

CASS COUNTY SOCIAL SERVICES

SPONSORSHIP POLICY

BACKGROUND INFORMATION

The Cass County Social Service Board is mandated to

“aid and assist in every possible way to coordinate and bring about an efficient operation of all relief and welfare activities within the county by private as well as public organizations engaged in relief of welfare work.”

One traditional response to this mandate has been the payment of sponsorships to local agencies. Until 1990, there have not been formal criteria for consideration of sponsorships for agencies. This policy was developed based on the results of a survey of the Cass County Social Service Board.

TYPE OF AGENCIES ELIGIBLE FOR CONSIDERATION

In order to be eligible for consideration of a county sponsorship, an agency must meet the following criteria:

1. Provide a service that is directly connected to the agency mission.
2. Provide a service that the county social service agency needs to provide either directly or through some other means.
3. Submit a proposed annual budget for agency including documentation of all grants and if the county sponsorship will be used for matching for either governmental or private contributions. All agencies must also submit a current monthly balance sheet.
4. Provide documentation of financial responsibility through the most recent financial audit.
5. Provide documentation of receipt of other governmental funding and efforts to obtain other governmental funds.
6. Agencies must demonstrate a financial need.
7. Non-profit agencies will be given priority.
8. Must specify services to be provided through the sponsorship and mechanism for program/service evaluation.
9. No one agency may receive more than 30% of total available funds.

TYPES OF CLIENTS SERVED THROUGH SPONSORSHIPS

1. Sponsorships are designed to assist the most vulnerable in our society, receive services, which allow them to retain or gain the needed resources to obtain self-sufficiency.
2. Sponsorships are designed to protect the most vulnerable in our society from abuse/neglect.

3. Vulnerability includes children, disabled (mentally and physically) and elderly dependent.

TYPES OF SERVICES TO BE PROVIDED THROUGH SPONSORSHIPS

1. Services that address basic material needs will be considered as highest priority.
2. Services that promote self-sufficiency will be given consideration.

EVALUATION

1. Each agency which receives a sponsorship will be required to submit an annual summary of services provided according to a negotiated agreement regarding number of clients served and services provided.
2. Each sponsorship agency will sign a memorandum of agreement regarding relationship between the agency and the county. This agreement will clarify liability issues, payment mechanisms, reporting requirements and sponsorship limitation.

APPLICATION REVIEW PROCESS

1. Public Notice of Sponsorship availability will be made in April of each year.
2. All applications for sponsorships must be received by August 1 of each year.
3. Applications will be reviewed by the director to ensure that all information is available by October 1 of each year.
4. If the agency is currently receiving a sponsorship, a review of actual services provided will be done by the director.
5. The Cass County Social Service Board in conjunction with the Cass County Commission will designate sponsorship funds available according to the established formula.
6. If sponsorship funds are not all allocated, ten (10) percent of the available dollars may be designated as a discretionary fund.
7. Each application for sponsorship will be reviewed by a committee of the Cass County Social Service Board, using the established criteria.
8. This committee will recommend action for each of the applications to the Cass County Social Service Board by November 1 of each year.