

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
REPORT OF INQUIRY FOR NEW RHYA PROGRAMS

AGENCY:	
PROGRAM:	COUNTY:

AUTHORIZED AGENCY – REPORT OF INQUIRY

All agencies proposing to operate a residential approved runaway program and to board out or care for runaway and homeless youth must first be approved as an “authorized agency” and incorporated as such. While the Department of State approves all incorporations and incorporation amendments, the New York State Office of Children and Family Services (OCFS) must approve the certificate of incorporation, or amendment to the certificate of incorporation, of an “authorized agency.” The Office of Youth Development is responsible for obtaining a Report of Inquiry from the County Youth Bureau in order to make recommendations to OCFS Counsel’s Office that an agency has the capabilities to provide residential services to youth.

DIRECTIONS

Upon receiving a request from the Youth Development Coordinator for a Report of Inquiry, the County Youth Bureau must utilize this checklist to collect from the program the documents noted in Section I. Upon review, the County Youth Bureau must send the signed checklist and documents to the Youth Development Coordinator (YDC).

Please note that the corporate approval only permits the corporation to file the certificate of incorporation or amendment of the certificate of incorporation to be an authorized agency with the Department of State. It does not permit the corporation to operate a residential runaway program. The corporation must also apply for and be issued a certification before it can begin operation of a residential runaway program. The Office of Children and Family Services Application for an Approved Runaway Program checklist details these requirements.

	<u>PROGRAM</u>	<u>YOUTH BUREAU</u>	<u>YDC</u>
A. Specific Description of Nature and Purpose of Program			
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. Number and characteristics of clients serviced in past and present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Services to be provided or arranged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Itemized maintenance and operating budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Background of Agency			
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"/>
4. Copy of current Articles of Incorporation and all amendments with articles containing a purposes clause empowering the agency to care for destitute, delinquent, abused, abandoned, neglected, runaway or dependent children. Include a copy of the filing receipt provided by the office of the Secretary of State. OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of current Articles of Incorporation and a proposed amendment with articles containing a purposes clause empowering the agency to care for destitute, delinquent, abused, abandoned, neglected, runaway or dependent children. OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the proposed Articles of Incorporation with articles containing a purposes clause empowering the agency to care for destitute, delinquent, abuse, abandoned, neglected, runaway or dependent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Existing Corporation

- a) Copy of most current fiscal audit report and evidence that any deficiencies noted have been corrected
- b) Include balance sheet, revenue and expense statement and changes in fund balance
- c) If there is a deficit fund balance, a plan must be submitted to liquidate the deficit

<u>PROGRAM</u>	<u>YOUTH BUREAU</u>	<u>YDC</u>
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

New Corporation

- a) Submit a budget of projected fund raising costs
- b) Indicate total funds to be raised to establish the corporation
- b) Demonstrate that the proposed program will be established within five years

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|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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.

D. Proof of Current Charities Registration

- 1. Filing receipt from Charities Registration Bureau **OR**
- 2. Letter on agency letterhead stating agency is exempt as a religious organization **OR**
- 3. Charities Registration Number: _____

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|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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E. Board of Directors

- 1. List of members of the Board of Directors (minimum 7) [See Comment]
- 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 [see comment] 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.

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Submitted by: County Youth Bureau, Director

Reviewed by: Youth Development, Coordinator

Approved by: Office of Youth Development, Director

Approved by: Child Welfare and Community Services,
Deputy Commissioner

SIGNATURE:	Date:
SIGNATURE:	Date:
SIGNATURE:	Date:
SIGNATURE:	Date: