

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**APPLICATION FOR AN APPROVED RUNAWAY PROGRAM OR  
TRANSITIONAL INDEPENDENT LIVING PROGRAM**

AGENCY:	
PROGRAM:	COUNTY:

**APPROVED RUNAWAY PROGRAM**

To be an approved runaway or transitional independent living program pursuant to the Runaway and Homeless Youth Act (RHYA) and Regulations, proposed agencies must be submitted by the County Youth Bureau as part of its County Comprehensive Plan (or Integrated County Plan), and operate in compliance with all provisions of the RHYA statutes and regulations. The following information and documentation is required to be considered for approval. Final decision on each application shall be made by the Office of Children and Family Services (OCFS). For residential programs, this approval is a pre-requisite to certification. Approved runaway or transitional independent living program status does not guarantee funding.

**Directions:** The County Youth Bureau must utilize this checklist to collect the documents noted from the program. Upon review, the County Youth Bureau must send the signed checklist and documents to the OCFS Youth Development Coordinator.

If an existing approved runaway or transitional independent living program wishes to start a new program, only items A, C, F and H must be submitted.

*If documents requested in items A-E have been submitted for a Report of Inquiry, check the box below and begin with item F.*

Items A-E previously submitted for Report of Inquiry

	<u>PROGRAM</u>	<u>YOUTH BUREAU</u>	<u>YDC</u>
<b>A. Specific Description of Nature and Purpose of Program</b>			
1. Information and data establishing public need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Type of program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Number of youth to be served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ages of youth to be served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Itemized maintenance and operating budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Background of Agency</b>			
1. Organizational history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of most recent annual report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Financial Information: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Existing Corporation</u></b>			
a) Copy of most current fiscal audit report and evidence that any deficiencies noted have been corrected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Include balance sheet, revenue and expense statement and changes in fund balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) If there is a deficit fund balance, a plan must be submitted to liquidate the deficit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>New Corporation</u></b>			
a) Submit a budget of projected fund raising costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Indicate total funds to be raised to establish the corporation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Demonstrate that the proposed program will be established within five years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>PROGRAM</u>	<u>YOUTH BUREAU</u>	<u>YDC</u>
<b>C. Documentation that the program is administered by a program Director with experience in the operation of residential and/or non-residential youth service programs.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Proof of Current Charities Registration (if not-for-profit)</b>			
1. Filing receipt from Charities Registration Bureau <b>OR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Letter on agency letterhead stating agency is exempt as a religious organization <b>OR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Charities Registration Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Board of Directors</b>			
1. List of members of the Board of Directors (minimum 7) [See comment.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Documentation that Board members have experienced and/or training in the legal, fiscal and service aspects of youth programs.			
3. Notarized statement, signed by the chief executive officer of a municipality or president of the Board of Directors stating that, to the best of his/her knowledge, no member of the Board or its advisory bodies is directly or indirectly engaged in any business which conflicts with the discharge of his/her duties as a member of the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. Program is part of CCP/Annual Progress Report/CCP Addendum/ICP (referenced as an existing resource)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Articles of Incorporation</b>			
1. Copy of articles of incorporation and all amendments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. For residential programs, articles containing a purposes clause empowering the agency to board out and/or to care for destitute, delinquent, abused, abandoned, neglected, runaway or dependent children in perpetuity (authorized agency). This requirement does not apply to residential transitional independent living programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof that such corporate papers have been filed with the Department of State.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H. If applicant seeking to operate a residential program requests in its application that the maximum capacity limit as defined in RHYA Regulations be increased, the county must document that the request is warranted in order to serve the needs of the runaway and the homeless youth population in the county.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Submitted by:</b> County Youth Bureau, Director	SIGNATURE:	Date:
<b>Reviewed by:</b> Youth Development, Coordinator	SIGNATURE:	Date:
<b>Approved by:</b> Office of Youth Development, Director	SIGNATURE:	Date:
<b>Approved by:</b> Child Welfare Community Services, Deputy Commissioner	SIGNATURE:	Date: