Must possess a B.A. in Management and have 3 years of experience working as a program manager for an organization or company.
- Must possess a High level of communication and documentation skills while providing opportunities within the program
- Must be able to handle any and all dispensary actions between staff and refugee
- Must have knowledge of community-based services.
- Must maintain all accounts for the program and report monthly expenses usage to the director
- Must maintain all training and certification for him or herself and employees.
- Handles staffing

Intensive Advocate: The Intensive Advocate will work with families that are receiving Disability Services through Ontario Arc. Their main responsibilities are to support and advocate for their clients. The Intensive Advocate worker will provide clients advocacy and support for more community and other forms of government assistance, He or she will have a caseload of clients whom he or she must meet with twice a week. The qualifying candidate must possess the following to be considered for this position...

- Must have knowledge of community and Government services
- Must possess a High school diploma with 2 years of full-time experience working in human services an A.S. is preferred

- Must possess the ability to maintain clear and effective communication with refugees and their families while maintaining documentation and mandating reporting to the director and or other department management.
- Must maintain all required training and certifications

Community Advocate: The community Advocate Worker will work with clients in the Supportive community living program and in the community. Their main responsibilities are to support and advocate for families. The Community Advocate will provide families and clients advocacy and support for more community and other forms of government assistance to the qualifying Refugee and immigrants. He or she will have a caseload of clients whom he or she must meet with twice a month. The qualifying candidate must possess the following to be considered for this position...

- Must have knowledge of community and Government services
- Must possess a High school diploma with 2 years of full-time experience working in human services an A.S. is preferred
- Must possess the ability to maintain clear and effective communication with refugees and their families while maintaining documentation and mandating reporting to the director and or other department management.
- Must maintain all required training and certifications

Final Commits/Closing Statement:

A total of 900 Refugees and Special Immigrant Visa holders (SIVs) resettled in New York State in FFY 2021. For FFY 2021, 5 of the top 6 arrival counties are in Upstate NY. The top seven countries from which refugees/SIVs have resettled in FFY 2021 come from five regions.

What are the Top Areas In NY that have refugee Clients:

- Albany 210,
- Amityville 14,
- Buffalo 321,
- New York 154,
- Rochester 223,
- Syracuse 266,
- Utica 71,
- Yonkers 40.
- Pittsford, NY. When The Taliban took over Afghanistan in August., close to 230 refugees have been relocated to the Rochester NY area

I would like to see Services brought to Ontario county through NYS to support and aid as many Refugee and immigrant survivors as possible. When I was doing research I noticed that Ontario county does not have services that really focus on the refugee and or immigration population. I believe that The New York State Department of foreign Services can partner with other community-based This NYS Department can help fill that need along with other governmental

Services that the county offers. Ukraine is a big mess right now and a lot of children, women, and the elderly need a safe, secure, and a welcoming place whether that being for a short time or a long period of time the New York State Department Of Foreign Services is committed to providing that aid and support. I hope that the Ontario county people and officials are willing to support and back this proposal, as a Ukrainian I know that would be greatly appreciated.

[Population Data for Refugee and Special Immigrant Visa Holders Resettled in New York State \(ny.gov\)](#)

New York State Department Of Foreign Services