

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

# Access and Visitation Funding Application for Fiscal Year 2010



August 28, 2009

## **ACCESS AND VISITATION GENERAL INFORMATION**

### **SUMMARY**

For Community Dispute Resolution Program (CDRP) centers, the State Court Administrative Office (SCAO) proposes to award Access and Visitation contracts to centers receiving domestic relations case referrals from friend of the court offices pursuant to a local administrative order. SCAO will reimburse centers at the rate of \$75 per case.

- CDRP centers interested in applying for Access and Visitation funding for fiscal year (FY)2010 must complete and return an application (including the Safeguards Form) by **5:00 p.m., Friday, September 25, 2009.**

At mid-fiscal year 2010, SCAO will ask each Access and Visitation 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 SCAO can redistribute the funds to other CDRP or friend of the court programs.

The effective date for this contract is October 1, 2009 – September 30, 2010.

CDRP centers applying for FY2010 funding that did not receive Access and Visitation funding in FY2009 must also include a letter signed by the friend of the court providing assurances that: (a) a projected number of cases will be referred during the contract period; and (b) a local administrative order pertaining to this service is being submitted to SCAO.

### **BACKGROUND**

The Grants to States for Access and Visitation Programs was created under 42 USC 669b and in cooperation with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) [1996 PL 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 Programs, states may establish and administer programs to support and facilitate noncustodial parents' access and visitation with their children.

### **ELIGIBLE SERVICES**

SCAO has determined that service contracts for FY2010 are available for CDRP centers that provide mediation in parenting time disputes and to assist parties in developing parenting plans and visitation agreements.

### **ELIGIBLE SERVICES: DEFINITIONS**

- Mediation is defined pursuant to the CDRP Policies and Procedures Manual as: A face-to-face meeting that resolves 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.

## **PROGRAM ELIGIBILITY**

SCAO will administer Access and Visitation contracts to CDRP centers that support and facilitate noncustodial parents' access to and visitation with their children. Programs eligible to receive Access and Visitation funding for FY2010 must:

- Demonstrate efficiency and effectiveness. Applicants must provide assurances that the Access and Visitation program services are conducted efficiently and effectively. Under 45 CFR 303, § 109(a), "effective" means the program is accomplishing what it intended to do and "efficient" means the direct services are conducted using a reasonable amount of resources.
- Confirm that a Criminal History Background Check (CHBC), incorporating an ICHAT and Department of Human Services Central Registry clearance, has been completed, no later than September 30, 2009, on all employees, mediators, and interns providing services under this Access and Visitation contract.
- Provide written safeguards that describe procedures used to assure Access and Visitation 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 FY2010 based on case activity in FY2009. 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 \$75 reimbursement fee, to the extent that funding is available.

## **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 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 Invoice (CDRP08AV) as Attachment B; and the CDRP AV Case Detail are due to SCAO quarterly. Incomplete or late reporting may result in contract termination. All programs receiving Access and Visitation contracts must comply with federal, state, and 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>• Program Invoice CDRP08AV</li> </ul>	October 1, 2009 - December 31, 2009	January 20, 2010
<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>• Program Invoice CDRP08AV</li> </ul>	January 1, 2010 - March 31, 2010	April 20, 2010
<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>• Program Invoice CDRP08AV</li> </ul>	April 1, 2010 - June 30, 2010	July 20, 2010
<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>• Program Invoice CDRP08AV</li> </ul>	July 1, 2010 - September 30, 2010	October 6, 2010

### **ACCESS AND VISITATION APPLICATION PROCESS**

To receive Access and Visitation funding for FY2010, CDRP centers must complete the following process.

**For current recipients of Access and Visitation Funding and new applicants:**

The Access and Visitation Contract Application (including the Safeguards Form) for FY2010, appears as Appendix A. The application must be completed, signed, and received by SCAO no later than **5:00 p.m., Friday, September 25, 2009**, 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 specified number of 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.

SCAO will forward Access and Visitation contracts and any revised quarterly reporting forms in September 2009.

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 Funding Application for FY2010

This application consists of four pages.

<b>CDRP Center:</b>		
<b>Address:</b>		
<b>Contact person:</b>		
<b>Telephone number:</b>		<b>Fax:</b>
<b>Contact person e-mail address:</b>		
<b>Federal Id number:</b>		
<b>Total projected referrals 2009:</b>		
<b>Total projected referrals 2010:</b>		
<b>Total requested funds (2010 referrals X \$75)</b>	\$	

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

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.

<b>Type of direct service provider:</b>		<input type="checkbox"/> Nonprofit Agency <input type="checkbox"/> Court	<input type="checkbox"/> State Agency <input type="checkbox"/> Local Public Agency
<b>Applicant service area:</b>	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input type="checkbox"/> Rural
<b>Of the activities for which you are requesting funding, please note if participation in the program is mandatory, voluntary, or both.</b>	Mediation  <input type="checkbox"/> Mandatory	<input type="checkbox"/> Voluntary	<input type="checkbox"/> Both
<b>Project goals:</b> (Check all that apply)	<input type="checkbox"/> To improve the child's well being <input type="checkbox"/> To improve compliance with support orders <input type="checkbox"/> To increase custody and parenting time between the children and noncustodial parent <input type="checkbox"/> To increase visitation between noncustodial parent and custodial parent <input type="checkbox"/> To improve relationships between children and noncustodial parent <input type="checkbox"/> To improve the relationship between the noncustodial parent and the custodial parent <input type="checkbox"/> To strengthen noncustodial parent's role as a nurturer within relationships with their children <input type="checkbox"/> To promote public awareness of responsible parenting <input type="checkbox"/> To broaden custody and parenting time options for children		
<b>Process of referring parents to services:</b> (Check all that apply)	<input type="checkbox"/> Interview with parent or guardian <input type="checkbox"/> Written request from custodial parent or guardian <input type="checkbox"/> Written request from noncustodial parent or guardian <input type="checkbox"/> Interview with custodial parent <input type="checkbox"/> Interview with noncustodial parent <input type="checkbox"/> Interview with judge <input type="checkbox"/> Interview with court officer <input type="checkbox"/> Interview with children <input type="checkbox"/> Interview with another individual <input type="checkbox"/> Order of the court <input type="checkbox"/> Other (describe): _____		

<p><b>What constitutes completion of mediation services?</b> (Check all that apply)</p>	<input type="checkbox"/> Order of the court <input type="checkbox"/> Friend of the court recommendation <input type="checkbox"/> Custodial parent's consent <input type="checkbox"/> Direct service provider's recommendation <input type="checkbox"/> Noncustodial parent attend all scheduled exchanges <input type="checkbox"/> Written memorandum of understanding resolving issues in dispute <input type="checkbox"/> Other (describe): _____
<p><b>What follow-up activities are provided to parties receiving mediation services?</b> (Check all that apply)</p>	<input type="checkbox"/> Satisfaction surveys are mailed at the conclusion of services <input type="checkbox"/> Telephone contact at the conclusion of services <input type="checkbox"/> No follow up activities are provided <input type="checkbox"/> Other describe): _____
<p><b>What sanctions may be applied to parties who fail to comply with an order or recommendation to participate in mediation services?</b></p>	<input type="checkbox"/> No sanctions are applied <input type="checkbox"/> Not applicable because participation in services is voluntary <input type="checkbox"/> Other (describe): _____ _____ _____ _____
<p><b>Safeguards Form:</b></p>	<input type="checkbox"/> The Safeguards Form is completed and attached.
<p><b>For New Applicants Only:</b></p>	<input type="checkbox"/> A letter of assurances signed by the friend of the court is attached.

Applicant Signature:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **Safeguards Form**

### **Safety of Access and Visitation Program Participants**

(1) Identify and explain the preventive measures used by the direct service provider that will ensure the safety of the parents and children participating in the program.

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(2) Explain the emergency safety plan used by the direct service provider in the event a threatening or dangerous situation arises.

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(3) Explain the procedures used by the direct service provider to track and record the number of threatening incidents.

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(4) Explain the procedures used by the direct service provider to report these incidents to the court or friend of the court (FOC) office. In the event an incident report form is used, please attach a copy to the completed application.

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(5) Explain the procedures used by the direct service provider to ensure that a parent's or child's personal information, such as phone numbers and addresses, are not disclosed to the other parent or guardian.

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## **Attachment B**

