

## Attachment VI: Frequently Asked Questions: Suffolk District Court Children's Center

Q. Is this for a construction contract?

A. No, the Request for Proposals is for the provision of a Children's Center services in Suffolk County District Court.

Q. Does the funding amount in the RFP include start up funds or funds for furniture and equipment?

A. The current furniture and equipment in the Children's Center is the property of the Unified Court System and will be retained, so separate start up funds for furniture and equipment are not included in the funding amount.

Q. Should I budget for phone, internet and other utilities when planning my budget?

A. You should speak to the court regarding any specifics of how this court operates the Children's Center. Each court house decides whether to cover, some, none or all of such costs.

Q. Who should I contact at the court?

A. Cheryl Zimmer has offered to be a point of contact with Suffolk County District Court. In addition, current members of the Children's Center Advisory Committee are resources. Family and Children's Association, which is the current provider, has indicated that they are willing to speak with prospective proposers about the operation of the Children's Center.

Q. Are there any licenses required for proposers?

A. No, state day care licensing is not required for the Children's Center as drop in, time variant day care is not currently licensed. If a vendor is already licensed, however, there may be an option to fold the Children's Center into that existing license.

Q. What restrictions are there on use of the state dollars?

A. First and foremost, anything that would be a violation of state finance law is strictly prohibited (e.g., political contributions, alcohol). In general, Children's Centers budgets are heavily weighted toward personnel, with staff salary and fringe costs making up 70%+ of the total budget. Budgets should provide for the Minimum Requirements (listed in Exhibit IV) for operation of the Children's Center.

Q. Are they are statewide standards for when the Center must be open?

A. Yes. Children's Centers are required to be open when the court itself is open. If the Center must close for any part of any day while the court is open (for example, for staff CPR training), both the court and the Statewide Children's Center Program must be informed.

Q. How do people find out about the Children's Center? Who is responsible for PR?

A. The entity operating the Children's Center is responsible for public relations and promoting the services of the center to the community at large, in collaboration with the Children's Center Advisory Committee. Since the Children's Center is also required to make referrals to needed services for children, it is in the best interest of the Children's Center provider to develop relationships with local service providers.

The court and the Statewide Children's Centers Program provide materials and signage for the center itself.

Q. Do children in the Children's Center receive lunch?

A. The Children's Center must have a supply of snacks and food on hand that are appropriate for children from six weeks to 12 years of age, including infant formula. The Center need not have a specific

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lunch time or lunch service, but must be prepared to provide warm and cold meals for children throughout the day for children that are hungry. The Center must also be prepared to care for the basic needs of children six weeks to 12 years of age, including but not limited to items such as clothing or crib blankets as well as referral to services such as shelter if necessary.

Q. Are Children's Centers allowed to accept other funds or in-kind goods and services for the center?

A. Yes – outside funding in the form of grants, donations or in-kind donations of goods and services to meet the 20% matching requirement are absolutely allowed and encouraged.

Q. Family and Children's Association has indicated a willingness to talk about the program model and budget they have used to operate the Center. Are there other current providers we can talk to?

A. Yes – visit [http://www.nycourts.gov/ip/childrenscenter/centers\\_a.shtml](http://www.nycourts.gov/ip/childrenscenter/centers_a.shtml) for a full list.

Q. Are the Program Requirements published?

A. Yes – in Attachment V of the RFP.

Q. In all instances, are the Children's Centers located in courthouses?

A. One facility statewide is located within one city block of the courthouse, while all others are located within courthouses. It is difficult to maintain ongoing connections with caregivers (who are in court) if the Center is not in the same building, so it would be rare that the Statewide Children's Centers Program would approve a plan in which the Children's Center was not located in the courthouse.