**OCFS-5003** (12/2/2010) Page 1 of 8

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| NEW YORK STATEOFFICE OF CHILDREN AND FAMILY SERVICES**INDIVIDUAL PROGRAM APPLICATION**Program Summary-Program Components | IMPLEMENTING AGENCY:      |
|  | PROGRAM TITLE:      |
| **Life Area 1:***(Enter Code)* |  | **GOAL 1:***(Enter Code)* |  |
| **OBJECTIVE 1:***(Enter Code)* |  | **SOS 1:***(Enter Code)* |  |

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| **Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.** |
| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
|  |  |  |  |  |
| **ETHNICITY:**(Enter number of participants per ethnic group) | WHITE |  | BLACK OR AFRICAN AMERICAN |  | HISPANIC OR LATINO |  |
| AMERICAN INDIAN OR ALASKAN NATIVE |  | ASIAN |       |
| NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER |  | TWO OR MORE RACES |  |
|  |  |  |  |  |
| **AGES** | 0-4 |  | 5-9 |  | 10-14 |  | 15-17 |       | 18-20 |       | 21+ |       |
|  |
| **Is Target Population serving Disconnected Youth:***(Enter number of participants per population described)* | [ ]  No | [ ]  Yes |  |
| **If *“Yes”,***  | Youth aging out of foster care |  | Children of incarcerated parents |  |
| Youth in the juvenile justice system who re-enter the community |  | Runaway and Homeless Youth |  |
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 ***If Applicable***

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| **OBJECTIVE 1:***(Enter Code)* |  | **SOS 2:***(Enter Code)* |  |

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| **Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.** |
| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
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|  | IMPLEMENTING AGENCY:      |
| PROGRAM TITLE:      |

***If Applicable***

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***If Applicable***

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| **OBJECTIVE 2:***(Enter Code)* |  | **SOS 2:***(Enter Code)* |  |

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| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
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|  | IMPLEMENTING AGENCY:      |
| PROGRAM TITLE:      |

**If Applicable**

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| **OBJECTIVE 3:***(Enter Code)* |  | **SOS 1:***(Enter Code)* |  |

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| **Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.** |
| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
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**If Applicable**

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| **OBJECTIVE 3:***(Enter Code)* |  | **SOS 2:***(Enter Code)* |  |

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| **Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.** |
| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
|  |  |  |  |  |
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| Youth in the juvenile justice system who re-enter the community |  | Runaway and Homeless Youth |  |
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|  | IMPLEMENTING AGENCY:      |
| PROGRAM TITLE:      |
| **Life Area 2:***(Enter Code)* |  | **GOAL 1:***(Enter Code)* |  |
| **OBJECTIVE 1:***(Enter Code)* |  | **SOS 1:***(Enter Code)* |  |

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| **Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.** |
| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
|  |  |  |  |  |
| **ETHNICITY:**(Enter number of participants per ethnic group) | WHITE |  | BLACK OR AFRICAN AMERICAN |  | HISPANIC OR LATINO |  |
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|  |  |  |  |  |
| **AGES** | 0-4 |  | 5-9 |  | 10-14 |  | 15-17 |       | 18-20 |       | 21+ |       |
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 ***If Applicable***

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| **OBJECTIVE 1:***(Enter Code)* |  | **SOS 2:***(Enter Code)* |  |

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| **Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.** |
| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
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| **AGES** | 0-4 |  | 5-9 |  | 10-14 |  | 15-17 |       | 18-20 |       | 21+ |       |
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|  | IMPLEMENTING AGENCY:      |
| PROGRAM TITLE:      |

***If Applicable***

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| **OBJECTIVE 2:***(Enter Code)* |  | **SOS 1:***(Enter Code)* |  |

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| **Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.** |
| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
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|  | IMPLEMENTING AGENCY:      |
| PROGRAM TITLE:      |

***If Applicable***

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| --- | --- | --- | --- |
| **OBJECTIVE 3:***(Enter Code)* |  | **SOS 1:***(Enter Code)* |  |

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| **Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.** |
| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
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|  |

***If Applicable***

|  |  |  |  |
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| **OBJECTIVE 3:***(Enter Code)* |  | **SOS 2:***(Enter Code)* |  |

|  |
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| **Gender of program Participants:** *(Enter number participants per gender)* | **MALE** |  | **FEMALE** |  |
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| **Is Target Population serving Disconnected Youth:***(Enter number of participants per population described)* | [ ]  No | [ ]  Yes |  |
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New York State

Office of Children and Family Services

**INDIVIDUAL PROGRAM APPLICATION**

**Program Summary-Program Components (OCFS 5003) Instructions**

**The only change to the 5003 is the addition of the age category 21+**

There is now an age category – 21+ that should be used for programs, like parenting programs or professional development, where it can be documented that the end result has a positive impact on the youth of your community. **Please use whole numbers, not percentages.**

**Implementing Agency:** Enter name of incorporated agency responsible for program.

**Program Title:** Enter the title of the program.

**Each program can have a maximum of:**

**Two** Life areas

**Two** Goals per Life Area

**Three** Objectives per Goal

**Two** Services, Opportunities and Supports per Objective

**Step 1:** For the Primary Program Component, identify the **Life Area** to be addressed and the appropriate code.

1 ES: Economic Security

You would enter code **1ES**.

**Step 2:** Select the **GOAL** to be targeted and its code.

**11 Goal:** Youth will be prepared for their eventual economic self sufficiency.

You would enter code **11.**

**Step 3:** Select the objective to be achieved. Choices under this goal include:

**111 Objective:** Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities.

**112 Objective:** Young adults who can work will have opportunities for employment.

**113 Objective:** Youth seeking summer jobs will have employment opportunities.

If you selected Objective **111** - Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities

You would enter code **111.**

**Step 4:** Select from the following choices the Services Opportunities and Supports that your program offers.

**Services, Opportunities, and Supports**

|  |  |
| --- | --- |
| **011.** Career Counseling | **0110.** Interest & Skills Assessment |
| **012.** Career Days/Fairs | **0111.** Job Shadowing |
| **013.** Career Research & Planning | **0112.** Job Training/Employment Skills Development |
| **014.** College Exploration & Readiness | **0113.** Matching with Employers for Internships/Work |
| **015.** College Research & Planning | **0114.** Resume & Job Assistance |
| **016.** Computer/Internet Skills | **0115.** Self-sufficiency Skills Development |
| **017.** Employment | **0116.** Summer Employment |
| **018.** GED Preparation | **0117.** Vocational Training |
| **019.** Independent Living Skills | **0118.** Work Readiness Skills |

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If you selected Services, Opportunities and Supports 011 Career Counseling

You would enter code **011.**

**Step 5:** Enter the following data on your projected target population (in whole numbers not percentages) for those youth participating in - Career Counseling**:**

○ Gender ○Ethnicity ○Ages

○ And ***if*** serving Disconnected Youth identify the number (not percentages) in each group (i.e. Youth aging out of foster care, Children of incarcerated parents, Youth in juvenile justice system who re-enter community, Runaway and Homeless Youth)

**Step 6:** (*IF APPLICABLE*): If your program offers a *Secondary* Services, Opportunities and Supports for Objective 1 you would:

Re-enter code for Objective 1, **111** (from example above).

At this point you would repeat step 4 as outlined above, entering the code for the Secondary Services, Opportunities and Supports that your program offers.

Objective 1: **111 SOS** 2: **019** (Independent Living Skills)

Next you would repeat step 5 as outlined above entering that data for those youth participating in- Independent Living Skills

**Step 7:** (*IF APPLICABLE*): If your Program chooses to address a 2nd Objective for GOAL 1, you would follow steps 3-5. Step 6 would be applicable as well; if there were a secondary Services, Opportunities and Supports that your program offers for the 2nd objective.

**Step 8:** (*IF APPLICABLE*): If your Program chooses to address a 3rd Objective for GOAL 1, you would follow steps 3-5. Step 6 would be applicable as well; if there were a secondary Services, Opportunities and Supports that your program offers for the 3rd objective.

If this Program addresses a 2nd Life Area and 2nd Goal you would repeat Steps 1-5 entering your new codes. Steps 6-8 would be followed as outlined above, if applicable.

**Special Notes:**

If the program checked the box on the OCFS-5002, Direct Services will not be provided by this program, follow steps 1-4 for each life area selected.

Each Life area has its own set of Goal(s), Objectives and Services, Opportunities and Supports. Once you identify the Life Area your program is addressing you must use the Goal(s), Objectives and Services, Opportunities and Supports listed under it.