



California's Access to Visitation Grant Program

Fiscal Years 2003-2004
and 2004-2005

ANNUAL REPORT TO THE
CALIFORNIA LEGISLATURE

MARCH 2005



ADMINISTRATIVE OFFICE
OF THE COURTS

CENTER FOR FAMILIES, CHILDREN
& THE COURTS

This report has been prepared and submitted to the California Legislature pursuant to Family Code section 3204(d).

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EXECUTIVE SUMMARY

In an effort to increase noncustodial parents' involvement in their children lives, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 authorized \$10 million in block grants (Grants to States for Access and Visitation) to enable states to establish and administer programs to support and facilitate noncustodial parents' access to and visitation of their children. The grant funds under the federal Child Access and Visitation Grant Program may be used for such activities as mediation (both voluntary and mandatory), counseling, education, development of parenting plans, visitation enforcement (including monitoring, supervision, and neutral drop-off and pickup), and development of guidelines for visitation and alternative custody arrangements.¹

Funding in California, however, is limited by state statute to the following three types of programs:

- Supervised visitation and exchange services;
- Education about protecting children during family disruption; and
- Group counseling services for parents and children.

The Judicial Council is charged with administering and distributing federal Child Access and Visitation Grant funds from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement (OCSE).² Funding allocations to the states are based on the number of single-parent households.

California has received the maximum amount of federal funds (\$970,431 in 2003–2004 and \$988,701 in 2004–2005), which represents less than 10 percent of the total amount of national funding.

Each year, the funding requested by the courts far exceeds available federal funds. For fiscal years 2003–2004 and 2004–2005, the total funds requested by 22 superior courts for the multiyear grant period amounted to \$2,518,050, which exceeded available funds by \$958,050. In 2003, the Judicial Council approved the multiyear funding allocation of \$780,000 (per year for 2003–2004 and 2004–2005) in federal Access to Visitation Grant funds to 14 superior courts, which conduct programs involving 27 counties.

The Access to Visitation Grant programs have been making important contributions to the delivery of court-based services for parents and children going through family court.

The courts and their subcontractors have developed numerous informational materials and resources pertaining to supervised visitation and parent education services that can be used and shared statewide. Several programs have also been successful in establishing new collaborative partnerships with national and local entities as a means to supplement or support different aspects of their program.

Despite the successes of many court programs, the most urgent and challenging statewide need for the grant program continues to be that of increased national funding and the identification of adequate state and private funding resources. In each grant cycle, courts must apply for new funding under the Access to Visitation Grant. Because this is a competitive grant, some courts have been successful in obtaining renewed funding, while other courts' programs have had to close their doors because of insufficient funding.

Even with grant subsidies, providing services to all those in need continues to be a challenge, as does sustaining the program through the next funding cycle. At present, no state funds are specifically designated for court-ordered supervised visitation and exchange services in family law matters. Without adequate funding to help subsidize payment for these grant-related services, the scarcity of available, safe, and affordable services will leave numerous California families without access to services.

This report, developed pursuant to Family Code section 3204(d), provides the California Legislature with information on the programs funded during Fiscal Years 2003–2004 and 2004–2005 under the state's Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for Nonresidential Parents (hereinafter called the Access to Visitation Grant Program).

The report also provides an overview on grant-related activities supported and administered by the courts and their collaborative, community-based subcontractors. In addition, it highlights program service accomplishments and general provisions of program service delivery.

INTRODUCTION

It is said that the “great majority of Americans will become parents at some point in their lives.”³ The role that parents play in the lives of their children becomes indispensable to the health and growth of a child.⁴ Yet, divorce and separation are dramatically changing the emotional, psychological, and social lives of the nation’s children. “It is estimated that about half of the children in the United States will live in single-parent households before they turn age 18.”⁵ “The last four decades have seen a dramatic increase in the number of children growing up in homes without fathers.”⁶ Unfortunately, many noncustodial parents do not stay involved in their children’s lives.⁷

Research indicates that when contact is in the best interest of the child, the involvement of both parents optimizes the child’s well-being.⁸ In the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Pub.L. No. 104-193, 110 Stat. 2258), Congress made substantial changes to the law to strengthen and improve relationships between noncustodial parents and their children.⁹ To assist and encourage safe and supportive contact of parents with their children, Congress authorized passage of the “Child Access and Visitation” Grant Program. The overall goal of the program is to:

[E]nable states to establish and administer programs to support and facilitate noncustodial parents’ access to and visitation of their children. . . .

This report, developed pursuant to Family Code section 3204(d), provides the California Legislature with information on the programs funded during Fiscal Years 2003–2004 and 2004–2005 under California’s Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for Nonresidential Parents (hereinafter called the Access to Visitation Grant Program).

The report also provides an overview of grant-related activities supported and administered by the courts and their collaborative, community-based subcontractors. In addition, it highlights program service accomplishments and general provisions of program service delivery.

Background

The Judicial Council is charged with administering and distributing federal Child Access and Visitation Grant funds from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement.¹⁰ These grants, established under section 391 of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (Pub.L. 104-193, 110 Stat. 2258), title III, section 469B of the Social Security Act, enable states to establish and administer programs that support and facilitate noncustodial parents’ access to and visitation with

their children. The program activities eligible for federal funding include mediation (both voluntary and mandatory), counseling, education, development of parenting plans, visitation enforcement (including monitoring, supervision, and neutral drop-off and pickup), and development of guidelines for visitation and alternative custody arrangements.

Funding allocations to the states are based on the number of single-parent households. According to the 2000 U.S. Census Bureau, California has 1,127,062 single-parent households; therefore, the state receives the maximum amount of federal funds (\$970,431 in 2003–2004 and \$988,701 in 2004–2005).¹¹ Nonetheless, it is important to note that California receives less than 10 percent of the total amount of national funding. And each year, the funding requested by the courts far exceeds the federal funds available.

Program Administration

In 1999, Assembly Bill 673 (Honda) (Stats. 1999, ch. 1004) enacted Family Code sections 3201–3204, which charged the Judicial Council with overall responsibility for administering the grant funds.¹² The Access to Visitation Grant Program receives guidance from the Judicial Council’s Executive and Planning Committee, the council’s Family and Juvenile Law Advisory Committee, the state Legislature, and the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement. The Administrative Office of the Courts’ Center for Families, Children & the Courts (CFCC) has primary responsibility for administering and managing the grant program.

Grant Topic Areas

California Family Code section 3204(b)(1) limits funding for the state of California to the following three types of programs:

- Supervised visitation and exchange services;
- Education about protecting children during family disruption;¹³ and
- Group counseling services for parents and children.

For purposes of the grant program, supervised visitation is defined as “visitation between a noncustodial party and one or more children in the presence of a neutral third person.” Supervised exchange service is defined as “the supervision of the transfer of the child from one parent to another for the purpose of visitation.”¹⁴

California law provides statutory guidance on program activities related to education about protecting children during family disruption.¹⁵ This includes education on

parenting skills and the impact of parental conflict on children, ways to put a parenting agreement into effect, and the responsibility of both parents to comply with custody and visitation orders.¹⁶

Group counseling services under the grant may include services for children as well as for parents or guardians involved in child custody or visitation disputes, regardless of marital status. The criteria for what constitutes an “eligible provider” for the purpose of providing supervised visitation and exchange services, education, and group counseling are outlined in the state statute.¹⁷

Program Goals

Congress has identified the primary goal of the Child Access and Visitation Grant Program as being “to remove barriers and increase opportunities for biological parents who are not living in the same household as their children to become actively involved in their children’s lives.”¹⁸ To this end, the goals of California’s Access to Visitation Grant Program are to enable parents and children to participate in supervised visitation, education, and group counseling programs—irrespective of marital status and of whether the parties are currently living separately permanently or temporarily¹⁹—and to promote and encourage healthy relationships between noncustodial or joint custodial parents and their children while ensuring the children’s health, safety, and welfare.²⁰

Promotion and Encouragement of Healthy Parent-and-Child Relationships

With nearly 20 million children (27 percent) living in single-parent homes nationwide (most lacking a father in the home)²¹, PRWORA provided a framework and funding for states to develop new tactics and partnerships to promote noncustodial parents’ access to and visitation with their children. The program service activities funded under California’s Access to Visitation Grant Program have been aimed at ensuring safe and healthy parent-and-child relationships. This has been accomplished through the continued development of statewide parent education programs to help parents learn effective techniques and approaches to problem solving and negotiation and by allowing parents and children to maintain contact through safe, conflict-free supervised visitation or exchange services.

As reported through feedback surveys and questionnaires from clients in individual programs, the grant services have achieved the overall goals of promoting and encouraging parent-and-child relationships by:

- Providing opportunities for parents to establish and maintain nurturing relationships with their children;

- Increasing parents' understanding of the importance of providing emotional and financial support to their children;
- Improving parents' communication and co-parenting skills;
- Fostering safe and secure services through the utilization of highly trained, professional providers;
- Ensuring that educational information and support are available to parents, as well as linking them to other needed community resources; and
- Reducing the likelihood that custody and visitation issues will be relitigated.

DATA COLLECTION REQUIREMENTS

As a condition of receiving federal funding, states are required to monitor, evaluate, and report on services funded through the Child Access and Visitation Grant Program.²² This statutory requirement is satisfied through the annual submission—by states to OCSE—of the “State Child Access Program Survey.”²³

State Reporting Requirements

Each state is required to collect statistical data information in accordance to the State Child Access Program Survey. The program survey asks each state to identify its project and requests that Local Project Administrators collect two types of data:

- *Program descriptions*, including population served, program goals, referral process, types of activities, and length and features of the program; and
- *Participant characteristics*, including the number of referrals, number of participating individuals, and number of persons who have completed program requirements.²⁴

Additionally, states must collect information on the mandatory federal outcome measure of “increased noncustodial parent parenting time with children.” OCSE has defined this measurement as “an increase in the number of hours, days, weekends, and/or holidays as compared to parenting time prior to the provision of access and visitation services.”²⁵

California’s Access to Visitation Data Collection and Reporting System

In fiscal year 2002–2003, the Access to Visitation Grant Program began development of a major change in its data collection efforts. As a result of the wide variety of Child Access and Visitation Program service activities, individual states’ flexibility in defining service delivery components, and increased ambiguity regarding data standardization, the Administrative Office of the Courts’ (AOC) Center for Families, Children & the Courts created a new database system to track and collect specific data unique to the program services administered under California’s Access and Visitation Grant Program.

The Access to Visitation Data Collection and Reporting System was initiated in fiscal year 2003. All grantees are required to use the system and submit monthly data as a condition of receiving state funding. The new data system consolidates the federal and state reporting.

Access to Visitation program staff have been working closely with the courts and grantees to implement the system to ensure statewide consistency and uniformity in data

collection practices and reporting. Access to Visitation program staff intend to focus next year on the research findings related to the Access to Visitation Data Collection and Reporting System. It is anticipated that a series of future statistical reports will provide a comprehensive profile of the demographic and population characteristics of families receiving Access to Visitation Grant funding.

PROGRAMS FUNDED FOR FISCAL YEARS 2003–2004 AND 2004–2005

All superior courts throughout California are eligible to apply for the Access to Visitation grant funds through a competitive request-for-proposals (RFP) grant application process (see Appendix G). To maximize the limited resources and ensure overall cost-effectiveness, applicants are encouraged to collaborate with other courts and counties and are asked to designate one court as the lead or administering court. Courts may contract with nonprofit agencies and other community-based organizations to provide services, but contract agreements are made only with the designated superior court.²⁶

Grant Amounts

In fiscal year 2002–2003, funding was capped at \$80,000 for each applicant court. However, to address the funding concerns of courts serving larger populations, a funding allocation cap based on county population size was established for fiscal years 2003–2004 and 2004–2005.²⁷ This cap offered both increases and decreases of grant funds for existing programs. The following are the maximum grant amounts for which courts could apply:²⁸

- \$45,000 for counties or collaboratives in which the population is less than 250,000;
- \$60,000 for counties or collaboratives in which the population is over 250,000 but less than 1 million; and
- \$100,000 for counties or collaboratives in which the population is over 1 million.

A new program could apply for the maximum amount in the category that fit its population size.

The total federal funds received in California for fiscal years 2003–2004 and 2004–2005 were \$1,959,162. The funds requested by 22 superior courts for the two-year grant period totaled \$2,518,050. In 2003, the Judicial Council approved the multiyear funding allocation of \$780,000 (per year for 2003–2004 and 2004–2005) in federal Access to Visitation Grant funds to 14 superior courts, which represent programs involving 27 counties.

Table 1 shows the federal grant allocation to California and the number of grants awarded to the courts. Figures 2 and 3 identify the superior courts that were awarded funding and the range of grant awards.

In addition, two maps (one for each fiscal year) are attached as Appendix A to highlight the geographical distribution of services. A summary description of the courts and their subcontractors programs is attached as Appendix B.

Table 1. Funding Allocation and Number of Grant Awards.

Grant Fiscal Year	Federal Grant Allocation to the State	Range of Grant Awards	Grant Awards to the Applicant Courts	Court/County Collaborations
2003–2004	\$970,431	Maximum awards based on population size (<i>grant awards ranged from \$45,000 to \$100,000</i>)	14	27
2004–2005	\$988,731 ²⁹	<i>Same as above</i>	13 ³⁰	26

Figure 2. Court Grant Awards for Fiscal Year 2003–2004.

Superior Court of Butte County—\$60,000
 Superior Court of Fresno County—\$59, 928
 Superior Court of Los Angeles County—\$100,000
 Superior Court of Madera County—\$8,462
 Superior Court of Mendocino County—\$45,000
 Superior Court of Napa County—\$27,000
 Superior Court of Orange County—\$86,978
 Unified Family Court of San Francisco County—\$60,000
 Superior Court of Santa Clara County—\$100,000
 Superior Court of Santa Cruz County—\$60,000
 Superior Court of Shasta County—\$60,000
 Superior Court of Sonoma County—\$34,000
 Superior Court of Tulare County—\$36,844
 Superior Court of Yuba County—\$41,788

Figure 3. Court Grant Awards for Fiscal Year 2004–2005.

Superior Court of Butte County—\$60,000
 Superior Court of Fresno County—\$59, 928
 Superior Court of Los Angeles County—\$100,000
 Superior Court of Madera County—\$8,462³¹
 Superior Court of Mendocino County—\$49,231³²
 Superior Court of Napa County—\$27,000
 Superior Court of Orange County—\$86,978
 Unified Family Court of San Francisco County—\$60,000
 Superior Court of Santa Clara County—\$100,000
 Superior Court of Santa Cruz County—\$60,000

Superior Court of Shasta County—\$64,231³³
Superior Court of Sonoma County—\$34,000
Superior Court of Tulare County—\$36,844
Superior Court of Yuba County—\$41,788

Midyear Reallocation

Each year, the funding requested by the courts far exceeds available federal funds. The federal Office of Child Support Enforcement is required to monitor and track whether states have spent their full grant award allocation. Grant recipients must spend their full grant amount every year, to demonstrate the general need for increased funding. Under federal guidelines, unused funds do not roll over to the next fiscal year but revert back to the federal government.

For the multiyear grant cycle, the grant program implemented a midyear reallocation process to ensure that state grant funds would be spent each fiscal year.³⁴ The ability of the Administrative Office of the Courts to redistribute additional funds depended on the return of funds by courts that did not anticipate spending their full grant allocation.

According to the responses received from 10 applicant courts³⁵ in the midyear reallocation questionnaire, the AOC received a request for an additional \$152,716 in grant funds. Because no court indicated that it would not spend its full grant award allocation, excess or additional funds were not available for redistribution for fiscal year 2003–2004. The midyear reallocation questionnaire for fiscal year 2004–2005 will not be distributed to the courts until March 2005.

Review and Selection Process

The Judicial Council determines the final number of grants and their amounts.³⁶ The council intends to approve as many proposals as possible while ensuring that each project it approves will provide beneficial services and satisfy the overall goals of the grant program.³⁷ To ensure a fair and unbiased selection process, the council's Family and Juvenile Law Advisory Committee approved the establishment of a Selection Review Committee (SRC). The SRC was responsible for reviewing the grant application proposals and submitting its funding recommendations directly to the Judicial Council. On review of the SRC recommendations, the Judicial Council allocated the grant funds.

Specific details pertaining to the role and responsibility of the SRC and criteria related to the review and selection process can be found in California's Access to Visitation Grant Program, Fiscal Years 2002–2003 and 2003–2004 report to the Legislature.

Program Accomplishments

Since the inception of the grant program, the counties have made numerous accomplishments to expand and enhance program service delivery for families receiving Access to Visitation services. The counties have developed successful informational products and educational materials (e.g., brochures, pamphlets, videos, training curricula, and a mobile multimedia parent education program) to assist courts, professional practitioners, and pro per litigants.³⁸ Additionally, several grantees (i.e., Orange, San Mateo, Santa Clara, and Santa Cruz Counties) have been successful in establishing new collaborative partnerships with national and local entities as a means to supplement or support aspects of their program.³⁹ These new potential federal and county funding sources are as follows:

- The California Children and Families Commission–Proposition 10 Programs, which imposes a 50 cents per pack tax on tobacco products to fund childhood development services for all children prenatal to five years of age. Access to Visitation grant recipients have sought funding to support their parent education services;
- The U.S. Department of Justice, Office of Justice Programs, Office on Violence Against Women, Safe Havens: Supervised Visitation and Safe Exchange Grant Program. This grant program “provides an opportunity for communities to support supervised visitation and safe exchange of children, by and between parents, in situations involving child abuse, domestic violence, sexual assault, or stalking”;⁴⁰ and
- The Victims of Crime Act, which supports funding for victims of child abuse and domestic violence to receive community-based services.⁴¹ Some of the Access to Visitation programs have sought funding to support therapeutic supervised visitation services, which are generally viewed as visitation contact between parent and child that occurs under the therapeutic supervision of a licensed mental health professional.

Given the inadequacies in funding and other programmatic challenges that were highlighted in California’s Access to Visitation Grant Program, Fiscal Years 2002–2003 and 2003–2004 report to the Legislature, the Access to Visitation programs have made important contributions to the delivery of court-based services for families going through family court.⁴² The programs have exhibited strong court and community collaboration, and their staff should be commended for their extraordinary efforts and endless hard work in building working partnership relationships with the courts and their local community agencies.

Program Site Visits

During fiscal year 2003–2004, the Access to Visitation program staff conducted program site visits throughout the state to each grant recipient court and their subcontractor agencies. This included 14 applicant courts and 27 community-based agencies. The purpose and goals of the site visits were to:

- Gather program evaluation information;
- Address the concerns and questions of program administrators, court personnel, and subcontractors regarding operational and procedural issues of administration and operation of the grant program;
- Review programs for compliance with section 26.2 of the California Standards of Judicial Administration and provide technical assistance where needed; and
- Ensure that program staff are aware of and stay up to date about state and federal grant requirements.

The site visits afforded the program staff with an opportunity to attain a greater understanding of the various programs and services being administered with the federal Access to Visitation Grant funds. Local county program subcontractors had an opportunity to describe their array of grant-funded and nongrant-funded program services and to discuss innovative approaches to meeting the needs of the court and the community.

After each site visit, a written report was provided to the court project manager, outlining specific areas of concern or recommended improvements in administration or operation of the program, overall compliance with the grant requirements, and proposed recommendations for modifications to policies or practices.

The Access to Visitation courts together with their subcontractors have developed excellent resources that can be used and shared with other courts statewide for developing and operating parent education and supervised visitation and exchange services. The following are just a few of the Access to Visitation parent education resources available to the courts.

Parent Education Resources:

- *Parenting Apart Curriculum*. This provides curriculum materials for the *Parenting Apart* workshops for families in transition. The program goal is to help separating parents understand the needs of their children before, during, and after separation or divorce;

- For Our Children–Helping Parents Help Their Kids. This is a 12-week curriculum for never-married, separated, or divorced parents for whom domestic violence has been an issue;
- High-Conflict Parent Education Program. This is a parent education curriculum designed particularly to address highly conflicted parents who are entrenched in litigation and conflict;
- A “Children in the Middle” brochure (available in English and Spanish) regarding separation and divorce;
- Handout titled *Stepping Back from Anger: Protecting Your Children During Divorce* (produced by the American Academy of Matrimonial Lawyers);
- A Resource Guide of community-based services available for fathers;
- A booklet titled *A Safe Place to Live: A Story for Children Who Have Experienced Domestic Violence*, designed specifically for children who have witnessed or experienced domestic violence. Note: This booklet was purchased not with Access to Visitation grant funds but rather through a separate private grant submitted by the county court; this is still an excellent resource for families;
- A suggested list of reading sources for separated and divorced parents; and
- A “positive parenting” book list.

In addition, many of the programs have developed county-based information resources to assist families in understanding the court process (e.g., a courthouse guide or family law process chart); brochures pertaining to their local Family Law Facilitator’s office; and monthly and quarterly newsletters about supervised visitation and parent education services.

The following are some resources that offer information on supervised visitation and exchange services:

Supervised Visitation Resources:

- A Guide for the Nonprofessional Provider of Supervised Visitation (English and Spanish). This is an “answers to questions” booklet for nonprofessional providers of supervised visitation;
- Supervised Visitation and You. This informational brochure provides answers to questions from parents regarding supervised visitation;

- Nonprofessional Supervised Visitation Monitoring Agreement. This is a sample compliance agreement for nonprofessional supervised visitation providers regarding compliance with section 26.2 of the California Standards of Judicial Administration;
- Supervised Visitation Monitor Declaration of Qualification. This is a sample declaration form for nonprofessional supervised visitation providers regarding compliance with section 26.2 of the California Standards of Judicial Administration;
- An Orientation Handbook for Nonprofessional Supervisors;
- A Nonprofessional Provider Workbook;
- A tip-sheet called “Supervised Visitation Important Information for Nonprofessional Monitors”;
- An Orientation PowerPoint Presentation for Parents;
- A Monitored Exchange Training Video and CD-ROM that provides information on monitored exchange services; and
- Various training curricula for professional supervised visitation providers.

Moreover, programs have also developed numerous program service delivery forms that would serve as beneficial resources for other courts statewide. A sample of the various program forms is attached as Appendix C to this report.

ACCESS TO VISITATION PROGRAM SERVICES

The federal legislation for grants to states for access and visitation programs requires that the funds be used to support and facilitate noncustodial parents' access to and visitation with their children. While other program activities are eligible for funding under the federal statute, California's Access to Visitation Programs help support three types of services for parents and children going through family court: supervised visitation and exchange services, parent education, and group counseling services.

Supervised Visitation Services

In recent years, "there has been a growing interest in services that provide third-party supervision of contact between a child and a parent in high-conflict divorces, families with entrenched disputes about child access, and families with a history or allegations of violence between the parents or other parental misconduct."⁴³

California's Family Code section 3031(c) provides that:

[W]hen making an order for custody or visitation in a case in which domestic violence is alleged and an emergency protective order, protective order, or other restraining order has been issued, the court shall consider whether the best interest of the child based upon the circumstances of the case requires that any custody or visitation arrangements shall be limited to situations in which a third person, specified by the court, is present, or whether custody or visitation shall be suspended or denied

This type of visitation arrangement is often referred to as "supervised visitation" or "child access" services. Supervised visitation can offer parents (and the court) an important option for visitation when contact with one parent presents a potential risk of harm to either the child or the parent.

With the support of federal Access to Visitation grant funding, free and low-cost sliding-scale services are now available in approximately 27 of California's 58 counties. Prior to federal grant funds' becoming available, access to supervised visitation and exchange services in the courts and in communities either was very sparse, with little or no public or private funding, or was nonexistent.⁴⁴ Yet the level of available funding continues to be insufficient to meet the needs of the courts and parents struggling with access and visitation issues.

In 1992, an international membership organization of child access providers was created, called the Supervised Visitation Network (SVN), to provide communities with education and support that promotes opportunities for children to have safe, conflict-free access to

both parents through a continuum of child access services.⁴⁵ As reported recently by the SVN executive director,

[T]he organization currently has 446 memberships. The majority of these are institutional memberships, which are allowed to name up to 3 individuals as members, bringing the total in individuals claiming membership in SVN to 804. In addition, there are fifteen chapters located throughout the states and provinces.⁴⁶

Most recently, through the federal Violence Against Women Act of 2000, the Office on Violence Against Women established the Safe Havens: Supervised Visitation and Safe Exchange Grant Program, to examine policies and practices of safe visitation and exchange of children, “by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking.”⁴⁷

The Need for Supervised Visitation Services

California has the largest court system in the nation.⁴⁸ Statistical data on the estimated number of total court orders for supervised visitation and exchange services in California has been minimal. It is known, however, that in 2003 an estimated 97,000 families participated in court-based child custody mediation.⁴⁹ The 2003 Client Baseline Study, which collected detailed information from both parents and mediators involved in court-based child custody mediation, reports that in addition to child custody disputes, parents often report other serious family issues (e.g., parental conflict or substance abuse).⁵⁰

Research evidence shows that domestic violence was reported by over half of all families (53 percent) in court-based child custody mediation. Thirty-eight percent of families said their child has witnessed violence between the parents, while about 42 percent of families reported now having a restraining order or having had one. Most families (86 percent) are in mediation to discuss an issue about the other parent, including a parent’s safety with the other parent (25 percent), child neglect (22 percent), domestic violence (21 percent), alcohol abuse (19 percent), and drug abuse (18 percent).⁵¹ Furthermore, of the 79 percent of families in mediation to discuss an issue about their children, nearly half (49 percent) reported child safety as an issue.⁵²

Given these court-related statistics, it is not surprising that more than one-third of families (35 percent) report that they need supervised visitation services.⁵³ The results of the 2003 Client Baseline Study illustrate that many families served by the court have serious custody and visitation concerns, and in many cases are dealing with multiple issues, so that either a parent or the children, or both, may be in need of safe visitation options.

As one judge noted, “[J]udges face untenable choices.”⁵⁴ Often they must decide whether to deny visitation, permit unsupervised visitation, or allow exchanges to occur at police stations or other public settings, which may expose children and parents to potential risks of harm. One local county police department states it best:

Exchanges in front of [this] police station (located in a dark, deserted, rough section of town) are probably the least safe exchange possible. Our doors are locked, rarely are uniformed officers in the building (unless there is a shift change), and there are [sic] no dispatch or phone system available on site.⁵⁵

Judges are continually trying to balance issues of safety and security against parental rights to access.

Supervised visitation, of which there is a tremendous need in California, can assist in making child visitations safe while at the same time allowing for parent-and-child contact through the supervision of a neutral third person. It is important to note that supervised visitation and exchange services do not eliminate or protect against all dangers. To the contrary, “[A] range of court and community interventions, of which supervised visitation is only one option, is necessary to enhance safety for children.”⁵⁶

Provisions of Program Service Delivery

General Program Policies and Procedures. All supervised visitation and exchange programs receiving Access to Visitation Grant funds must comply with every requirement of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in section 26.2 of the California Standards of Judicial Administration.⁵⁷ This includes enforcing policies governing safety and security procedures, confidentiality, safety considerations for sexual abuse cases, abduction protocols, and policies regarding when to suspend or terminate visitation services for noncustodial parents.

Referral Process. The first step in receiving supervised visitation and exchange services is the referral. Most referrals to supervised visitation and exchange services under the Access to Visitation Grant program occur either with a court order or through Family Court Services court-connected mediation services. In some jurisdictions, when the court orders a family to have a supervised visit, the court clerk or the supervised visitation provider will complete the “referral form” so that services can begin; however, in other jurisdictions clients are merely given a brochure with a list of supervised visitation agencies.

Alternatively, Family Court Services completes the referral form with all relevant information about the person referred and forwards this information to the appropriate agency or provider prior to intake, or alternatively the parent contacts the supervised visitation agency or provider directly to begin the visitation or exchange process.

Each court program is required to have a written description that describes the court's referral process for supervised visitation or exchange services. This must be easily accessible to clients and must include general consumer information about what supervised visitation is and is not as well as describe the role and responsibilities of supervised visitation providers. Most programs have developed information brochures, which are made available in family law courtrooms, legal aid clinics, family court services departments, family law facilitators office, and local bar associations.

Additionally, the courts coordinate and consult with their family law judicial officers to inform them about the Access to Visitation grant program and services provided by family court services.

Program Fees. The general practice of the grant program is to make a minimal level of services available to all families, regardless of their ability to pay. Fees under the grant program must be offered by the court based on a sliding scale.⁵⁸ The sliding-scale fees are generally determined based on the collaboration relationship between the court and the subcontractor agencies, or are established according to the federal poverty level, client income, or fee waiver requirements set by the court. Some programs keep the responsibility of fee apportionment at the court level.

Each program is required to maintain written policies and guidelines for fee charges and allocation. In hardship cases the program fees and costs may be waived, and often are. In other county jurisdictions, fees or costs for grant-related services are free. This generally means that the total fee or cost for service delivery is charged through Access to Visitation grant subsidies. However, due to funding limitations, many jurisdictions must restrict the number of families that can be served and the amount of visitation time a program can offer a family.

In addition, since grant subsidies do not support "other essential" costs for program service delivery or grant administration (e.g., client intake and orientation, client consultation, interviews with the parents, collection and billing of fees, clerical staffing, and data collection requirements), many programs are struggling with how to absorb these costs and still remain operational without increasing client fees.

Access to services, even through grant subsidies, continues to grow increasingly difficult for overall program sustainability. This is particularly true where costs are an important issue for program quality, since skilled experienced staff is critical in more difficult high-risk, high-conflict cases. Socioeconomically, clients receiving Access to Visitation services in California tend to be in the low-income category, so additional costs to these families would be a severe hardship and would only continue to inadvertently push families deeper into poverty.⁵⁹

At present, no state funds are specifically designated for court-ordered supervised visitation and exchange services. The most significant challenge expressed by courts, grantees, and subcontractors alike is the lack of available funding. Without adequate funds to subsidize payment for these grant-related services, the scarcity of available, safe, and affordable services will leave numerous families with no access to services.⁶⁰

Policies on Safety and Security. Under federal grant requirements, states must ensure that the programs contain safeguards to ensure the safety of parents and children who are served by the grant program.⁶¹ Consistent with California's Uniform Standards of Practice for Providers of Supervised Visitation, each program conducts a comprehensive intake and screening process to assess the nature and degree of risk for each case (e.g., details of the reasons for supervised visitation or exchange services; risk factors; parental concerns about issues during visitation; and prior history of child abuse, domestic violence, substance abuse, or mental illness). Separate interviews with the parties are conducted prior to commencing any visitation or exchange. Each parent separately completes a written registration packet and undergoes an individual intake interview. Some court programs also present an interactive group orientation or show an informational video about supervised visitation services for victims of domestic violence to alleviate concerns regarding safety or security for the victim-parent.

On determining that the family or facility is appropriate and safe for the delivery of program services, the visitation or exchange service is then scheduled between the parent and the child. It is important to note that programs are encouraged to decline any case after reviewing the referral information if staff is not adequately trained or if the facilities or security required in the case are not appropriate for the protection and safeguarding of all participants. This is particularly essential in cases involving domestic violence, child abuse and neglect, and sexual abuse.

To help ensure the safety and welfare of the child and adults during supervised visitation or exchange services, the programs have developed, in collaboration with their local law enforcement agencies, general safety response plans and policies pertaining to cases of emergency, critical incidents, potential threats of violence or abuse, and child abduction.

In addition, the programs offer various safety and security measures for participants, such as the following: childproofed centers, separate entrances and exits, separate parking areas, strictly enforced arrival and departure times, separate waiting rooms for custodial and noncustodial parents, video cameras or security monitor surveillance systems, two-way radio transmitters for staff-to-staff contact from one visitation room to the other, and panic buttons for staff.

Confidentiality. Each program and its staff must follow strict confidentiality policies regarding the nondisclosure and nonrelease of confidential information. Particularly in cases involving domestic violence, child abuse, or the existence of a protective or

restraining order, no disclosure is made of personal identifying information about the parent's and the child's residence, school, place of employment, location of a shelter or other confidential location, telephone numbers, or other forms of contact information. Prior to the release of any information, all clients are generally required to provide a signed *Consent to Release Information or Visitation Disclosure Agreement* form.

All family records are kept confidential, except when ordered by the court, subpoenaed, or as required by child protective services. Many programs maintain an individual client or family file, which is kept in a secure, key-locked cabinet accessible to only a limited number of staff personnel. Additionally, access to computers at the sites is protected by private passwords.

Parent Education Services

Most parent education programs are designed to assist families with divorce, separation, or coparenting transition.⁶² One unique and universally accepted parent education model for families is the *Kids' Turn* program.

Kids' Turn is a nationally recognized educational program that offers workshops and counseling for families with separated or divorced parents. The program provides educational workshops (not therapy) for parents and children designed to help ensure that children of divorce and separation are not overlooked by their parents.⁶³ The programs are ordinarily set up so that parents and children attend simultaneous but separate, noninteractive instruction that refocuses parents on their children and teaches children to understand their family situations.⁶⁴

Under the Access to Visitation Grant program, the Superior Courts of Napa and Shasta Counties both administer Kids' Turn programs in their communities. A description of how the Kids' Turn programs operate in the different counties is provided below.

Types of Parent Education Programs

While supervised visitation and exchange services are the primary service areas under California's Access to Visitation Grant Program, a few counties also offer a variety of parent education services for families. These parent education programs are highlighted below.

Parenting Apart Program (Superior Court of Mendocino County)

The *Parenting Apart Program* in Mendocino County is a mandatory educational workshop for parents who are divorcing, are separated, or are involved in custody and visitation disputes. Similar in scope to the Kids' Turn program, the workshop focuses on

children's needs before, during, and after the family experiences transition. It teaches parents the importance of co-parenting, to ensure healthy parent-and-child relationships.

The court-based parent education program offers families two choices for participation: (1) parents can attend a day-long workshop that is offered once a month in the locales of Ukiah and Willits, which teaches them about the effects of divorce and separation on their children through presentation of materials by two facilitators, videos, group work, and group sharing; or (2) parents can participate using distance learning. This educational tool affords an opportunity for parents who live in outlying areas of Mendocino County or those who lack reliable transportation to complete the court-mandated program.

The goals of the parent education program are (1) to help parents understand the impact of divorce or family transition and parental conflict on their children, (2) to help families understand the grief process, (3) to give parents tools for talking with their children about divorce, (4) to familiarize parents with the developmental stages and needs of their children, and (5) to help parents build a business relationship through effective communication that will safeguard their children.⁶⁵

Kids' Turn (Superior Court of Napa County)

In Napa County, during intake parents are automatically referred to the COPE Family Center (the court's subcontractor) *Kid's Turn* program. Its workshops welcome family members to participate in one of three groups: custodial parents, noncustodial parents, and children. The workshop facilitators work with each group separately over a six-week period in weekly ninety-minute classes.

The program goals are (1) to help parents understand their children's experience after divorce or separation, (2) to provide families with skills that can improve communication between children and parents, (3) to demystify and destigmatize the separation process to promote a healthier perspective, and (4) to give children a safe place to talk about the changes that are happening in their family.⁶⁶

Kids' Turn, Cooperating as Separated Parents, and Blended Families Program (Superior Court of Shasta County)

The *Unified Parent Access Program*, which consists of Shasta, Tehama, Trinity, and Siskiyou Counties under the Access to Visitation Grant, offers three parent education programs:

- Kids' Turn Shasta/Cascade program;
- Cooperating As Separated Parents (C.A.S.P.) education workshop; and
- Blending Families and Step-Parenting Program.

The Kids' Turn Shasta/Cascade program (in which workshops are conducted in Shasta and Siskiyou Counties) conducts three workshops annually to assist families going through separation or divorce. Although families attend the workshop at the same site, parents are in a separate group, while children are divided into developmentally appropriate age groups. The county program averages about six separate groups for each workshop, with between 35 and 70 people attending each session. The goal of the program is to help parents understand how to build parental relationships by decreasing conflict, increasing communication, and receiving assistance with developing plans for parenting.

The Kids' Turn program differs from the other parent education programs primarily in that it serves the whole family simultaneously. As stated by the program executive director,

The consistent and lasting success of this intervention is due in part to the excellence of the curriculum, which is continually updated and annually improved by a team of experts with input from leaders all around the country.⁶⁷

The executive director continues, "While the Kids' Turn format is most effective for parents, it is also the most expensive because it serves the entire family." Given the challenges related to costs and the vast geographical disparity between the rural communities, the county began a separate program, *Cooperating As Separated Parents (C.A.S.P.)*, to operate in the more-rural areas where the population base would not support the large family workshops. This program enables the county to deliver parent education services to those individuals who would otherwise receive no intervention assistance.

The goals of C.A.S.P. differ from those of the Kids' Turn program in that the former focuses less on the parent-and-child relationship and more on the interpersonal relationship between the two separated parents. The class is conducted in one group in which the parent practices learned communication skills, strategizes future plans to parent their children effectively, and finalizes parenting plans. To support and strengthen each parent's ability to discuss their parental issues in a safe and constructive environment, the program is offered immediately following the Kids' Turn workshop (when possible).

The *Blending Families and Step-Parenting Program* is an adjunct one-day or two-evening workshop, offered with matched funding and community volunteers, that helps support stepparents and new partners who are joining the families in transition.

Fathering After Violence, National Project by the Family Violence Prevention Fund (this is not funded by an Access to Visitation grant)

The San Francisco Family Violence Prevention Fund's program, *Fathering After Violence*, is a new initiative seeking to develop a coordinated community service response that addresses strategies for working fathers who have been violent. The initiative "concentrates on what children need from their fathers and what fathers need to do in order to make amends and build a relationship with their children. The program will be implemented in several supervised visitation centers throughout the four communities nationwide."⁶⁸ The California supervised visitation sites and domestic violence agencies involved in the project include the Walnut Avenue Women's Center of the County of Santa Cruz County, the Family Service Agency of San Mateo County, and the community organization Next Door Solutions to Domestic Violence.

The goals of this innovative project are to:

- Develop community partnerships to address issues of domestic violence among fathers who either have been violent with their children or are themselves the victim-parent;
- Provide a greater understanding of what motivates men to repair their relationships with their children and what will help them accomplish this;
- Provide a greater understanding of service coordination needs;
- Support and encourage a holistic healing process for individuals and families who experience domestic violence, one that does not exclude accountability; and
- Create community dialogue about fatherhood and domestic violence.⁶⁹

The California Fathering After Violence community-based supervised visitation centers also receive grant funding from the Access to Visitation program. These program sites and agencies are encouraged to work with the Access to Visitation staff to support consistent and promising practice approaches that can provide statewide benefits to the courts and other professional supervised visitation practitioners.

CONCLUSION

During each grant cycle, courts must apply for new funding under the Access to Visitation Grant. Since this is a competitive grant, some courts have been successful in obtaining renewed funding, while others have failed and local programs have had to close their doors because of insufficient funding. Programmatically, the most urgent and challenging statewide need for the grant program continues to be the need for increased national funding and identification of adequate state and private funding resources.

Despite funding limitations, the Access to Visitation courts, together with their subcontractors, have developed an assortment of exceptional resources that can be shared with other courts statewide to develop and operate services in parent education and supervised visitation and exchange. In addition, the Access to Visitation program staff are striving to ensure that the statistical data gathered through the new California Access to Visitation Data Collection and Reporting System will help provide greater detailed information about the families served under California's Access to Visitation Grant Program. They anticipate that the data findings will set the context both for evaluating future policy decisions and for enhancing the overall effectiveness of program service delivery.

The Judicial Council of California and the Administrative Office of the Courts will continue to work with the federal Office of Child Support Enforcement, Administration for Children and Families, U.S. Department of Health and Human Services, the courts, program recipients, and the Legislature to enhance and expand this program to serve the families of California.

ENDNOTES

¹ 42 U.S.C. 669b.

² Fam. Code, § 3204(a).

³ Child Trends, Charting Parenthood: A Statistical Portrait of Fathers and Mothers in America (2002) p. xii.

⁴ Judicial Council of California, Administrative Office of the Courts, *California's Access to Visitation Grant Program, Fiscal Years 2002–2003 and 2003–2004* (March 2004) p. 4.

⁵ Non-Custodial Parents' Participation in Their Children's Lives: Evidence from the Survey of Income and Program Participation, H<http://fatherhood.hhs.gov/SIPP/pt2.htm>H (August 1996).

⁶ U.S. Department of Health and Human Services, "Promoting Responsible Fatherhood," fact sheet (April 26, 2002).

⁷ *Ibid.*

⁸ Judicial Council of California, Administrative Office of the Courts, *California's Access to Visitation Grant Program, Fiscal Years 2002–2003 and 2003–2004* (March 2004) p. 4.

⁹ *Ibid.*

¹⁰ Fam. Code, § 3204(a).

¹¹ The census data is adjusted every three years. As a result, funding allocations to the states may result in an increase or decrease based on the number of single-parent households.

¹² Fam. Code, § 3204(a).

¹³ The term *parent education* is used as a synonym for "education about protecting children during family disruption."

¹⁴ Judicial Council, Administrative Office of the Courts, *Data Collection and Reporting System Handbook, Access to Visitation Grant Program [Version 2]* (2004) p. F-9.

¹⁵ Fam. Code, § 3201(b).

¹⁶ *Ibid.*

¹⁷ Fam. Code, § 3202(b)(2).

¹⁸ U.S. Department of Health and Human Services, Administration of Children and Families, Office of Child Support Enforcement, State Access and Visitation Program Directors and Administrators: State Profiles Information, memorandum (June 13, 2001).

¹⁹ Fam. Code, § 3203.

²⁰ Fam. Code, § 3204(d).

²¹ W. H. Horn and T. Sylvester, Father Facts, 4th ed., "Top Ten Father Facts" (National Fatherhood Initiative, 1994–2002) p. 1 Hwww.fatherhood.orgH.

²² Memorandum to all State Access and Visitation Program Contacts, *Preliminary Data—Child Access and Visitation Grants States Profiles (FY 2003)* (August 2004) p. 9.

²³ *Ibid.*

²⁴ *Ibid.*

²⁵ *Ibid.*

²⁶ Judicial Council of California, Administrative Office of the Courts, *California's Access to Visitation Grant Program, Fiscal Years 2002–2003 and 2003–2004* (March 2004) p. 10.

²⁷ *Ibid.* at p. 11.

²⁸ The \$45,000 and \$60,000 funding cap was modeled after the AOC's CASA grant program, and the \$100,000 cap was consistent with the approximate amount of total funds received and spent in previous years by grant recipients.

²⁹ See footnote 10.

³⁰ Effective November 2004, the Superior Court of Madera County and its subcontractor, Madera County Community Action Agency (MCCAA), voluntarily chose to suspend their services for the SEE ROOM (Supervised Visitation and Child Exchange Program) because of funding

constraints. In December 2004, the Judicial Council approved the redistribution of \$8,642 from the Superior Court of Madera County to two existing grantees: the Superior Courts of Mendocino and Shasta Counties. The grant funds were divided equally between the two superior courts.

³¹ See footnote 30.

³² See footnote 30.

³³ See footnote 30.

³⁴ Courts receive a midyear reallocation questionnaire each March to assist in evaluating and projecting the program's funding needs and to determine whether courts will use their full grant allocations.

³⁵ Four applicant courts did not request additional grant funds on the midyear reallocation questionnaire.

³⁶ Fam. Code, § 3204(b)(2).

³⁷ *Ibid.*

³⁸ Judicial Council of California, Administrative Office of the Courts, *California's Access to Visitation Grant Program, Fiscal Years 2002–2003 and 2003–2004* (March 2004) p. 17.

³⁹ Judicial Council of California, Administrative Office of the Courts, *California's Access to Visitation Grant Program, Fiscal Years 2001–2002 and 2002–2003* (February 2003) p. 16.

⁴⁰ Office of Justice Programs, Office on Violence Against Women (OVW), Safe Havens: Supervised Visitation and Safe Exchange Grant Program, 2002 Program Brief.

⁴¹ U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime, *Report to the Nation: Fiscal Years 2001 and 2002* (2003) p. 1.

⁴² Several challenging issues were raised in California's Access to Visitation Grant Program, Fiscal Years 2002–2003 and 2003–2004 report to the Legislature. This included a capability of serving a diverse, multilingual population; geographically accessible visitation sites; transportation and child care issues; affordability; funding for adequate staffing; and facility space.

⁴³ J. Pearson and N. Thoennes, "Supervised Visitation: A Portrait of Programs and Clients" (December 1997) pp. i and 1.

⁴⁴ Judicial Council of California, Administrative Office of the Courts, *California's Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for Nonresidential Parents, The First Five Years* (March 2002) p. 14.

⁴⁵ This was extracted from the SVN mission statement.

⁴⁶ SVN has three classifications of members: individual, institutional, and affiliate. Individual memberships are either independent supervised visitation providers or individuals in another related profession who want to belong to SVN. Institutional members are organizations that provide supervised visitation or related services and have multiple staff members who are involved in the services and want to be affiliated with the organization. Affiliate memberships are for branches of institutional members operating in a different locality from the parent organization and that want inclusion in the SVN Directory of Service Providers.

⁴⁷ Extracted from the Office of Violence Against Women, Safe Havens: Supervised Visitation and Safe Exchange Grant Program, 2002 Program Brief.

⁴⁸ Judicial Council of California, *Fact Sheet* (January 2002).

⁴⁹ Statewide Uniform Reporting System. 2003 Client Baseline Study: Summary Findings, Administrative Office of the Courts, Center for Families, Children & the Courts (April 2004).

⁵⁰ *Ibid.*

⁵¹ *Ibid.*

⁵² *Ibid.*

⁵³ *Ibid.*

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- ⁵⁴ R. Straus, “Supervised Visitation and Family Violence” (summer 1995) 29(2) *Family Law Quarterly* 233.
- ⁵⁵ Extracted from a county program that described the need to establish a safe exchange program for its jurisdiction.
- ⁵⁶ M. Sherran and S. Hampton, “Supervised Visitation in Cases of Domestic Violence” *Juvenile and Family Court Journal* (spring 1999) 19.
- ⁵⁷ Fam. Code, § 3202.
- ⁵⁸ Fam. Code, § 3204(c).
- ⁵⁹ Judicial Council of California, Administrative Office of the Courts, *California’s Access to Visitation Grant Program, Fiscal Years 2002–2003 and 2003–2004* (March 2004) p. 22.
- ⁶⁰ Judicial Council of California, Administrative Office of the Courts, *California’s Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for Nonresidential Parents, The First Five Years* (March 2002) p. 18.
- ⁶¹ 45 C.F.R., Part 303, section 303.109(a).
- ⁶² Judicial Council, Administrative Office of the Courts, *Research Update: Programs for Children of Separating Parents: Literature Review and Directions for Future Research*, (April 2004) p. 1.
- ⁶³ C. Barnes, *Kids’ Turn: A Unique Program for Families in Transition*, CFCC Update Newsletter (December 2002) 3 (3) 3.
- ⁶⁴ *Ibid.*
- ⁶⁵ The parent education description of the Parenting Apart Program and the program goals were extracted from the Superior Court of Mendocino County response to the CFCC RFP Grant Application for Fiscal Years 2003–2004 and 2004–2005.
- ⁶⁶ The Kids’ Turn program description and program goals were extracted from the Superior Court of Napa County response to the CFCC RFP Grant Application for Fiscal Years 2003–2004 and 2004–2005.
- ⁶⁷ The information pertaining to the Shasta/Cascade Kids’ Turn program was provided by the Access to Visitation Grant Program project coordinator.
- ⁶⁸ The information pertaining to the Fathering After Violence program was provided by the Family Service Agency of San Mateo County, one of the designated California supervised visitation sites for this project.
- ⁶⁹ *Ibid.*

APPENDIX A

Applicant Courts and County Collaborations

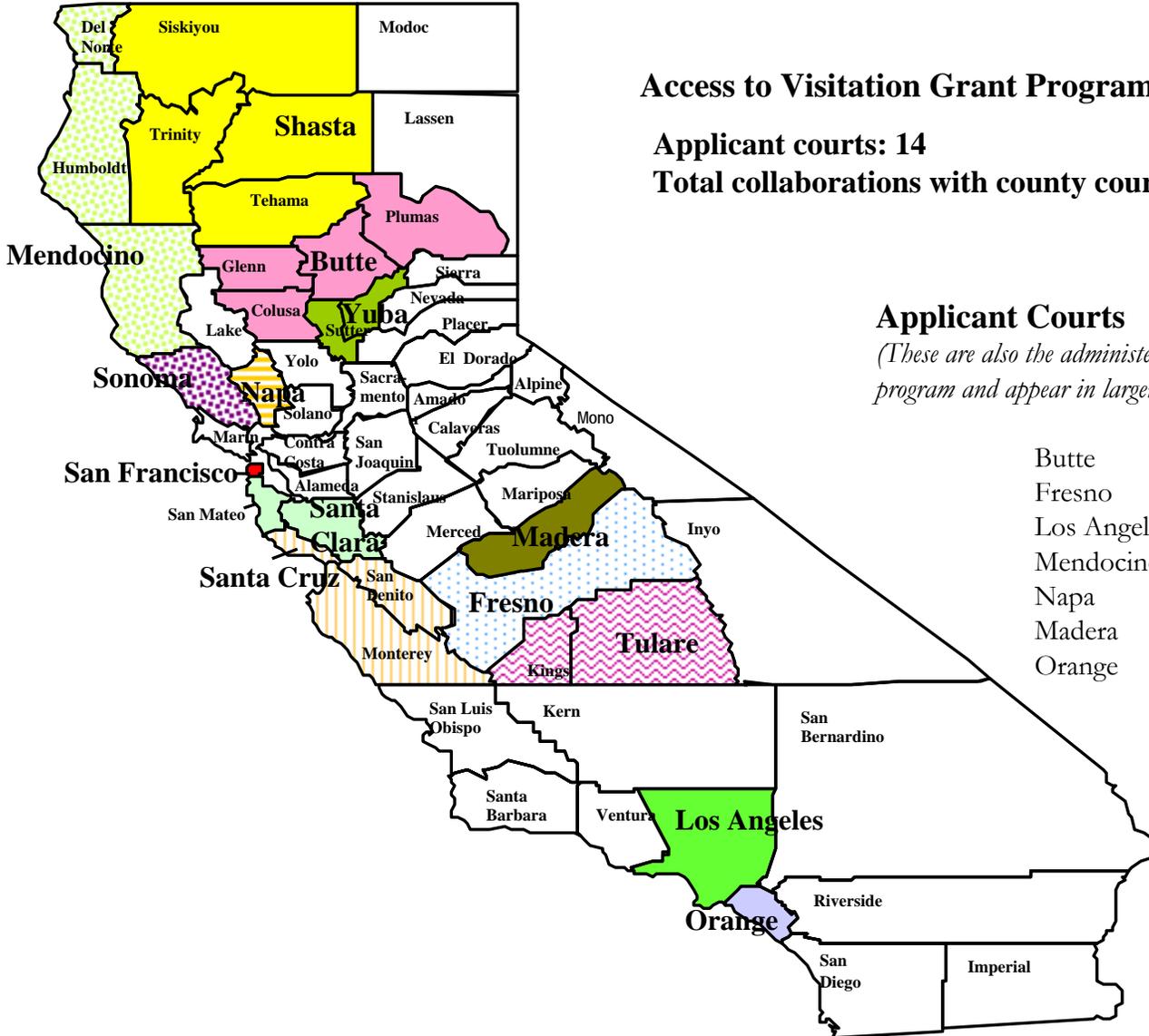
Access to Visitation Grant Program for Fiscal Year 2003–2004

Applicant courts: 14

Total collaborations with county courts: 27

Applicant Courts

(These are also the administering superior courts for the grant program and appear in larger type on the map.)



- | | |
|-------------|---------------|
| Butte | San Francisco |
| Fresno | Santa Clara |
| Los Angeles | Santa Cruz |
| Mendocino | Shasta |
| Napa | Sonoma |
| Madera | Tulare |
| Orange | Yuba |

APPENDIX A

Applicant Courts and County Collaborations

Access to Visitation Grant Program for Fiscal Year 2004–2005

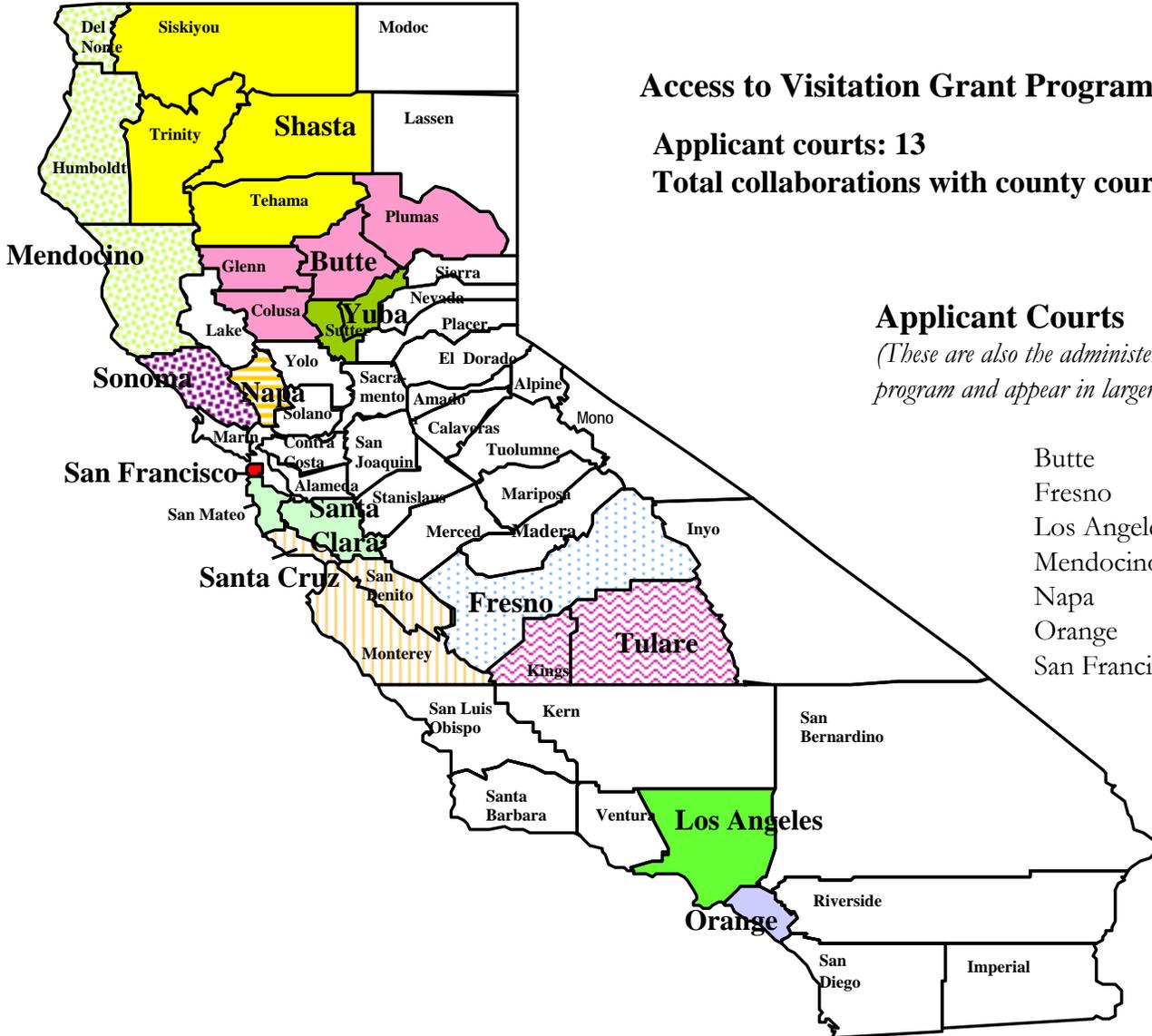
Applicant courts: 13

Total collaborations with county courts: 26

Applicant Courts

(These are also the administering superior courts for the grant program and appear in larger type on the map.)

- | | |
|---------------|-------------|
| Butte | Santa Clara |
| Fresno | Santa Cruz |
| Los Angeles | Shasta |
| Mendocino | Sonoma |
| Napa | Tulare |
| Orange | Yuba |
| San Francisco | |



APPENDIX B

Grantees, Program Summaries, and Collaborative Partners for Fiscal Years 2003–2004 and 2004–2005

SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$60,000	\$60,000
Superior Court of Butte County	\$4,900	\$500
Parent Education Network	\$55,100	\$59,500

Population (total collaboration): 269,252

Single-Parent Households (total collaboration): 9,911

Counties Served

Butte, Colusa, Glenn, and Plumas

Collaborating Partners

Butte County District Attorney
Facilitator's Office (Butte County)
Facilitator's Office (Glenn County)
Family Court Services Mediators
Family Law Bar Association
Glenn County District Attorney
Superior Court of Butte County, Family Court Services
Superior Court of Colusa County
Superior Court of Glenn County
Superior Court of Plumas County

Program Summary

All About Kids is a multisite, multicounty program providing supervised visitation and exchange services for families. The program provides a variety of visitation services, including supervised exchanges, group supervision, and therapeutic supervised visitation for families with special needs. It also provides transportation vouchers for families to help ensure accessibility of services. The goals of the program are (1) to provide parents with increased access to and visitation with their children through supervised visitation and exchange services, (2) to enrich the parent-child relationship, (3) to develop a quarterly newsletter to help parents with tips for planning visitation and understanding how conflict between parents can affect children, and (4) to improve the well-being of children.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$59,928	\$59,928
Superior Court of Fresno County	\$3,338	\$2,928
Comprehensive Youth Services	\$56,590	\$57,000

Population: 799,407

Single-Parent Households: 32,863

County Served

Fresno

Collaborating Partners

Comprehensive Youth Services

Superior Court of Fresno County, Family Court Services

Program Summary

The *Safe Watch* program is designed to promote and encourage healthy relationships between noncustodial parents and their children while ensuring the health, safety, and welfare of the child. Safe Watch is a collaboration between Comprehensive Youth Services, a nonprofit community-based provider serving families in need, and the Superior Court of Fresno County's Family Court Services Department; the collaboration provides supervised and therapeutic visitation as well as parent education services.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$100,000	\$100,000
Superior Court of Los Angeles County	\$1,650	\$2,650
Bienvenidos Family Services	\$36,000	\$42,000
Los Angeles Wings of Faith	\$13,000	\$32,000
Richstone Family Center	\$22,000	\$12,350
The Ness Center	\$17,350	\$11,000

Population: 9,519,338

Single-Parent Households: 340,980

County Served

Los Angeles

Collaborating Partners

Bienvenidos Family Services

Los Angeles Wings of Faith

The Ness Center

Richstone Family Center

Superior Court of Los Angeles County, Family Court Services

Program Summary

The *Safe Access and Friendly Exchanges (S.A.F.E.) for Kids Program* is a single program with multiple sites (not a court collaboration or partnership) proposing to continue to offer children safe, ongoing access to their noncustodial parents by providing on-site, low-fee supervised visitation and neutral exchange services for families throughout Los Angeles County. The program collaborates with five S.A.F.E. for Kids community-based nonprofit agency sites to address the needs of parents and children who may be at risk for emotional or physical harm as a result of potential difficulties or conflict following divorce or separation.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MADERA

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$8,462	Program Closed
Superior Court of Madera County	\$43	
Madera County Community Action Agency	\$8,419	

Population: 123,109

Single-Parent Households: 3,909

County Served

Madera

Collaborating Partners

Madera County Community Action Agency

Superior Court of Madera County, Family Court Services

Program Summary

The *SEE ROOM: Access to Visitation and Exchange Program* is a single program with a single site (not a partnership) proposing to continue to offer supervised visitation and exchange services for parents and children going through family court. The goals of the program are (1) to preserve the parent-child relationship; (2) to establish neutral, safe havens for parents to conduct orderly, stress-free exchanges; and (3) to provide educational interventions to improve overall family life for at-risk children.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$45,000	\$49,231
Superior Court of Mendocino County	\$1,413	\$1,744
Del Norte Child Care Council	\$10,000	\$11,300
S.A.F.E. for You (CASA of Humboldt County)	\$10,000	\$11,300
Mendocino Family and Youth Services	\$23,587	\$24,887

Population (total collaboration): 240,290

Single-Parent Households (total collaboration): 10,327

Counties Served

Del Norte, Humboldt, and Mendocino

Collaborating Partners

Del Norte Child Care Council

Mendocino Family and Youth Services

S.A.F.E. for You (CASA of Humboldt County)

Superior Court of Del Norte County

Superior Court of Humboldt County

Superior Court of Mendocino County, Family Court Services

Program Summary

The *North Coast Family Access and Opportunities Program* is part of a comprehensive, multisite, tricity partnership program proposing to continue providing supervised visitation and exchange services and parent education for families and children experiencing separation or divorce. The program offers a distance-learning parent education component to meet the needs of community members who lack access to transportation or reside outside Mendocino County. The goals of the program are (1) to ensure safe and positive regular contact between parents and their children and (2) to provide parents with essential tools to develop the necessary interpersonal skills to have healthy, ongoing relationships with their children, while facilitating their ability to comply with custody or visitation orders of the court regardless of the ability to pay for services.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF NAPA

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$27,000	\$27,000
Superior Court of Napa County	\$0	\$0
Cope Family Center	\$27,000	\$27,000

Population: 124,279

Single-Parent Households: 3,652

County Served

Napa

Collaborating Partners

Cope Family Center

Health and Human Services, Napa County

Napa Police Department

Superior Court of Napa County

Program Summary

Napa Access is a single-county program that is a component of a comprehensive partnership proposing the continuation of supervised visitation, exchange, parent education, and group counseling services for parents and children in Napa County. The goals of the program are (1) to serve families ordered by the court to participate in supervised visitation or monitored exchange services, (2) to make appropriate referrals to agencies serving both custodial and noncustodial parents, and (3) to provide educational resources and support networks for parents.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$86,978	\$86,978
Superior Court of Orange County	\$10,663	\$9,265
La Familia	\$22,635	\$24,734
Family Assessment, Counseling, and Educational Services (F.A.C.E.S.)	\$24,025	\$31,145
Korean Community Services (K.C. Services)	\$17,530	\$21,834
Coastal Family Therapy Services	\$12,125	\$0

Population (total collaboration): 2,846,289

Single-Parent Households: 53,184

County Served

Orange

Collaborating Partners

Coastal Family Therapy Services

La Familia

Family Assessment, Counseling, and Educational Services (F.A.C.E.S.)

Korean Community Services (K.C. Services)

Superior Court of Orange County, Family Court Services

Program Summary

The *Keeping Kids Safe Program* is a single program that is a component of a comprehensive partnership seeking to collaborate with four nonprofit agencies throughout Orange County to provide supervised visitation and exchange services, parent education, group counseling for parents and children who have experienced domestic violence in their relationships, group counseling for low-income children who have witnessed domestic violence, and parent education services for families going through family court. This program has developed several brochures on supervised visitation and monitored exchange services. The goals of the program are (1) to provide subsidized visitation and monitored exchange services for parents and (2) to create a parent education curriculum focused on learning adaptive coping skills and understanding the emotional aspects of separation.

UNIFIED FAMILY COURT OF SAN FRANCISCO COUNTY

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$60,000	\$60,000
Rally Family Visitation Services of Saint Francis Memorial Hospital	\$60,000	\$60,000

Population: 776,733

Single-Parent Households: 14,438

County Served

San Francisco

Collaborating Partners

Rally Family Visitation Services of Saint Francis Memorial Hospital

Unified Family Court of San Francisco County

Program Summary

The *Family Cohesion Collaborative* is a single-county, single-site program (not a partnership) providing supervised visitation and exchange services under the umbrella of the local community hospital (Saint Francis Memorial Hospital). The overall goals of the program are (1) to provide high-quality, affordable supervised visitation and monitored exchange services as a means of improving the well-being of children involved in court-ordered parent visitation arrangements; (2) to assist divorcing parents in establishing positive parenting relationships; and (3) to strengthen both custodial and noncustodial parents as caregivers while lessening negative impacts on children. The program has developed policies and procedures manuals and offers program services and educational materials in five languages, including English (Spanish, Cantonese, Portuguese, Hindi, and Gujarati).

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$100,000	\$100,000
Superior Court of Santa Clara County	\$3,800	\$3,800
Family Service Agency of San Mateo County	\$38,000	\$41,200
Community Solutions for Families, Children, and Individuals, Inc.	\$55,000	\$55,000
Family Service Agency of San Mateo (project management)	\$3,200	\$0

Population (total collaboration): 2,389,746

Single-Parent Households (total collaboration): 56,413

Counties Served

San Mateo and Santa Clara

Collaborating Partners

Community Solutions for Families, Children, and Individuals, Inc. (Santa Clara County)

Family Service Agency of San Mateo County

Superior Court of San Mateo County, Family Court Services

Superior Court of Santa Clara County, Family Court Services

Program Summary

The *Connections for Kids Program* is part of a comprehensive partnership in a multisite, multicounty application seeking the continuation of safe access for children and their parents through supervised visitation and exchange services. The goals of the program are (1) to provide stable and safe situations for children in relationships with their parents and to support healthy functioning for both parents and children through supervised visitation; (2) to promote parental responsibility, including financial support; (3) to reduce trauma for children caused by family dissolution and conflict; and (4) to improve parenting skills through modeling and education. The program has developed a five-county collaborative Supervised Visitation Training Module.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$60,000	\$60,000
Superior Court of Santa Cruz County	\$1,200	\$0
Chamberlain’s Children’s Center	\$14,000	\$14,000
Family Service Agency of Monterey County	\$22,400	\$22,000
Walnut Avenue Women’s Center	\$22,400	\$24,000

Population (total collaboration): 710,598

Single-Parent Households (total collaboration): 56,413

Counties Served

Monterey, San Benito, and Santa Cruz

Collaborating Partners

Chamberlain’s Children’s Center (San Benito County)

Family Service Agency of Monterey County

Superior Court of Monterey County

Superior Court of San Benito County

Superior Court of Santa Cruz County, Family Court Services

Walnut Avenue Women’s Center (Santa Cruz County)

Program Summary

The *Tri-County Collaboration (TCC)—Connections for Kids Program* is a multisite, tricity collaboration between supervised visitation agencies and family courts in Monterey, San Benito, and Santa Cruz counties that proposes to offer the continuation of easy access, low-cost services to responsibly unite noncustodial parents with their children in a safe, supportive, and professionally supervised visitation environment. The goals of the program are (1) to assist children and their noncustodial parents in staying connected through the utilization of supervised visitation and exchange services, (2) to expand and enhance services in the three counties, (3) to continue to provide supervised visitation services to low-income families for a sliding-scale fee in the three counties, and (4) to expand the number of sites at which supervised visitation and exchange services are offered by opening new locations in King City and Watsonville.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SHASTA

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$60,000	\$64,231
Superior Court of Shasta County	\$1,630	\$0
Alternatives to Violence	\$5,543	\$5,543
Kids’ Connection—Trinity Court Program, Family Court Services	\$2,000	\$2,630
Kids’ Turn (Northern California Center for Family Awareness)	\$15,900	\$20,131
Northern California Center for Family Awareness (Grant Project Coordinator)	\$10,000	\$11,000
Parenting Center (Family Service Agency of Shasta County)	\$19,277	\$19,277
Superior Court of Siskiyou County, Family Court Services	\$5,650	\$5,650

Population (total collaboration): 276,618

Single-Parent Households (total collaboration): 20,857

Counties Served

Shasta, Siskiyou, Tehama, and Trinity

Collaborating Partners

Alternative to Violence (Tehama County)
 Family Service Agency of Shasta County
 Kids’ Connection (Trinity County)
 Kids’ Turn Shasta-Cascade
 Superior Court of Shasta County, Family Court Services
 Superior Court of Siskiyou County, Family Court Services
 Superior Court of Tehama County, Family Court Services
 Superior Court of Trinity County, Family Court Services

Program Summary

The *Unified Parent Access Program* is a multisite, multicounty collaborative program, encompassing four family courts and several nonprofit agencies to continue services of supervised visitation and exchanges for nonresidential parents, parent education, and group counseling for parents and children. The overall goals of the program are (1) to facilitate noncustodial parental access and (2) to improve visitation through education and counseling to help build healthy parent–child relationships. The program involves support, intervention, education, and therapeutic services to prevent future conflict and harm to children.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$34,000	\$34,000
California Parenting Institute	\$15,500	\$15,500
Sonoma County Legal Services Foundation	\$18,500	\$18,500

Population: 458,614

Single-Parent Households: 14,950

County Served

Sonoma

Collaborating Partners

California Parenting Institute

Sonoma County Legal Services Foundation

Superior Court of Sonoma County, Family Court Services

Program Summary

The *Visitation Enhancement Program* is a comprehensive partnership with two local nonprofit agencies providing supervised visitation and exchange services as well as parent education services. The program goals are (1) to provide safe, positive contact for children with parents to encourage parents to support and care for their children; (2) to provide parents with opportunities to show compliance with court orders; (3) to offer referrals to parent education and other helpful services; and (4) to assist parents in the transition to unsupervised visits. This program offers off-site visitation, coordinated through the local county legal aid clinic. The local California Parenting Institute provides an array of parent education services for families.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF TULARE

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$36,844	\$36,844
Superior Court of Tulare County	\$600	\$0
Family Services of Tulare County	\$36,244	\$36,844

Population (total collaboration): 497,482

Single-Parent Households (total collaboration): 19,112

Counties Served

Kings and Tulare

Collaborating Partners

Family Services of Tulare County

Kings County Probation Department

Superior Court of Kings County, Family Court Services

Superior Court of Tulare County, Family Court Services

Program Summary

The Superior Court of Tulare County, in partnership with Kings County Probation Department–Family Court Services and the Superior Court of Kings County, contracts with Family Services of Tulare County, a nonprofit agency, to provide families with supervised visitation and exchange services and parent education, with reduced or eliminated fees for low-income parents. The goal of the program is to support noncustodial parents in having access to and visitation with their children in a manner that is safe and that reduces harm or trauma to the children. The program produces a quarterly *Supervised Visitation* newsletter for participants.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA

Years Funded	Fiscal Year 2003–2004	Fiscal Year 2004–2005
Total Grant Awarded	\$41,788	\$41,788
Superior Court of Yuba County	\$1,788	\$1,788
Parent Education Network	\$40,000	\$40,000

Population (total collaboration): 139,149

Single-Parent Households (total collaboration): 5,237

Counties Served

Sutter and Yuba

Collaborating Partners

Parent Education Network

Superior Court of Sutter County, Family Court Services

Superior Court of Yuba County, Family Court Services

Program Summary

The *Kids First Yuba–Sutter Family Visitation and Exchange Program* is a multisite, multicounty program offering supervised visitation and parent education, with sites in Marysville and Yuba City. This program utilizes trained visitation monitors from a nonprofit agency, Parent Education Network, of Butte County to provide supervised visitation services for the multicounty collaboration. The goals are (1) to provide access services to noncustodial parents with low-cost, widely available supervised visitation and exchange services; (2) to promote healthy parent–child relationships by providing a safe, fun environment for children to have acceptable visitation contact; and (3) to reduce the incidence of violence in adjudicated domestic violence disputes.

APPENDIX C

**Judicial Council of California
Administrative Office of the Courts
Center for Families, Children & the Courts**

Access to Visitation Grant Program

List of Sample Court Program Forms

- ❑ Court Referral Form
- ❑ Specific Access to Visitation Grant Program Referral Form
- ❑ Welcome Letter or Introduction Letter
- ❑ Appointment for Intake or Interview, including intake forms
- ❑ Application for Supervised Visitation/Exchange Services
- ❑ Client Orientation Sign-off Form
- ❑ Consent to Release Information/Release of Confidential Information/Confidential Address and Telephone Information/Visitation Disclosure Agreement
- ❑ Emergency Contact and Designee Form
- ❑ Release of Medical Treatment
- ❑ Medical Instruction Form
- ❑ Photograph Consent Form
- ❑ Permission to Transport the Child
- ❑ Limitation of Liability Agreement
- ❑ Supervised Visits Schedule
- ❑ Fee Agreement and Payment Policies
- ❑ Payment Log or Statement of Account/Payment Record
- ❑ Gift Receipt Form
- ❑ Agreement to Participate
- ❑ Memorandum of Understanding or Contract Agreement for the Custodial Parent and Noncustodial Parent regarding program service delivery and program rules and guidelines
- ❑ Supervised Visitation Guidelines for the Visiting Party
- ❑ Telephone Protocol/Policy
- ❑ Supervised Visitation and Neutral Exchange Observation Form
- ❑ Supervised Visit Summary Sheet or Visitation Log
- ❑ Summary Notes/Progress Notes
- ❑ Summary Report of Supervised Exchange
- ❑ Critical Incident Report
- ❑ Program Warning Letter
- ❑ Notice to Parent regarding noncompliance with program guidelines and continuous late or early arrival or cancellation
- ❑ Tip sheet about “preparing your children for the visit”
- ❑ Complaint Process and Complaint Form
- ❑ Confidential Client Satisfaction Survey
- ❑ Training Evaluation Form for Supervised Visitation

APPENDIX D

Title 42 U.S.C. 669b, section 469(b)
Grants to States for Access and Visitation Programs

Subtitle I--Enhancing Responsibility and Opportunity for Non-Residential Parents**SEC. 391. GRANTS TO STATES FOR ACCESS AND VISITATION PROGRAMS.**

Part D of title IV (42 U.S.C. 651-669), as amended by section 353 of this Act, is amended by adding at the end the following new section:

42 U.S.C. 669B, SEC. 469B. GRANTS TO STATES FOR ACCESS AND VISITATION PROGRAMS.

SEC. 469B. [42 U.S.C. 669b] (a) **In General.**--The Administration for Children and Families shall make grants under this section to enable States to establish and administer programs to support and facilitate noncustodial parents' access to and visitation of their children, by means of activities including mediation (both voluntary and mandatory), counseling, education, development of parenting plans, visitation enforcement (including monitoring, supervision and neutral drop-off and pickup), and development of guidelines for visitation and alternative custody arrangements.

(b) **AMOUNT OF GRANT.**--The amount of the grant to be made to a State under this section for a fiscal year shall be an amount equal to the lesser of--

- (1) 90 percent of State expenditures during the fiscal year for activities described in subsection (a); or
- (2) the allotment of the State under subsection (c) for the fiscal year.

(c) **ALLOTMENTS TO STATES.**--

(1) **IN GENERAL.**--The allotment of a State for a fiscal year is the amount that bears the same ratio to \$10,000,000 for grants under this section for the fiscal year as the number of children in the State living with only 1 biological parent bears to the total number of such children in all States.

(2) **MINIMUM ALLOTMENT.**--The Administration for Children and Families shall adjust allotments to States under paragraph (1) as necessary to ensure that no State is allotted less than--

- (A) \$50,000 for fiscal year 1997 or 1998; or
- (B) \$100,000 for any succeeding fiscal year.

(d) **NO SUPPLANTATION OF STATE EXPENDITURES FOR SIMILAR ACTIVITIES.**--A State to which a grant is made under this section may not use the grant to supplant expenditures by the State for activities specified in subsection (a), but shall use the grant to supplement such expenditures at a level at least equal to the level of such expenditures for fiscal year 1995.

(e) **STATE ADMINISTRATION.**--Each State to which a grant is made under this section--

- (1) may administer State programs funded with the grant, directly or through grants to or contracts with courts, local public agencies, or nonprofit private entities;
- (2) shall not be required to operate such programs on a statewide basis; and
- (3) shall monitor, evaluate, and report on such programs in accordance with regulations prescribed by the Secretary.

APPENDIX E

CALIFORNIA FAMILY CODE SECTIONS 3200–3204

3200 [Development of Standards for Supervised Visitation] The Judicial Council shall develop standards for supervised visitation providers in accordance with the guidelines set forth in this section. On or before April 1, 1997, the Judicial Council shall report the standards developed and present an implementation plan to the Legislature. For the purposes of the development of these standards, the term "provider" shall include any individual who functions as a visitation monitor, as well as supervised visitation centers. Provisions shall be made within the standards to allow for the diversity of supervised visitation providers.

- (a) When developing standards, the Judicial Council shall consider all of the following issues:
 - (1) The provider's qualifications, experience, and education.
 - (2) Safety and security procedures, including ratios of children per supervisor.
 - (3) Any conflict of interest.
 - (4) Maintenance and disclosure of records, including confidentiality policies.
 - (5) Procedures for screening, delineation of terms and conditions, and termination of supervised visitation services.
 - (6) Procedures for emergency or extenuating situations.
 - (7) Orientation to and guidelines for cases in which there are allegations of domestic violence, child abuse, substance abuse, or special circumstances.
 - (8) The legal obligations and responsibilities of supervisors.
- (b) The Judicial Council shall consult with visitation centers, mothers' groups, fathers' groups, judges, the State Bar of California, children's advocacy groups, domestic violence prevention groups, Family Court Services, and other groups it regards as necessary in connection with these standards.
- (c) It is the intent of the Legislature that the safety of children, adults, and visitation supervisors be a precondition to providing visitation services. Once safety is assured, the best interest of the child is the paramount consideration at all stages and particularly in deciding the manner in which supervision is provided.

3201 [First Enacted Section] Supervised Visitation Administration. Any supervised visitation maintained or imposed by the court shall be administered in accordance with Section 26.2 of the California Standards of Judicial Administration recommended by the Judicial Council.

3201 [Second Enacted Section] Administration of Programs; Definitions.

- (a) The programs described in this chapter shall be administered by the family law division of the superior court in the county.

- (b) For purposes of this chapter, “education about protecting children during family disruption” includes education on parenting skills and the impact of parental conflict on children, how to put a parenting agreement into effect, and the responsibility of both parents to comply with custody and visitation orders.

3202 [Compliance with Requirements; Definitions]

- (a) All supervised visitation and exchange programs funded pursuant to this chapter shall comply with all requirements of the Uniform Standards of Practice for Providers of Supervised Visitation set forth in Section 26.2 of the Standards of Judicial Administration as amended. The family law division of the superior court may contract with eligible providers of supervised visitation and exchange services, education, and group counseling to provide services under this chapter.
- (b) As used in this section, “eligible provider” means:
 - (1) For providers of supervised visitation and exchange services, a local public agency or nonprofit entity that satisfies the Uniform Standards of Practice for Providers of Supervised Visitation.
 - (2) For providers of group counseling, a professional licensed to practice psychotherapy in this state, including, but not limited to, a licensed psychiatrist, licensed psychologist, licensed clinical social worker, or licensed marriage and family therapist; or a mental health intern working under the direct supervision of a professional licensed to practice psychotherapy.
 - (3) For providers of education, a professional with a bachelor’s or master’s degree in human behavior, child development, psychology, counseling, family-life education, or a related field, having specific training in issues relating to child and family development, substance abuse, child abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children; or an intern working under the supervision of that professional.

3203 [Programs and Counseling Administered by the Family Law Division] Subject to the availability of federal funding for the purposes of this chapter, the family law division of the superior court in each county may establish and administer a supervised visitation and exchange program, programs for education about protecting children during family disruption, and group counseling programs for parents and children under this chapter. The programs shall allow parties and children to participate in supervised visitation between a custodial party and a noncustodial party or joint custodians, and to participate in the education and group counseling programs, irrespective of whether the parties are or are not married to each other or are currently living separately and apart on a permanent or temporary basis.

3204 [Administration of Grant Funds]

- (a) The Judicial Council shall annually submit an application to the federal Administration for Children and Families, pursuant to Section 669B of the “1996 Federal Personal Responsibility and Work Opportunity Recovery Act” (PRWORA), for a grant to fund child custody and visitation programs pursuant to this chapter. The Judicial Council shall be charged with the administration of the grant funds.

- (b) (1) It is the intention of the Legislature that, effective October 1, 2000, the grant funds described in subdivision (a) shall be used to fund the following three types of programs: supervised visitation and exchange services, education about protecting children during family disruption, and group counseling for parents and children, as set forth in this chapter. Contracts shall follow a standard request for proposal procedure that may include multiple year funding. Requests for proposals shall meet all state and federal requirements for receiving access and visitation grant funds.
 - (2) The grant funds shall be awarded with the intent of approving as many requests for proposals as possible while assuring that each approved proposal would provide beneficial services and satisfy the overall goals of the program under this chapter. The Judicial Council shall determine the final number and amount of grants. Requests for proposals shall be evaluated based on the following criteria:
 - (A) Availability of services to a broad population of parties.
 - (B) The ability to expand existing services.
 - (C) Coordination with other community services.
 - (D) The hours of service delivery.
 - (E) The number of counties or regions participating.
 - (F) Overall cost effectiveness.
 - (G) The purpose of the program to promote and encourage healthy parent and child relationships between noncustodial parents and their children, while ensuring the health, safety, and welfare of the children.
 - (3) Special consideration for grant funds shall be given to proposals that coordinate supervised visitation and exchange services, education, and group counseling with existing court-based programs and services.
- (c) The family law division of the superior court in each county shall approve sliding scale fees that are based on the ability to pay for all parties, including low-income families, participating in a supervised visitation and exchange, education, and group counseling programs under this chapter.
 - (d) The Judicial Council shall, on March 1, 2002, and on the first day of March of each subsequent year, report to the Legislature on the programs funded pursuant to this chapter and whether and to what extent those programs are achieving the goal of promoting and encouraging healthy parent and child relationships between noncustodial or joint custodial parents and their children while ensuring the health, safety, and welfare of children, and the other goals described in this chapter.

Assembly Bill 673 (Honda) (Stats. 1999, ch. 1004) repealed Fam. Code, §§ 10100–10102, and *added* Fam. Code, §§ 3201–3204.

APPENDIX F

UNIFORM STANDARDS OF PRACTICE FOR PROVIDERS OF SUPERVISED VISITATION

(Cal. Stds. Jud. Admin., § 26.2)

Section 26.2 [Uniform standards of practice for providers of supervised visitation]

- (a) [Scope of service] This section defines the duties and obligations for providers of supervised visitation as set forth in Family Code section 3200. Unless specified otherwise, the standards are designed to apply to all providers of supervised visitation, whether the provider is a friend, relative, paid independent contractor, employee, intern, or volunteer operating independently or through a supervised visitation center or agency. The goal of these standards is to assure the safety and welfare of the child, adults, and providers of supervised visitation. Once safety is assured, the best interest of the child is the paramount consideration at all stages and particularly in deciding the manner in which supervision is provided. Each court is encouraged to adopt local court rules necessary to implement these standards.
- (b) [Definition] Family Code section 3200 defines a provider as any individual or any supervised visitation center who monitors visitation. Supervised visitation is contact between a noncustodial party and one or more children in the presence of a neutral third person. These standards and this definition are not applicable to supervision of visitation exchanges only, but may be useful in that context.
- (c) [Qualifications, experience, and training of the provider] Who provides the supervision and the manner in which supervision is provided depends on different factors including local resources, the financial situation of the parties, and the degree of risk in each case. While the court makes the final decision as to the manner in which supervision is provided and any terms or conditions, the court may consider recommendations by the attorney for the child, the parties and their attorneys, Family Court Services staff, evaluators, therapists, and providers of supervised visitation.

There are three kinds of providers: nonprofessional, professional, and therapeutic. The minimum qualifications for providers are as follows:

- (1) The nonprofessional provider is any person who is not paid for providing supervised visitation services. Unless otherwise ordered by the court or stipulated by the parties, the nonprofessional provider should: (i) be 21 years of age or older; (ii) have no conviction for driving under the influence (DUI) within the last 5 years; (iii) not have been on probation or parole for the last 10 years; (iv) have no record of a conviction for child molestation, child abuse, or other crimes against a person; (v) have proof of automobile insurance if transporting the child; (vi) have no civil, criminal, or juvenile restraining orders within the last 10 years; (vii) have no current or past court order in which the provider is the person being supervised; (viii) not be financially dependent upon the person being supervised; (ix) have no conflict of interest as per subdivision

(f) of this section; and (x) agree to adhere to and enforce the court order regarding supervised visitation.

- (2) The professional provider is any person paid for providing supervised visitation services, or an independent contractor, employee, intern, or volunteer operating independently or through a supervised visitation center or agency. The professional and therapeutic provider should: (i) be 21 years of age or older; (ii) have no conviction for driving under the influence (DUI) within the last 5 years; (iii) not have been on probation or parole for the last 10 years; (iv) have no record of a conviction for child molestation, child abuse, or other crimes against a person; (v) have proof of automobile insurance if transporting the child; (vi) have no civil, criminal, or juvenile restraining orders within the last 10 years; (vii) have no current or past court order in which the provider is the person being supervised; (viii) be able to speak the language of the party being supervised and of the child, or provide a neutral interpreter over the age of 18; (ix) have no conflict of interest as per subdivision (f) of this section; and (x) agree to adhere to and enforce the court order regarding supervised visitation.
 - (3) The therapeutic provider is a licensed mental health professional paid for providing supervised visitation services, including but not limited to the following: a psychiatrist, psychologist, clinical social worker, marriage and family counselor, or intern working under direct supervision. A judicial officer may order therapeutic supervision for cases requiring a clinical setting.
 - (4) Each court is encouraged to make available to all providers informational materials about the role of a provider, the terms and conditions of supervised visitation as per subdivision (i) of this section, and the legal responsibilities and obligations of a provider as per subdivisions (k) and (l) of this section. In addition, the professional and therapeutic providers of supervised visitation should receive training including but not limited to the following: (i) the role of a professional and therapeutic provider; (ii) child abuse reporting laws; (iii) record-keeping procedures; (iv) screening, monitoring, and termination of visitation; (v) developmental needs of children; (vi) legal responsibilities and obligations of a provider; (vii) cultural sensitivity; (viii) conflicts of interest; (ix) confidentiality; and (x) issues relating to substance abuse, child abuse, sexual abuse, and domestic violence.
- (d) [Safety and security procedures] All providers should make every reasonable effort to assure the safety and welfare of the child and adults during the visitation. Supervised visitation centers should establish a written protocol with the assistance of the local law enforcement agency that describes what emergency assistance and responses can be expected from the local police or sheriff's department. In addition, the professional and therapeutic provider should do all the following:
- (1) Establish and set forth in writing minimum security procedures and inform the parties of these procedures prior to the commencement of supervised visitation;

- (2) Conduct a comprehensive intake and screening to assess the nature and degree of risk for each case. The procedures for intake should include separate interviews with the parties before the first visit. During the interview, the provider should obtain identifying information and explain the reasons for temporary suspension or termination of a visit as specified in subdivision (m) of this section. If the child is of sufficient age and capacity, the provider should include him or her in part of the intake or orientation process. Any discussion should be presented to the child in a manner appropriate to the child's developmental stage;
 - (3) Obtain during the intake process, (i) copies of any protective order, (ii) current court orders, (iii) any Judicial Council form relating to supervised visitation orders, (iv) a report of any written records of allegations of domestic violence or abuse, and (v) in the case of a child's chronic health condition, an account of his or her health needs;
 - (4) Establish written procedures to follow in the event a child is abducted during supervised visitation; and
 - (5) Suspend or terminate supervised visitation if the provider determines that the risk factors present are placing in jeopardy the safety and welfare of the child or provider as enumerated in subdivision (i) of this section.
- (e) [Ratio of children to provider] The ratio of children to a professional provider should be contingent upon:
- (1) The degree of risk factors presents in each case;
 - (2) The nature of supervision required in each case;
 - (3) The number and ages of the children to be supervised during a visit;
 - (4) The number of people visiting the child during the visit;
 - (5) The duration and location of the visit; and
 - (6) The experience of the provider.
- (f) [Conflict of interest] All providers should maintain a neutral role by refusing to discuss the merits of the case, or agree with or support one party over another. Any discussion between a provider and the parties should be for the purposes of arranging visitation and providing for the safety of the children. In order to avoid a conflict of interest, no provider should:
- (1) Be financially dependent on the person being supervised;
 - (2) Be an employee of the person being supervised;
 - (3) Be an employee of or affiliated with any superior or municipal court in the county in which the supervision is ordered unless specified in the employment contract; or

- (4) Be in an intimate relationship with the person being supervised.
- (g) [Maintenance and disclosure of records] The professional and therapeutic provider should keep a record for each case, including but not limited to the following: (i) a written record of each contact and visit including the date, time, and duration of the contact or visit; (ii) who attended the visit; (iii) a summary of activities during the visit; (iv) actions taken by the provider, including any interruptions, termination of a visit, and reasons for these actions; (v) an account of critical incidents, including physical or verbal altercations and threats; (vi) violations of protective or court visitation orders; (vii) any failure to comply with the terms and conditions of the visitation as per subdivision (i) of this section; and (viii) any incidence of abuse as required by law.
- (1) Case recordings should be limited to facts, observations, and direct statements made by the parties, not personal conclusions, suggestions, or opinions of the provider. All contacts by the provider in person, in writing, or by telephone with either party, the children, the court, attorneys, mental health professionals, and referring agencies, should be documented in the case file. All entries should be dated and signed by the person recording the entry.
- (2) If ordered by the court, or requested by either party or the attorney for either party or the attorney for the child, a report about the supervised visit should be produced. These reports should include facts, observations, and direct statements and not opinions or recommendations regarding future visitation unless ordered by the court. A copy of any report should be sent to all parties, their attorneys, and the attorney for the child.
- (3) Any identifying information about the parties and the child, including addresses, telephone numbers, places of employment, and schools, is confidential, should not be disclosed, and should be deleted from documents before releasing them to any court, attorney, attorney for the child, party, mediator, evaluator, mental health professional, social worker, or referring agency, except as required in reporting suspected child abuse.
- (h) [Confidentiality] Communications between parties and providers of supervised visitation are not protected by any privilege of confidentiality. The psychotherapist-patient privilege does not apply during therapeutic supervision.

The professional and therapeutic provider should, whenever possible, maintain confidentiality regarding the case except when (i) ordered by the court; (ii) subpoenaed to produce records or testify in court; (iii) requested by a mediator or evaluator in conjunction with a court-ordered mediation, investigation, or evaluation; (iv) required by Child Protective Services; or (v) requested by law enforcement.

- (i) [Delineation of terms and conditions] The sole responsibility for enforcement of all the terms and conditions of any supervised visitation is the provider's. The terms and

conditions for any supervised visitation, unless otherwise ordered by the court, are as follows:

- (1) Monitor conditions to assure the safety and welfare of the child;
 - (2) Enforce the frequency and duration of the visits as ordered by the court;
 - (3) Avoid any attempt to take sides with either party;
 - (4) Ensure that all contact between the child and the noncustodial party is within the provider's hearing and sight at all times, and that discussions are audible to the provider, unless a different order is issued by the court;
 - (5) Speak in a language spoken by the child and noncustodial party;
 - (6) Allow no derogatory comments about the other parent, his or her family, caretaker, child, or child's siblings;
 - (7) Allow no discussion of the court case or possible future outcomes;
 - (8) Allow no provider nor the child to be used to gather information about the other party or caretaker or to transmit documents, information, or personal possessions;
 - (9) Allow no spanking, hitting, or threatening the child;
 - (10) Allow no visits to occur while the visiting party appears to be under the influence of alcohol or illegal drugs;
 - (11) Allow no emotional, verbal, physical, or sexual abuse; and
 - (12) Ensure that the parties follow any additional rules set forth by the provider or the court.
- (j) [Safety considerations for sexual abuse cases] In cases where there are allegations of sexual abuse, the following additional terms and conditions are applicable to all providers unless otherwise authorized by the court:
- (1) Allow no exchanges of gifts, money, or cards;
 - (2) Allow no photographing, audiotaping, or videotaping of the child;
 - (3) Allow no physical contact with the child such as lap sitting, hair combing, stroking, hand holding, prolonged hugging, wrestling, tickling, horseplaying, changing diapers, or accompanying the child to the bathroom;
 - (4) Allow no whispering, passing notes, hand signals, or body signals; and

- (5) Allow no supervised visitation in the location where the alleged sexual abuse occurred.
- (k) [Legal responsibilities and obligations of a provider] All providers of supervised visitation have the following responsibilities and obligations:
- (1) Advise the parties before commencement of supervised visitation that no confidential privilege exists;
 - (2) Report suspected child abuse to the appropriate agency, as provided by law, and inform the parties of the provider's obligation to make such reports;
 - (3) Implement the terms and conditions as per subdivision (i) of this section; and
 - (4) Suspend or terminate visitation as per subdivision (m) of this section.
- (l) [Additional legal responsibilities for professional and therapeutic providers] In addition to the preceding legal responsibilities and obligations, the professional and therapeutic provider should:
- (1) Prepare a written contract to be signed by the parties before commencement of the supervised visitation. The contract should inform each party of the terms and conditions of supervised visitation;
 - (2) Review custody and visitation orders relevant to the supervised visitation;
 - (3) Implement an intake and screening procedure as per subdivision (d)(2) of this section; and
 - (4) Comply with additional requirements as per subdivision (n) of this section.
- (m) [Temporary suspension or termination of supervised visitation] All providers should make every reasonable effort to provide a safe visit for the child and the noncustodial party. However, if a provider determines that the rules of the visit have been violated, the child has become acutely distressed, or the safety of the child or the provider is at risk, the visit may be temporarily interrupted, rescheduled at a later date, or terminated. All interruptions or terminations of visits should be recorded in the case file.

All providers should advise both parties of the reasons for interruption of a visit or termination.

- (n) [Additional requirements for professional and therapeutic providers] The professional and therapeutic provider should also state the reasons for temporary suspension or termination of supervised visitation in writing and provide them to both parties, their attorneys, the attorney for the child, and the court.

Section 26.2 adopted effective January 1, 1998. *Drafter's Notes 1998*: This standard was adopted to comply with Family Code section 3200. The standard provides the first statewide framework for providers of supervised visitation, encompassing the areas mandated in the statute: qualifications, experience, and education; safety and security procedures; conflicts of interest; maintenance and disclosure of records; confidentiality; delineation of terms and conditions; procedures for termination; and legal responsibilities and obligations for providers of supervised visitation.

APPENDIX G

Request for Proposal (RFP) Grant Application

(ABRIDGED VERSION)

CALIFORNIA'S ACCESS TO VISITATION
GRANT PROGRAM FOR ENHANCING
RESPONSIBILITY AND OPPORTUNITY FOR
NONRESIDENTIAL PARENTS

**REQUEST FOR PROPOSALS
and GRANT APPLICATION**

Personal Responsibility and Work Opportunity
Reconciliation Act of 1996
(Pub.L. 104-193)
Title III, Subtitle I, Section 469B
of the Social Security Act

RFP CFCC—Fiscal Years 2003–2004 and 2004–2005

Letter of Intent Deadline: Monday, May 26, 2003

Grant Application Deadline: Friday, June 27, 2003

Judicial Council of California

Administrative Office of the Courts

Center for Families, Children & the Courts

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INTRODUCTION

The Judicial Council is charged with administering and distributing the federal Child Access to Visitation Grant Program funds from the U.S. Department of Health and Human Services, Administration of Children and Families, Office of Child Support Enforcement. These grants, established under section 391 of the Personal Responsibility and Work Opportunity Reconciliation Act (“welfare reform”) of 1996 (Pub. L. 104–193, 110 Stat. 2258)—also known as title III, subtitle I (Enhancing Responsibility and Opportunity for Nonresidential Parents), Section 469B of the Social Security Act—enable states to establish and administer programs that support and facilitate noncustodial parents’ access to and visitation of their children.

Assembly Bill 673 (Stats. 1999, ch. 1004) expressed the Legislature’s intent that funding for the state of California be limited to three types of programs: supervised visitation and exchange services, education about protecting children during family disruption, and group counseling services for parents and children.

Important Information

The enclosed request for proposals and grant application outline the guidelines, requirements, and application process for responding to this RFP. Applicants should carefully review the eligibility criteria, program funding, and grant award amounts. The preference for this two-year-grant cycle is to fund existing programs and multicourt collaborations.

Letter of Intent

Each lead or administering court planning to submit a proposal in response to this RFP must submit a letter of intent (see Appendix I) by **Monday, May 26, 2003**. The letter must be sent by e-mail (Word document format) or by fax to Shelly Danridge, Access to Visitation Grant Coordinator, at 415-865-7217. The original letter must be included in the grant application.

Grant Application Deadline

All applications must be received by the AOC by **Friday, June 27, 2003, by 5 p.m.** See the enclosed grant application for instructions on submission of proposals.

Applicants’ Workshops

The Judicial Council will provide two applicants’ workshops for superior courts intending to apply for the grant funding. See the enclosed flyer for information regarding times, dates, and locations.

Grant Award Period

The funding for this grant application will be for two years. The standard contract agreement will be for one year, **subject to renewal** for the second year, based upon the grant recipient’s annual program evaluation report.

Uniform Standards of Practice for Providers of Supervised Visitation

A copy of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in section 26.2 of the California Standards of Judicial Administration may be downloaded at www.courtinfo.ca.gov/rules/appendix/divistandard-69.htm#.

1.0 GENERAL INFORMATION

The goal of the federal Child Access and Visitation Grant Program is to remove the barriers to and increase the opportunities for biological parents who are not living in the same household as their children to become actively involved in their children's lives. To this end, the goals of California's Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for Nonresidential Parents (hereinafter called the Access to Visitation Grant Program) are to enable parents and children to participate in supervised visitation, education, and group counseling programs—irrespective of marital status and whether or not the parties are currently living separately on a permanent or temporary basis—and to promote and encourage healthy relationships between noncustodial or joint custodial parents and their children while ensuring the health, safety, and welfare of the child.

1.1 Judicial Council and the Center for Families, Children & the Courts

The Judicial Council of California, chaired by the Chief Justice of California, is the policymaking body for the California court system. The Administrative Office of the Courts (AOC), the staff agency for the council, assists both the council and its chair in performing their duties. The Center for Families, Children & the Courts (CFCC), a division of the AOC, is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. The Administrative Office of the Courts' CFCC staff has the primary responsibility for administering the grant program.

1.2 Availability of Funds

The Judicial Council of California, Administrative Office of the Courts, Center for Families, Children & the Courts, announces the availability of federal grant funds for the Access to Visitation Grant Program. Subject to the availability of federal funding, approximately \$780,000 statewide will be awarded (per year) to the superior courts for fiscal years 2003–2004 and 2004–2005. However, the state contract agreement will be for one year **subject to renewal** for the second year. Renewal will be conditioned upon an annual program evaluation report.

1.3 Grant Eligibility

All family courts throughout California are eligible to apply for and receive the Access to Visitation Grant funds, which are 100 percent federal funds. The family law divisions of the superior courts will administer the programs. Program administrators should collaborate with other county courts, with one court acting as a lead agency or an administering court.

For fiscal years 2003–2004 and 2004–2005, the Access to Visitation Grant funding preference will be given to existing programs¹ and multicourt county collaborations.

¹ Existing programs are courts or programs that received funding from the Access to Visitation Grant Program for fiscal year 2002–2003. An existing program must propose the same administration and operation of as for the program funded in fiscal year 2002–2003. Grant recipients that make changes or modifications to any component of program service delivery (such as adding a new priority service area or a new court/county collaboration partner) will be considered a new program and not an existing program.

Contract agreements will be made only with the designated administering court. Any other agencies desiring to participate must do so as part of that court's Access to Visitation Grant application.

1.4 Program Funding/Grant Award Period

Funds for the Access to Visitation Grant Program are limited. Each year, the amount of funds requested far exceeds the amount available to award. Because of the high demand for the types of services funded under this grant program and the number of anticipated grant proposals, some applicants may not receive funding. **The Judicial Council determines the final number and amounts of grant awards.**

Grant period

The period for this grant will be for multiyear funding. The first-year grant period will begin on October 1, 2003, and end on September 30, 2004. The continuation of funding for fiscal year 2004–2005, which will begin on October 1, 2004, and end on September 30, 2005, will be subject to renewal conditioned upon the grant recipient's performance, the annual evaluation report, and receipt of federal funds.²

Grant award amounts

For fiscal years 2003–2004 and 2004–2005, subject to the availability of funding, the funding allocation will be based on county population size. The following are the maximum grant amounts that courts may apply for:

- ❑ \$45,000 for counties or collaboratives in which the population is less than 250,000;
- ❑ \$60,00 for counties or collaboratives in which the population is over 250,000 but less than 1 million;
- ❑ \$100,000 for counties or collaboratives in which the population is over 1 million; and
- ❑ A new program³ may apply for the maximum amount within the county or collaboration population category size.

The actual number of grants awarded may vary based on the range and quality of responsiveness to this request for proposals, the need to ensure geographic location of services, the evaluation results from the Selection Review Committee, and the Judicial

² Continuation of funding for grant recipients for fiscal year 2004–2005 will be based on (1) court site visit reports; (2) compliance with Family Code section 3202(a); (3) financial performance (i.e., timely invoicing, statistical data reports); (4) program evaluation performance; and (5) overall compliance with state and federal grant requirements per the state contract agreement.

³ A new program is defined as a court program that has never received funding from the Access to Visitation Grant Program or a previously de-funded program. Multicourt collaborations that break up or form new court/county collaborations or add new program services are considered new programs.

Council's final review of recommendations. **However, it is anticipated that only one or two qualified new programs will be awarded funding.**

Courts are encouraged to apply for only the amount needed to implement their proposed programs. The total available funds will not necessarily be divided equally, nor will selected applicants be guaranteed the entire amount requested.

Funding reduction adjustments will also be made for proposals requesting budget items that are not allowable under the regulations governing the program.

Matching requirement

Programs will be required to provide 20 percent (nonfederal) matching funds.

Midyear reallocation

A midyear reallocation⁴ will be conducted each fiscal year, and funds may be redistributed among grantees in order to ensure that all available funds are used.

Reimbursement-based funding

Grant funds will be disbursed on a monthly basis and only upon receipt of monthly statistical data and financial reports with necessary invoices. Only expenses incurred during the contractual funding grant cycle will be considered reimbursable.

1.5 Grant Topics

The grant funds are intended to be used to enable parents and children to participate in supervised visitation and exchange services with a custodial party, a noncustodial party, or joint custodians and to participate in education and group counseling programs, irrespective of whether the parties are or are not married to each other or are currently living apart on a permanent or temporary basis.

Pursuant to Family Code section 3201(b), education about protecting children during family disruption includes education on parenting skills and the impact of parental conflict on children, how to put a parenting agreement into effect, and the responsibility of both parents to comply with custody and visitation orders.

1.6 Eligibility of Recipients of Services

The recipients of the proposed services should be separated, separating, divorced, or unmarried parents and their children who are involved in custody and visitation proceedings under the Family Code. The services may be offered prior to a court hearing, during the court process, and/or post decree and can be primarily preventive or

⁴ The program manager will review the spending patterns of the court and subcontractors for expenditures reimbursable under the grant. This will include a review of invoices received. Grant recipients will receive a midyear reallocation questionnaire in February of each fiscal year to assist in evaluating and projecting the program's funding needs and to determine whether courts will use their full allocations. The ability of the AOC to allocate additional funds is dependent upon the court's spending pattern and the return of funds by counties/collaboratives who do not anticipate using their full allocations.

designed as interventions. Funds for this grant may not be used to provide services in dependency cases or as part of any dependency proceedings.

1.7 Letters of Commitment

Every applicant must provide a letter of commitment from each of the subcontracting agencies for the proposed program. The letter of commitment must be on the letterhead of the subcontracting agency, must be signed by the executive officer or director *and* the executive officer or presiding judge or family law judge of the court acting as the lead agency or an administering court, and must:

- ❑ Identify the partners and describe the collaborative relationship among those partners;
- ❑ Describe in detail the roles and responsibilities of each partner agency or organization; and
- ❑ Demonstrate a commitment and intention on the part of all partners to collaborate and work toward achieving program goals and objectives.

1.8 Letter of No Supplantation

Applicants must submit a letter certifying that no supplantation of nonfederal, state, or county funds will take place if grant funds are awarded. Grant funds may not be used to supplant the existing salary base for *any* current staff within your court system (including from the trial court budget, the AOC, judges, clerical support staff, or other funders) for an ongoing position or program. The letter must be on the court's letterhead and must be signed by the executive officer or presiding judge or family law judge of the court acting as the lead agency or an administering court.

1.9 Applicants' Workshops

The Judicial Council will provide two applicants' workshops for superior courts intending to apply for fiscal years 2003–2004 and 2004–2005 grant funding. The purpose of the workshops is to explain the application process to prospective applicants. **Staff from the applicant court and/or the project director for the program are required to attend the workshop either in person or via teleconference (see enclosed flyer).** Nonprofit agencies and subcontractors for collaborative courts are also encouraged to attend either in person or via teleconference.

The first applicants' workshop is scheduled for Tuesday, May 20, 2003, in Burbank at the Administrative Office of the Courts' Southern Regional Office from 10 a.m. to 1 p.m. The second applicants' workshop is scheduled for Thursday, May 22, 2003, in San Francisco at the Administrative Office of the Courts from 10 a.m. to 1 p.m. Persons participating via teleconference must call 1-866-223-4039 (Burbank office) or (1-888-318-9100 (AOC SF office)) or in San Francisco, 415-355-5489.

1.10 Timeline

May 13, 2003	Release of RFP and grant application
May 20, 2003	Applicants' workshop in Burbank at the Administrative Office of the Courts Southern Regional Office, 10 a.m. to 1 p.m.
May 22, 2003	Applicants' workshop in San Francisco at the AOC, 10 a.m. to 1 p.m.
May 26, 2003	Letter of Intent due by 5 p.m.
June 27, 2003	Proposals/grant applications due by 5 p.m.
July 11 or 14, 2003	Selection Review Committee (SRC) meeting—the SRC evaluates, scores, and ranks the proposals and makes funding recommendations to the Judicial Council's Executive and Planning Committee
July 23, 2003	Final report pertaining to grant award recommendations due to the Executive and Planning Committee
August 5, 2003	Executive and Planning Committee meeting—the committee reviews SRC funding recommendations and grants awards. The council's Executive and Planning Committee makes the final funding decision.
August 15, 2003	Notification of grant awards
September 15 or 16, 2003	Mandatory data collection training for grant recipients
October 1, 2003	First-year grant period begins

2.0 GENERAL TERMS AND CONDITIONS

2.1 Grant Compliance Requirements

Applicants awarded grant funding must meet all federal and state grant requirements and adhere to the terms and conditions of the standard contract agreement to receive Access to Visitation Grant funds. **The Judicial Council will not award grant funding to programs that do not meet grant compliance requirements.**

All supervised visitation and exchange programs receiving Access to Visitation Grant funds must comply with all requirements of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in section 26.2 of the California Standards of Judicial Administration, as amended.

Upon execution of the grant award, the court must submit to the program manager copies of memoranda of understanding or contracts between the applicant court and subcontractors. The Judicial Council will administer, oversee, and evaluate the programs that receive grants.

2.2 **Technical Assistance and Training**

The AOC will provide technical assistance, such as support with standards of practice and rules of court, program development, site visits, and relevant research assistance. The program manager and project team will monitor the progress of each grant recipient. Participation in technical assistance will involve attendance at an annual orientation, conferences, trainings, meetings, or roundtable forums sponsored by the Administrative Office of the Courts' Center for Families, Children & the Courts. Applicants are required to include funds (for example, travel and per diem for meals) in the project budget to support training costs associated with these activities.

2.3 **Statistical Reporting Requirements**

Program grantees will be required to collect data, maintain records, and submit monthly statistical reports and year-end reports as instructed in the contract agreement. Reporting information must be submitted to the Administrative Office of the Courts on a timely basis. Loss of future grant awards and/or suspension of funds may result if reports are delinquent.

All grantees will be required to attend a data collection training, tentatively scheduled for September 15 or 16, 2003, at the Administrative Office of the Courts, on the new data reporting survey instrument that will be effective October 1, 2003.

2.4 **Additional Requirements**

In addition to the above requirements, grant proposals must meet the following requirements:

1. It is mandatory that the proposed programs comply with Family Code sections 3201–3204.
2. **Each court and each individual subcontractor providing supervised visitation services is required to complete the compliance statement for the Uniform Standards of Practice for Providers of Supervised Visitation (Appendix C).** Courts awarded grant funding must certify that the proposed program and subcontractor comply with the requirements set forth in Family Code section 3202.
3. If a fee for services is charged, it must be on a sliding scale. The family law division of the superior court in each county must approve a sliding fee scale that is based on the ability to pay of all parties—including low-income families who can afford to pay only a small fee or no fee at all—participating in supervised visitation and exchange, education, and group counseling programs.
4. Courts may use family court services, including the office of the family law facilitator, or may contract with nonprofit agencies and other “eligible providers” to provide or coordinate services. Eligible providers, for the purpose of receiving grant funding, are:
 - (a) Providers of **supervised visitation and exchange** services are local public agencies or nonprofit entities that satisfy the Uniform Standards of Practice for Providers of Supervised Visitation.

- (b) Providers of **group counseling** are professionals licensed to practice psychotherapy in this state—including, but not limited to, licensed psychiatrists, licensed psychologists, licensed clinical social workers, and licensed marriage and family therapists—or mental health interns working under the direct supervision of professionals licensed to practice psychotherapy.
 - (c) Providers of **education** are professionals with a bachelor’s or master’s degree in human behavior, child development, psychology, counseling, family-life education, or a related field—and with specific training in subjects related to child and family development, substance abuse, child abuse and neglect, child sexual abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children—or interns working under the direct supervision of such professionals.
5. Grantees must comply with all fiscal and administrative requirements.
 6. Recipients must comply with section 508 of Public Law 103-333, which requires most documents describing programs and projects funded in whole or in part with federal funds to indicate the extent to which the program or project is funded by federal funds.
 7. Funds awarded for these grants are not to be used for construction or for purchase of land.
 8. Grantees must ensure that their programs comply with Public Law 103-277, part C: Environmental Tobacco Smoke (known as the Pro-Children Act of 1994). This includes requiring that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by an entity and used routinely or regularly for the provision of health-care services, daycare, or education to children under age 18 if the services are funded by federal programs, whether directly or through state and local governments. “Federal programs” include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children’s services provided in private residences or in facilities used for inpatient drug and alcohol treatment.
 9. All recipients of federal grants are required to comply with the nondiscrimination requirements contained in federal laws. Applicants should read the assurance forms required to be submitted with the application (as Appendix G) to understand the applicable legal and administrative requirements.

3.0 HOW TO APPLY

Applicants should carefully read all instructions and complete the process described in the application. Applicants should include all of the required information listed in the RFP, including attachments. Costs for developing the proposals and attending the applicants’ workshop are entirely the responsibility of the applicant.

3.1 Application Format

Applications must follow the specified format:

1. The application must be assembled in the order listed on the proposal/grant application checklist;
2. The application must include a one-page program abstract;
3. The proposal narrative may not exceed 14 single-spaced pages, exclusive of program abstract, charts, and budget forms and narrative;
4. Margins must be at least 1 inch, and the font size must be 12 point;
5. A table of contents must be included and identify all major sections of the proposal by page number. Pages must be consecutively numbered, including attachments;
6. The application may be stapled; and
7. The application may not be printed in color, be spiral-or tape-bound, have no tabs, or be in a binder.

3.2 Instructions for Submission of Proposals

Each applicant must **submit one original and two copies** of the complete proposal/grant application (that is, all hard copy, e-mail documents, and attachments) **and five copies** of the proposal narrative section only (Appendix B)⁵ to the following address:

Judicial Council of California
Administrative Office of the Courts
Center for Families, Children & the Courts
Attn: Shelly Danridge, Access to Visitation Grant Coordinator
455 Golden Gate Avenue, Sixth Floor
San Francisco, California 94102-3688
E-mail: shelly.danridge@jud.ca.gov

Applicants may submit the following documents by e-mail:

- The program abstract
- The program work plan
- The compliance statement and attachments regarding the Uniform Standards of Practice for Providers of Supervised Visitation. **Please note:** these items should be submitted in Word format.

Proposals will not be accepted by fax.

⁵ Appendix B or proposal narrative section means the inclusion of the grant application title page, table of contents; proposal/grant application cover page; and proposal written narrative.

3.3 Application Due Date

All applications must be received at the AOC by 5 p.m., on Friday, June 27, 2003. Applications that are late or incomplete will be disqualified and will not be reviewed. Applications sent by fax will not be accepted.

Each lead or administering court planning to submit a proposal in response to this RFP must submit a **Letter of Intent** (see Appendix I) to the AOC by 5 p.m., on Monday, May 26, 2003.

3.4 Additional Information

Questions regarding the application process or the grant application must be submitted in writing to Shelly Danridge, Access to Visitation Grant Coordinator, at the address in section 3.2; by fax at 415-865-7217; or by e-mail to shelly.danridge@jud.ca.gov. All responses to questions, including those from the applicants' workshops, will be posted on the CFCC Web site at www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm.

Electronic copies of this RFP and application form are available on the CFCC Web site at www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm.

4.0 EVALUATION AND SELECTION PROCESS

4.1 Review Process

The grant funds shall be awarded with the intent of approving as many requests for proposals as possible while assuring that each approved proposal would provide beneficial services and satisfy the overall goals of the program.⁶ Special consideration will be given to proposals that coordinate supervised visitation and exchange services, education, and group counseling with existing court-and-community-based programs and services.⁷

4.2 Selection Process and Criteria

All proposals meeting the RFP requirements will be submitted for review by a Selection Review Committee. *Failure to comply with the RFP requirements may result in disqualification of the application.* The committee will evaluate and score the proposals; generate an average score, rank, and recommendation for each proposal; and make final funding recommendations. The recommendations from the committee will then be presented to the Judicial Council Executive and Planning Committee.

Applicants will be scored on a scale of 0–100 points. Proposals will be evaluated and scored on the basis of the following criteria:

1. Need for the project (10 points)
2. Availability of services to a broad population (10 points)
3. Collaboration and coordination with other community services (15 points)
4. Ability to expand and enhance existing services (15 points)

⁶ Fam. Code, § 3204(b)(2).

⁷ Fam. Code, § 3204(b)(3).

5. Program service delivery (25 points)
6. Program evaluation and outcome measures (15 points)
7. Budget and budget narrative (10 points)

An applicant will be eligible to receive an additional 10 points if the program is an existing program and an additional 5 points if it is a multicourt collaboration.

The Selection Review Committee will score each proposal based on its overall quality and its responsiveness to each question. The committee will also consider the following values and principles in scoring each proposal: evidence of strong court and community support; promotion and encouragement of healthy parent and child relationships between noncustodial parents and their children; innovative service delivery; efficiency of use of funds (that is, funds are being spent on direct services versus administrative costs); and overall cost-effectiveness.

While no points will be awarded for these factors, the Selection Review Committee will seek to ensure:

- Diversity of geography, population, and court size; and
- Selection of applicants' with a history of sound fiscal management and program administration.

5.0 DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become the property of the Judicial Council, and any information therein may be utilized by the council and returned only at the option of the council. All proposals received will become part of the public record and may be made available to other programs and to interested parties and organizations.

APPENDIX A

CHECKLIST FOR PROPOSAL/GRANT APPLICATION

Applicant Court/County: _____

Appendix B	_____	Proposal/grant application title page
	_____	Table of contents
	_____	Proposal/grant application cover page
	_____	Proposal narrative
	_____	Proposal abstract
	_____	1. Need for the project
	_____	2. Availability of services to a broad population
	_____	3. Collaboration and coordination with other community services
	_____	4. Ability to expand and enhance existing services
	_____	5. Program service delivery
	_____	6. Program evaluation and outcome measures
	_____	7. Budget and budget narrative
Appendix C	_____	Compliance statement regarding the Uniform Standards of Practice for Providers of Supervised Visitation
Appendix D	_____	Program work plan
Appendix E	_____	Letter of commitment from subcontracting partner
Appendix F	_____	Applicant court budget form
	_____	Subcontractor budget forms
Appendix G	_____	Certification and assurances information (these forms need to be downloaded from the CFCC Web site)
Appendix H	_____	Confirmation of participation—applicants’ workshop
Appendix I	_____	Letter of Intent
Appendix J	_____	Letter of No Supplantation
Appendix K	_____	Nonprofit subcontracting list
	_____	1. Federal employer identification numbers (FEINs)
	_____	2. Contact persons, telephone numbers, and e-mail addresses
	_____	3. Proof of nonprofit status and mission statement of the agency

APPENDIX B

CALIFORNIA ACCESS TO VISITATION PROPOSAL/GRANT APPLICATION

IN RESPONSE TO REQUEST FOR PROPOSALS (RFP)
Fiscal Years 2003–2004 and 2004–2005

Due: Friday, June 27, 2003, 5 p.m.

No applications will be accepted by fax.

Judicial Council of California
Administrative Office of the Courts
Center for Families, Children & the Courts
Attn: Shelly Danridge, Access to Visitation Grant Coordinator
455 Golden Gate Avenue, Sixth Floor
San Francisco, California 94102
E-mail: shelly.danridge@jud.ca.gov

*Please submit one original and two copies of application
and
five copies of the proposal narrative section only (Appendix B)*

Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS
[Access to Visitation Grant Program]
FY 2003–2004 and 2004–2005
Grant Application Cover Page

1. Name of Applicant Court:		3. Project Director <i>(the direct contact person for the grant):</i> Name: Organization: Address: City, state, zip code: Telephone number: Fax number: E-mail:	
2. Contact Information for Collaboration Partner Courts/Subcontractors (if applicable) <i>(provide the same contact information for each subcontractor/nonprofit agency as listed in 3)</i>			
4. Proposed Project Title:			
5. Type of program — <i>(check the description that best reflects your program):</i> <input type="checkbox"/> Single program with single site (not a collaboration/partnership) <input type="checkbox"/> Single program with multiple sites (not a collaboration/partnership) <input type="checkbox"/> Part of a comprehensive collaboration <input type="checkbox"/> Multisite, multicounty collaboration program Service priority areas — <i>(check all those that apply to proposed program):</i> <input type="checkbox"/> Supervised visitation and exchange services <input type="checkbox"/> Parent education <input type="checkbox"/> Group counseling			
6. Proposed Project:		7 Budget:	
Start Date	End Date	AOC Request:	
		Applicant Match:	
		Total Project Cost:	
8. Signature:			
Name of Authorized Signatory		Title	Phone Number
Signature			Date Signed
AOC DATE STAMP, TIME OF RECEIPT:			

PROPOSAL NARRATIVE

Program Abstract (not to exceed one page)

Provide a clear, concise, summary description of the proposed project that includes program goals and objectives, desired outcome results, and how the program will support and facilitate noncustodial parents’ access to and visitation of their children. The abstract will not be scored. The program abstract should be inserted as the first page of the proposal narrative.

1. Need for the project (not to exceed one page): 10 points

Using the 2000 U.S. Census and any other relevant data, describe the need in your county for the proposed program. What are the consequences of having limited or no services?

2. Availability of services to a broad population (not to exceed one page exclusive of chart): 10 points

(a) List each site and location in the project and indicate the number of clients who use each service at that site annually.

<i>Site and County</i>	<i>Supervised Visitation and Exchange Services</i>	<i>Parent Education</i>	<i>Group Counseling</i>

(b) Describe your approach or proposed plan for implementing effective service delivery for families with language and diversity barriers.

3. Collaboration and coordination with other community services (not to exceed two pages): 15 points

- a. Describe how your program currently is or plans to be coordinated and integrated with existing court-based programs.
- b. List the specific public and private agencies and community advocacy groups your program coordinates with and describe what you do to collaborate and coordinate your efforts and maintain linkages with these agencies.
- c. State whether your county is providing services related to the other priority service areas that you are not requesting funding for under this grant (for example, you are applying for supervised visitation funds, but you have a parent education program through the courts or outside of the court). List these county program services.

4. Ability to expand and enhance existing services (not to exceed two pages): 15 points

Continuing programs: Describe your program’s funding development efforts for fiscal year 2002–2003. What were the results of these efforts? What obstacles or barriers have prevented expansion or enhancement?

All programs: Describe your program’s funding development plan for fiscal years 2003–2004 and 2004–2005. Describe your strategy for continuing project activities after federal access to visitation grant assistance has ceased. Include a discussion for pooling and securing resources with other agencies. Address if you received Access to Visitation funds and whether you spent your full grant allocation? If not, please explain why not.

5. Program service delivery (not to exceed six pages exclusive of charts): 25 points

(a) Describe how the court/agencies will deliver supervised visitation and exchange services, parent education, and/or group counseling services. This description should include information on:

- Types of families to be served by the grant;
- Safety and security procedures that assure the health, safety, and welfare of the children and adults during visitation;
- Sliding-scale fees and how these fees were determined;
- Screening and intake procedures for assessing the degree of risk for each case;
- Protocols or guidelines for handling cases in which there are allegations of domestic violence or child abuse;
- Confidentiality procedures;
- Referral process, including procedures for referring parties back to court;
- Staff qualifications and training;
- Plan to build and foster safe and healthy parent-and-child relationships; and
- Cost benefits to the courts and families for implementing the program.

Applicants must specifically describe specific policies and procedures and not merely reference the Uniform Standards of Practice for Providers of Supervised Visitation.

Program Service Delivery (please complete the chart)

Program Services	Days and Times Services Are Offered	Number of Proposed Direct Service Hours	Time Devoted to Each Session	Anticipated Number of Families to Be Served
Example: One-on-one supervision	XYZ nonprofit: Monday–Thursday, 12–8 p.m. Saturday, 9–5 p.m.	FY 2003–2004: 1,200 FY 2004–2005: 1, 200	2 hours	FY 2003–2004: 120 FY 2004–2005: 120
Parent education	Wednesday, 6–7:30 p.m.	10 weeks—150 hours	1.5 hour	FY 2003–2004: 35 FY 2004–2005: 35
One-on-one supervision				
Therapeutic supervision				
Multiple-family group supervision				
Exchange services				
Parent education				
Group counseling				

(b) Describe and explain the estimated costs for program operations (for example, what does \$65 an hour pay for—intake, client interviews, orientation, administration, etc.) Identify what other ancillary services are being provided that have costs with them and which components are essential to delivering minimum quality services.

Program Service Costs (please complete the chart)

Program Services	Sliding-Scale Fees for Clients	*Estimated Cost to Provide Services If Not Subsidized by This Grant (A)	Amount to Be Subsidized by Grant (B)	Remaining Cost Paid by Clients (A-B)
Example: One-on-one supervision	\$0 to \$35 per hour	\$65 per hour	\$55 to \$60 per hour	\$5 to \$10 per hour
One-on-one supervision				
Therapeutic supervision				
Multiple-family group supervision				
Exchange services				
Parent education				
Group counseling				

6. Program evaluation and outcome measures (not to exceed two pages): 15 points

Client Feedback:

Continuing programs: Describe the steps your program took to solicit client feedback in fiscal year 2002–2003. Summarize this feedback, including the questions asked, number and profile of clients providing feedback, and results. What changes in your program resulted from this feedback?

All programs: Describe your program’s plan for gathering client feedback in fiscal years 2003–2004 and 2004–2005. What will you seek feedback about? How will you gather feedback? Please be specific.

Person responsible for completing this client feedback plan:

Program Evaluation:

Continuing programs: Describe other steps your program took in fiscal year 2002–2003 to evaluate your program performance. Summarize the results, describing the program objectives that were measured and the methods used to gather the information. What changes in your program resulted from this information?

All programs: Describe your program’s plan for evaluating program performance in fiscal years 2003–2004 and 2004–2005. Specify the outcomes you will track and the way you will measure them. Please be specific.

Person responsible for completing this program evaluation plan:

7. Budget and budget narrative: 10 points

Please complete all applicable budget forms (Appendix F). **Include a budget narrative for the applicant court and each subcontracting agency.** Explain the proposed use of the Judicial Council grant funds and matching funds. Your explanation should provide sufficient detail to justify the total amount budgeted in each category and should correspond directly to the expenses outlined on your budget form (Appendix F). The program budget must be complete and reasonable, must link to the proposed program activities, and must specify how the amounts for each budget item were determined.

APPENDIX C

COMPLIANCE STATEMENT: UNIFORM STANDARDS OF PRACTICE FOR PROVIDERS OF SUPERVISED VISITATION

Applicant Court: _____

Supervised Visitation Provider: _____

This statement must be signed by each subcontractor /agency provider. All attachments pertaining to the program’s policies and procedures must be on the agency’s letterhead. Please collate the description narratives and materials alphabetically.

	Yes	No	N/A
A. Does the professional provider of supervised visitation meet the qualifications stated in the Uniform Standards of Practice for Providers of Supervised Visitation (Cal. Standards Jud. Admin., § 26.2)?	_____	_____	_____
B. Does the therapeutic provider of supervised visitation meet the qualification stated in the standards of practice—that is, is he or she a licensed mental health professional? Please attach the provider’s résumé or job description.	_____	_____	_____
C. Are clients provided with materials on the role of the provider, the terms and conditions of supervised visitation, and the legal responsibilities and obligations of a provider? Please attach the materials.	_____	_____	_____
D. Are professional and therapeutic providers given regular trainings? Attach training curricula.	_____	_____	_____
E. Does the supervised visitation center have a written protocol, developed with the assistance of the local law enforcement agency, that describes the emergency assistance that can be expected from the local police or sheriff’s department? Attach the written protocol.	_____	_____	_____
F. Do the professional and therapeutic providers inform the clients of security procedures with a written protocol prior to the beginning of supervised visitation? Attach the written security protocol.	_____	_____	_____
G. Does the supervised visitation center conduct a comprehensive intake and screening to assess the nature and degree of risk for each case, including the following?	_____	_____	_____
<ul style="list-style-type: none"> ▪ Conduct separate interviews with the parties before the first visit. ▪ During each interview, obtain identifying information and explain the reasons for temporary suspension or termination of a visit. ▪ Include the child in the intake or orientation process if he or she is of sufficient age and capacity. Is the discussion with the child appropriate to the child’s developmental stage? Please attach the intake forms. 			
H. Does the provider obtain the following during the intake process?	_____	_____	_____
<ul style="list-style-type: none"> ▪ Copies of any protective order, current court order, or Judicial Council form 			

- related to a supervised visitation order;
 - A report of any written records of allegations of domestic violence or abuse; and
 - Information about the child’s chronic health condition or health needs.

- I. Does the provider have an established written procedure to follow in the event a child is abducted during supervised visitation? **Please attach the written procedure.** _____

- J. Does the provider keep a record of the following for each case: _____
 - A written record of each contact and visit, including the date, time, and duration of the contact or visit;
 - Who attended the visit;
 - A summary of activities during the visit;
 - Actions taken by the provider—any interruptions or termination of a visit, and the reasons for the actions;
 - An account of critical incidents, including physical or verbal altercations and threats;
 - Violations of protective or court visitation orders;
 - Any failure to comply with the terms and conditions of the visitation; and
 - Any incidents of abuse.

- K. Are all contacts by the provider (in person, in writing, or by telephone) with either party, the children, the court, attorneys, mental health professionals, and referring agencies documented, dated, and signed by the person recording the entry in the case file? _____

- L. When a report is produced, does the provider send a copy to all parties, their attorneys, and the attorney for the child? **Attach agency report form(s).** _____

- M. Does the provider have a special procedure for sexual abuse cases, including the following? Does the program ensure that there is: _____
 - No exchanges of gifts, money, or cards and no photographing, audiotaping, or videotaping of the child;
 - No physical contact, whispering, passing notes, hand signals, or body signals with the child; and
 - No supervised visitation in the location where the alleged sexual abuse occurred.

- N. Does the provider have a written contracts informing each party of the terms and conditions of supervised visitation, for clients to sign before beginning the supervised visitation? **Attach a sample agreement.** (Please remove confidential information). _____

- O. Does the provider have adequate general and liability insurance for staff and parties using the services? **Provide cost and coverage amounts and name of insurance carrier.** _____

- P. Do you have a court-approved sliding-fee scale that is based on the ability to pay of all parties—including low-income families who can afford to pay only a small fee or no fee at all? **Please attach fee schedule.** _____

APPENDIX D

PROGRAM WORK PLAN

Administering Court: _____ Program Title: _____

Date Submitted: _____ Prepared by: _____

Total Grant Request (include grant funds and matching funds): \$ _____

Start Date	Project Activity and Description of Task	Budget Category* and Cost	Scheduled Date of Completion	Anticipated Number of Families to Be Served	Number of Direct Service Hours Proposed
Quarter 1	1. 2. 3.				
Quarter 2					
Quarter 3					
Quarter 4					

*These categories should match those filled out on the budget forms (Appendix F).