

**Georgia Division of Family and Children Services
Well-Being Services Section - Community Programs Unit
Educational Programming, Assessment and Consultation Services**



**Federal Fiscal Year (FFY) 2019
Educational Programming, Assessment and Consultation Services**

**FFY 2019 Education Specialist
Application Information Packet**

Application Submission Date

Friday, May 4, 2018

Applications must only be completed and submitted online.
Please review this Application Information Packet in its entirety for
full details on requirements and the application submission process.

**Georgia Division of Family and Children Services
Educational Programming, Assessment and Consultation Services Program**

Educational Programming, Assessment and Consultation Services

The Educational Programming, Assessment and Consultation (EPAC) Services are located within the Georgia Division of Family and Children Services' (DFCS) Well-Being Services Section - Community Programs Unit. The Georgia Division of Family and Children Services (known herein as "The Division") investigates child abuse; provides foster homes for abused and neglected children; assists low to moderate income families by providing financial assistance; provides support to families seeking childcare assistance; and provides many other numerous support services to assist and support families in need. In an effort to support the Division's broader goal of being a resource to families by promoting self-sufficiency and independence, EPAC is an academic support program that focuses on improving the academic outcomes and achievement of children and youth who are currently in foster care.

Through a youth-centered approach, EPAC works collaboratively with other Division, state and county offices to ensure the educational well-being of children and youth in foster care are being met and that appropriate goal setting is in place for older youth that supports their educational stability. Within EPAC, various services and resources are provided including diagnostic educational assessments, tutorial services, connection to community-based educational support, and the coordinated procurement of educational services. The mission of EPAC is to improve the educational stability for all school-age children and youth in care within Georgia.

Education Support Services

Educational Programming, Assessment and Consultation (EPAC) services are the official statewide educational support services provided to youth in foster care within Georgia. The following services are available and provided to youth within EPAC:

Diagnostic Educational Assessments - Each youth who is referred for EPAC services receives a diagnostic educational assessment. This assessment is provided by a certified teacher or EPAC staff member and is in the academic subjects of math and reading. The assessment provides a comprehensive review of the math and reading performance of the youth.

Educational Consultation to Case Managers - After a youth has received an initial diagnostic educational assessment, the Education Support Monitor (ESM) assigned to the youth's respective DFCS region will consult with the youth's Case Manager to develop an Education Action Plan based on the results and summary provided from the assessment.

Tutorial Services - Youth who exhibit a need for remediation or support within their academics may receive additional tutoring services provided by an EPAC Education Specialist who is a certified teacher.

School System Partnership and Support to Youth – EPAC partners closely with the Georgia Department of Education and Local Education Agencies/school systems throughout the state of Georgia to ensure the appropriate academic services are provided to youth in foster care. Additionally, EPAC Education Support Monitors advocate on the youth's behalf to ensure quality services and academic monitoring is provided. This advocacy can range from youth who have multiple foster care placements and need coordination of their school academic records to youth who have identified special needs and are in need of additional academic supports (i.e. IEP) that allow for increased school and learning engagement.

Educational Service Monitoring of Child Caring Institutions - EPAC provides additional monitoring of academic support services provided by Child Caring Institutions (CCIs) and group homes. Due to the vulnerability of youth who reside in these settings and the varying academic needs of each youth, EPAC will be an additional support for these institutions.

Education Specialist Recruitment

Youth who exhibit a need for academic support may receive education support services provided by an EPAC Education Specialist* who is a certified teacher. Education Specialists are certified teachers who contract with the Georgia Division of Family and Children Services to provide education diagnostic assessments, tutoring services and additional educational support of youth in foster care who are referred to EPAC.

**Note: Education Specialists refers to the tutors who provide tutorial services to the youth in care. It does not indicate a type of degree preferred.*

Eligible individuals seeking to apply to become an EPAC Education Specialist must meet the minimum qualifications below:

- Current GA Teaching Certificate (verified by Georgia Professional Standards Commission)
- Complete a Criminal History Investigation process (background check)
- Must have reliable transportation and a valid Georgia's driver's license
- Must be proficient in Microsoft Word, Excel and PowerPoint
- Must complete the EPAC Education Specialist Application and submit all requested documents at the time of application submission
- Must follow all application guidelines and procedures as outlined in the application packet

Additional Preferred Qualifications:

- The above minimum qualifications
- At least two years of experience within an academic content area
- Experience or certification working with students who have special needs
- Previous experience working within human services and/or child welfare

This application packet has been issued by the Georgia Division of Family and Children Services, Educational Programming, Assessment and Consultation Services Program to seek applications from certified teachers who are interested in providing education diagnostic assessments and tutorial support to youth in foster care. Applicants selected through this application process must serve youth within the foster care system within the state of Georgia based on the guidelines outlined. The Georgia Department of Human Services, Division of Family and Children Services and Educational Programming, Assessment and Consultation Services Program reserve the right to make any updates or omissions to this application information packet and online application. Additionally, the Educational Programming, Assessment and Consultation Services Program reserves the right to reject any or all applications upon review.

NOTICE FOR CURRENT CONTRACTORS:

All current Federal Fiscal Year (FFY) 2018 Education Specialist contractors with the DFCS Educational Programming, Assessment and Consultation (EPAC) Services Program MUST submit an application based on the guidelines herein if seeking to contract with the Division for FFY 2019. A prior contract with DHS, DFCS or the Educational Programming, Assessment and Consultation Services Program is not a guarantee or commitment for a continued or future contract.

Important Note: The Division of Family and Children Services reserves the right to select Education Specialists contractors based on the following criteria:

- *Geographic Location and Need*
- *Applicant Specialized Certification(s)*
- *Amount of available funding*

Additional documents and information will be requested upon the review and approval of all applications. Applicants who are not selected will receive a notice informing of the selection decision.

Timeline

DATE	ACTI VITY
<p>Wednesday, April 25, 2018</p>	<p>FFY 2019 Education Specialist Application Information Session</p> <p>All interested applicants who would like to submit an application for contractual consideration as an EPAC Education Specialist for Federal Fiscal Year (FFY) 2019 is encouraged to participate in the Education Specialist Application Information Session that will be held on Wednesday, April 25, 2018 via the WebEx Online Portal. There will be two opportunities to participate in the Information Session – 10:00 AM or 5:00 PM. You must register to participate in the session.</p> <p style="text-align: center;">This Information Session is not mandatory, however all interested applicants are highly encouraged to participate. In order to participate in the Information Session, you must have access to a computer and phone as the WebEx system requires the use of both during the session.</p> <p><u>FFY 2019 EPAC Education Specialist Application Information Session</u> Date: Wednesday, April 25, 2018 Location: On-Line Web-Ex (see details below) Time: 10:00 AM <u>or</u> 5:00 PM</p> <p>Date: Wednesday, April 25, 2018 - 10:00 am, Eastern Daylight Time (New York, GMT-04:00) Registration password: This session does not require a registration password. ----- To register for this session ----- Go to https://dhr.webex.com/dhr/k2/j.php?MTID=t41fddb5c10d63cdefe2ac3ff3d416db0</p> <p>Date: Wednesday, April 25, 2018 - 5:00 pm, Eastern Daylight Time (New York, GMT-04:00) Registration password: This session does not require a registration password. ----- To register for this session ----- Go to https://dhr.webex.com/dhr/k2/j.php?MTID=tad7ec081f85d0a1d3ac14e8aa05385f7</p> <p>You do not have to attend both sessions – you may select one. Once you register, you will receive via email the instructions to participate in the Information Session on April 25th.</p>
<p>Friday, May 4, 2018 - 11:59 PM, Eastern Standard Time</p>	<p>FFY 2019 EPAC Education Specialist Application Packet Due</p>
<p>During or after May 2018</p>	<p>Applicant Review and Document Approval Process</p>
<p>During or after June 2018</p>	<p>Contract Engagement Notice to Selected FFY 2019 Applicants</p>
<p>During or after September 2018</p>	<p>Dissemination of Fully Executed Contracts</p>
<p>During or after October 2018</p>	<p>MANDATORY Contractor Orientation</p>
<p>October 1, 2018 - September 30, 2018</p>	<p>FFY 2019 Contract Period</p>

This timeline provided within this Information Packet represents all activities related to the Education Specialist application and contract for FFY 2019. It may not include additional professional development opportunities and meeting dates that will be required throughout the contract period for individuals who are selected and awarded contracts.

Section I: General Information

Purpose

This application information packet has been issued by the Georgia Division of Family and Children Services, Educational Programming, Assessment and Consultation Services Program to seek applications from certified teachers who are interested in providing education diagnostic assessments, tutoring services and additional education support services to youth in foster care within Georgia. Applicants selected through this application process must serve youth within the foster care system within the state of Georgia based on the program and agency guidelines outlined. The Georgia Department of Human Services, Division of Family and Children Services and Educational Programming, Assessment and Consultation Services Program reserve the right to make any updates or omissions to this application information packet and online application. Additionally, the Educational Programming, Assessment and Consultation Services Program reserves the right to reject any or all applications upon review.

Who May Apply

Individuals who have an active education (teaching) certificate within the state of Georgia may submit an application (online only) to become a contracted Education Specialist for youth in foster care. Education Specialists refers to the contractors who provide education diagnostic assessments, tutoring services and additional educational support to youth in care. It does not indicate a type of degree preferred.

Eligible individuals seeking to apply to become an EPAC Education Specialist must meet the minimum qualifications below:

- Current GA Teaching Certificate (verified by Georgia Professional Standards Commission)
- Complete a Criminal History Investigation process (background check)
- Must have reliable transportation and a valid Georgia’s driver’s license
- Must be proficient in Microsoft Word and Excel
- Must complete and submit the ONLINE EPAC Education Specialist Application
- Must follow all application guidelines and procedures as outlined in the application packet

Additional Preferred Qualifications:

- The above minimum qualifications
- At least two years of experience within an academic content area
- Experience or certification working with students who have special needs

NOTICE FOR CURRENT FFY 2018 CONTRACTORS:
All current Federal Fiscal Year (FFY) 2018 Education Specialist contractors with the DFCS Educational Programming, Assessment and Consultation (EPAC) Services Program MUST submit an application based on the guidelines herein if seeking to contract with the Division for FFY 2019. A prior contract with DHS, DFCS or the Educational Programming, Assessment and Consultation Services Program is not a guarantee or commitment for a continued or future contract.

Contract

Applicants selected to contract as Education Specialists with the Georgia Division of Family and Children Services will serve as Contractors with the state of Georgia. Payment for services will be based on payment provisions established by the Division of Family and Children Services and the Educational Programming, Assessment and Consultation Services Program.

Service Provision

Applicants selected to serve as Education Specialist contractors will be required to provide education diagnostic assessments, tutoring services and additional educational support to youth in care. If services are not provided based on the service provision needs outlined within the Contractor’s contract deliverables, EPAC has the right to terminate/cancel the contract. The table below describes the communication and actions for inactive contractors:

Inactive Service	Notice/Action
30 Days or more of Inactive Service Provision (30 Day notice)	Service Provision Notice Letter
60 Days or more of Inactive Service Provision (60 Day notice)	Contract Cancellation Notice Letter

State Priority of High Need Areas

Interested applicants from **all areas within the state** are encouraged to apply.

Application Submission Deadline

Friday, May 4, 2018 – 11:59 PM EST – All applications must be submitted using the application link on page 8 of this Information Packet.

Additional documents and information will be requested upon the review and approval of all applications. Applicants who are not selected will receive a notice informing of the selection decision.

Application Status Notification

Individuals that have been selected as EPAC Education Specialists will be notified via email during or after May 2018. Applicants who are not selected will receive a notice informing of the selection decision.

All current Federal Fiscal Year (FFY) 2018 Education Specialist contractors with the DFCS Educational Programming, Assessment and Consultation (EPAC) Services Program MUST submit an application based on the guidelines herein if seeking to contract with the Division for FFY 2019. A prior contract with DHS, DFCS or the Educational Programming, Assessment and Consultation Services Program is not a guarantee or commitment for a continued or future contract.

Contract Period

October 1, 2018 – September 30, 2019

or

Date contract is fully executed (if after October 1, 2018) through September 30, 2019

IMPORTANT NOTICE: Applicants who are selected as FFY 2019 EPAC Education Specialists may NOT provide services until a fully executed contract for FFY 2019 has been fully executed and/or after October 1, 2018 (this does not apply to current FFY 2018 EPAC Education Specialist contractors). Selected applicants who do not adhere to this contractual requirement will not receive payment for services that were provided without a fully executed contract.

Payment for Services

Contracting Education Specialists receive payment for services rendered based on the contract deliverables outlined within their fully executed contract and a payment schedule established by the Georgia Division of Family and Children Services and the Educational Programming, Assessment and Consultation Services Program. Additional details regarding payment for services will be provided during the WebEx Information Session on **Wednesday, April 25, 2018 (see page 4 for Information Session details).**

Section II: Completing and Submitting Your Application

**Complete and Submit Your Application by
Clicking the Link Below:**

<https://dfcs.georgia.gov/webform/georgia-division-family-and-children-services-epac-education-specialist-application-federal>

Important Note: Additional documents and information will be requested upon the review and approval of all applications. Applicants who are not selected will receive a notice informing of the selection decision.