

Michigan Supreme Court  
State Court Administrative Office  
Office of Dispute Resolution

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Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909

# **Community Dispute Resolution Program**

## **Access and Visitation Grant Program**

### **Funding Application for FY2011**



August 30, 2010

# **Community Dispute Resolution Program Access and Visitation Grant Program Funding Application FY2011**

## **SUMMARY**

For Community Dispute Resolution Program (CDRP) centers, the State Court Administrative Office (SCAO) proposes to award Access and Visitation Grant Program contracts to centers receiving domestic relations case referrals from friend of the court offices for eligible mediation services. The SCAO will reimburse centers at the rate of \$100 per case mediated.

- CDRP centers interested in applying for Access and Visitation Grant Program funding for fiscal year (FY) 2011 must complete and return an application by **5:00 p.m., Friday, September 17, 2010.**

At mid-fiscal year 2011, the SCAO will ask each Access and Visitation Grant Program funded CDRP center to assess its level of case referrals and project anticipated unspent funds. In consultation with the center, a contract may be downwardly adjusted so that the SCAO can redistribute the funds to other CDRP or friend of the court programs.

The effective date for this contract is October 1, 2010 – September 30, 2011.

CDRP centers applying for FY2011 funding that did not receive Access and Visitation Grant Program funding in FY2010 must also include a letter signed by the friend of the court providing assurances that: (a) a projected number of access and visitation qualified cases will be referred to the center during the contract period; and (b) a local administrative order pertaining to this service is being submitted to the SCAO within 30 days of the date of the grant application.

## **BACKGROUND**

The Grants to States for Access and Visitation Grant Programs was created under 42 USC 669b and in cooperation with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193. The goal of PRWORA, while assisting families experiencing temporary financial problems, is to reduce dependency and the length of time people are on welfare.

Under 42 USC 669b, Grants to States for Access and Visitation Grant Programs, states may establish and administer programs to support and facilitate noncustodial parents' access and visitation with their children. The Catalog of Federal Domestic Assistance number is 93.59. The SCAO receives and administers the Grant to States for Access and Visitation for multiple activities to achieve the goals set forth by the United States Department of Health and Human Services, Administration for Children and Families.

The SCAO in federal fiscal year (FFY) 2010 anticipates receiving federal funding in the amount of \$284,554 or 90 percent of the program costs for all services. An additional 10 percent or \$11,960 will be provided in cash or in-kind match.

# **Community Dispute Resolution Program Access and Visitation Grant Program Funding Application FY2011**

## **ELIGIBLE SERVICES AND DEFINITIONS**

The SCAO has determined that service contracts for FY2011 are available for CDRP centers that provide mediation. Mediation is defined pursuant to the CDRP Policies and Procedures Manual as: a face-to-face meeting that attempts to resolve one or more issues in a dispute and results in a written agreement. Mediations resulting in a partial agreement or no agreement may also be reimbursed.

The Administration for Children and Families, Office of Child Support Enforcement provides that mediation services funded under this contract involve professionals (certified and trained as family mediators) who meet with both parents to: a) resolve parenting disputes; and/or b) develop a parenting plan and visitation agreement with the goal of increasing non-custodial parenting time with children. Additional issues may be discussed during mediation such as increasing child support **however mediation must focus only on the access and visitation issues listed above**. For example, mediation must focus on parenting-time issues rather than general divorce issues, such as property division, financial asset division, etc.

## **PROGRAM ELIGIBILITY**

The SCAO will administer Access and Visitation Grant Program contracts to CDRP centers that support and facilitate noncustodial parents' access to and visitation with their children. Programs eligible to receive Access and Visitation Grant Program funding for FY2011 must:

- Demonstrate efficiency and effectiveness per 45 CFR 303, §109(a). Under 45 CFR 303, § 109(a), "effective" means that the program is accomplishing what it intended to do and "efficient" means that the direct services are conducted using a reasonable amount of resources.
- Approve and maintain written safeguards that describe procedures used to assure Access and Visitation Grant Program funded services are conducted in a safe, neutral environment.
- Not supplant state revenue for similar activities under 42 USC 669b(d).
- Not include start-up costs.

## **CONTRACT VALUE**

Applicants are asked to identify realistic case level projections for FY2011 based on case activity in FY2010. New applicants should base projected case levels on the number identified in the letter provided by the friend of the court. The contract will reflect a maximum award amount based on multiplying the projected caseload by a \$100 reimbursement fee, to the extent that funding is available.

**Community Dispute Resolution Program  
Access and Visitation Grant Program  
Funding Application FY2011**

**SUBCONTRACTING**

Subcontracting the provision of mediation services and the payment of mediators to provide the service is not permitted.

**REPORTING REQUIREMENTS**

Under 45 CFR 303, § 109(c)(1), programs receiving Access and Visitation Grant Program funding are required to report program goals, services, and certain demographic information. The Program Worksheet (CDRP A/V Quarterly), which is included as part of the MADTrac bundle; the Access and Visitation Mediation Payment Document (CDRP08AV); and the CDRP AV Case Detail Report, which is printed from MADTrac but not included in the MADTrac bundle, are due to the SCAO quarterly. Incomplete or late reporting may result in contract termination. All programs receiving Access and Visitation Grant Program contracts must comply with federal, state, and the SCAO auditing and monitoring requirements. The reporting periods and deadlines are:

	<b>Report Documents</b>	<b>Report Period</b>	<b>Date Due to SCAO</b>
<b>1<sup>st</sup> Quarter</b>	<ul style="list-style-type: none"> <li>• CDRP AV Quarterly Report</li> <li>• CDRP AV Case Detail</li> <li>• AV Payment Document CDRP08AV</li> </ul>	October 1, 2010 - December 31, 2010	January 20, 2011
<b>2<sup>nd</sup> Quarter</b>	<ul style="list-style-type: none"> <li>• CDRP AV Quarterly Report</li> <li>• CDRP AV Case Detail</li> <li>• AV Payment Document CDRP08AV</li> </ul>	January 1, 2011 - March 31, 2011	April 20, 2011
<b>3<sup>rd</sup> Quarter</b>	<ul style="list-style-type: none"> <li>• CDRP AV Quarterly Report</li> <li>• CDRP AV Case Detail</li> <li>• AV Payment Document CDRP08AV</li> </ul>	April 1, 2011 - June 30, 2011	July 20, 2011
<b>4<sup>th</sup> Quarter</b>	<ul style="list-style-type: none"> <li>• CDRP AV Quarterly Report</li> <li>• CDRP AV Case Detail</li> <li>• AV Payment Document CDRP08AV</li> </ul>	July 1, 2011 - September 30, 2011	October 7, 2011

**Community Dispute Resolution Program  
Access and Visitation Grant Program  
Funding Application FY2011**

**APPLICATION PROCESS**

To receive Access and Visitation Grant Program funding for FY2011, CDRP centers must complete the following process.

**For current recipients of Access and Visitation Grant Program funding and new applicants:**

The Access and Visitation Grant Program Funding Application appears as Appendix A. The application must be completed, signed, and received by the SCAO no later than **5:00 p.m., Friday, September 17, 2010**, and may be submitted by fax or postal mail to:

Ms. Chris Harris  
State Court Administrative Office  
Michigan Hall of Justice  
PO Box 30048  
Lansing, Michigan 48909  
E-mail: [harrisc@courts.mi.gov](mailto:harrisc@courts.mi.gov)  
Fax: 517-373-5748

**For new applicants:**

New applicants are required to include with the application a letter signed by the friend of the court providing assurances that: (a) a projected number of access and visitation qualified cases will be referred to the center during the contract period; and (b) a local administrative order pertaining to this service will be submitted to the SCAO within 30 days of the date of the grant application.

The SCAO will forward Access and Visitation Grant Program contracts and any revised quarterly reporting forms in September 2010.

Questions about this application and the application process may be directed to Michelle Hilliker at 517-373-4839, or by e-mail at [hillikerm@courts.mi.gov](mailto:hillikerm@courts.mi.gov).

## **Attachment A**

**Community Dispute Resolution Program  
Access and Visitation Grant Program Funding  
Application for FY 2011**

This application consists of four pages.

**CDRP Center:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact person e-mail address:** \_\_\_\_\_

**Federal Id number:** \_\_\_\_\_

**Total projected referrals 2010:** \_\_\_\_\_

**Total projected referrals 2011:** \_\_\_\_\_

**Total requested funds (2011 referrals X \$100) \$** \_\_\_\_\_

**In submitting this application, the applicant assures that its access and visitation program services will be conducted efficiently and effectively.**

**Community Dispute Resolution Program  
Access and Visitation Grant Program Funding  
Application for FY 2011**

The following information will be provided to the Michigan Department of Human Services and the federal Office of Child Support. Please check the boxes that apply to your agency's services.

**Type of direct service provider:**

- Nonprofit Agency     State Agency  
 Court                       Local Public Agency

**Applicant service area:**

- Urban                       Suburban                       Rural

**Of the activities for which you are requesting funding, please note if participation in the program is mandatory, voluntary, or both.**

**Mediation:**

- Mandatory     Voluntary     Both

**Project goals:** (Check all that apply)

- To improve the child's well-being
- To improve compliance with support orders
- To increase custody and parenting time between the children and noncustodial parents
- To increase visitation between noncustodial parent and custodial parent
- To improve relationships between children and noncustodial parents
- To improve the relationship between the noncustodial parent and the custodial parent
- To strengthen noncustodial parent's role as a nurturer within relationships with their children
- To promote public awareness of responsible parenting
- To broaden custody and parenting time options for children

**Community Dispute Resolution Program  
Access and Visitation Grant Program Funding  
Application for FY 2011**

**Process of referring parents to services:**  
(Check all that apply)

- Interview with parent or guardian
- Written request from custodial parent or guardian
- Written request from noncustodial parent or guardian
- Interview with custodial parent
- Interview with noncustodial parent
- Interview with judge
- Interview with court officer
- Interview with children
- Interview with another individual
- Other (describe): \_\_\_\_\_

**What constitutes completion of mediation services?**  
(Check all that apply)

- Order of the court
- Friend of the court recommendation
- Custodial parent's consent
- Direct service provider's recommendation
- Noncustodial parent attend all scheduled exchanges
- Not applicable because this service is not provided
- Other (describe): \_\_\_\_\_

**What follow-up activities are provided to parties receiving mediation services?** (Check all that apply)

- Satisfaction surveys are mailed at the conclusion of services
- Telephone contact at the conclusion of services
- No follow-up activities are provided
- Other (describe): \_\_\_\_\_

**What sanctions may be applied to parties who fail to comply with an order or recommendation to participate in parent exchange services?**

- No sanctions are applied
- Not applicable because participation in services is voluntary
- Other (describe): \_\_\_\_\_

**Community Dispute Resolution Program  
Access and Visitation Grant Program Funding  
Application for FY 2011**

**Safeguards Form**

By checking this box, we assert that the funded CDRP center maintains a client Safeguard Plan.

**Criminal History  
Background Check**

By checking this box, we assert that the funded CDRP center has a written policy for conducting a Criminal History Background Check (CHBC) and that the CHBCs have been conducted on staff and volunteers as provided for by the policy.

**For new applicants  
ONLY**

A letter of assurances signed by the friend of the court is attached.

Applicant Signature:

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Signature

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Date

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Title