



**Office of Children
and Family Services**

The Role of the Runaway and Homeless Youth Service Coordinator

Team RHY!

February 22, 2023

Agenda

- Roles & Responsibilities of the RHY Service Coordinator
- Certifications
 - Certificate of Amendment Approval
 - Operating Certificate Approval
 - Interim Family Certification
 - Variances
- CFSP
- RAP
- Resources

February 22, 2023

3

Executive Law and RHY Regulations

Executive Law: Article 19-H

Defines the “**Runaway and Homeless Youth Service Coordinator**” to mean:
any person designated by a county whose duties shall include, but not be limited to, answering inquires at any time concerning transportation, shelter and other services available to a runaway or homeless youth or a youth in need of crisis intervention or respite services

Additional detail is found in **EXC § 532-a**

RHY Regulations

9 NYCRR 182-1.2 (s) & 182-2.2 (p)

Defines the “**Runaway and Homeless Youth Service Coordinator**” to mean:

any person designated by a county whose duties shall include, but not be limited to, answering inquires at any time concerning transportation, shelter and other services available to a runaway or homeless youth

9 NYCRR 182-1.9 (2) (3) (5) & 182-2.-2.9 (3)

Provides information on **RHY Service Coordinator’s** role related to length of stay of youth in RHY programming

9 NYCRR 182-1.15 & 182-2.14

Designation and Responsibilities of the **RHY Service Coordinator**

February 22, 2023

6

Roles & Responsibilities of the RHY Service Coordinator

RHY Coordinator Role

- **RHY Service Coordinator** completes RHY-related administrative functions on behalf of the county as an employee of the Municipal Youth Bureau
- A **RHY Service Coordinator** is required in each county that receives state aid for RHY services.

Minimum responsibilities are stipulated in **9 NYCRR 182-1.15**

Key RHY Service Coordinator Responsibilities – County

- Ensure RHY system is accessible on a 24/7 basis
- Involvement in all county-level planning related to RHY services
 - Identify, assess and monitor all available resources in the county for RHY youth
- Consider applications, monitoring, and oversight of certified programs
 - Ensure program compliance with established procedure following allegations of abuse or neglect in a certified RHY program
- Remain in open communication with OCFS

Minimum responsibilities are stipulated in **9 NYCRR 182-1.15 & 182-2.14**

Key RHY Service Coordinator Responsibilities – Length of Stay

- The RHY Service Coordinator can work with the youth and the agency to approve and extended length of stay in a program. They must:
 - Ensure the agency, youth and parent/guardian/legal custodian are all in agreement that this is appropriate
 - Notify the municipality of the approval, in writing, explaining the reasons for such additional residential stay.
 - Describe efforts being made to find suitable alternative living arrangements for the youth.

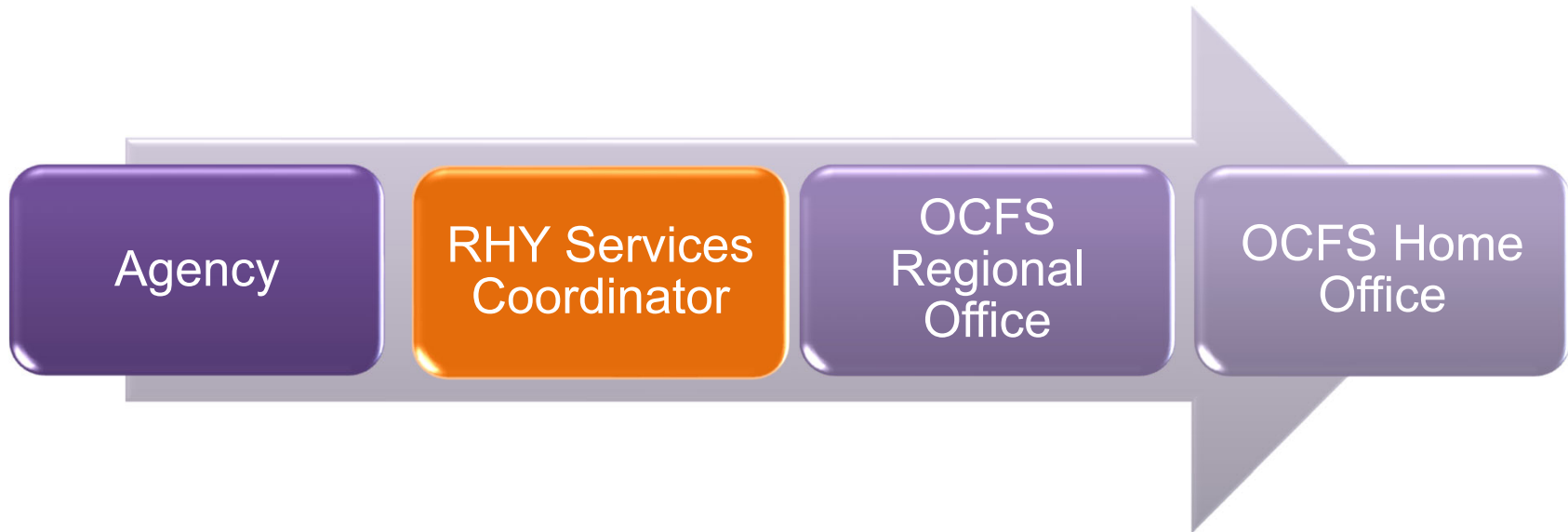
Additional detail is found in **9 NYCRR 182-1.9**

Key RHY Service Coordinator Responsibilities –

OCFS recommends that the **RHY Service Coordinator** accompany their Regional Office (RO) representative during the RHY program monitoring and compliance inspection visits.

- **RHY Service Coordinator** can assist their RHY RO representative with the physical plant walk through.
- **RHY Service Coordinator** can assist with review of the RHY program via the following monitoring tools:
 - Inspection Instrument for Runaway and Homeless Youth Programs (OCFS-2137)
 - Inspection Instrument for Runaway and Homeless Youth Residential Facilities (OCFS-2138)

Operating Certificate Process Overview



RHY Service Coordinator Role in Operating Certificate and Variance Process

- Agency or program completes the required documentation and submits to **RHY Service Coordinator**
- **RHY Service Coordinator** will review all required documentation and, if approved, submit to OCFS regional office.
- If the OCFS Regional Office approves, the application is signed and submitted to OCFS Home Office for programmatic, fiscal, and legal review

Additional detail is found in **9 NYCRR 182-1.4 & 182-2.4**

The CFSP and The RAP

Each municipality completes two plans each year that describe the services they offer for runaway and homeless youth

1. Children and Family Services Plan: provides RHY demographic data, needs of the county, services provided and goals.
2. Resource Allocation Plan: counties share how they plan to spend their funding.

Questions?

