



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

## MEMORANDUM

**To:** The Honorable Jason Ervin,  
Chairman, Committee on the Budget and Government Operations

**From:** Brandi Knazze  
Commissioner, Department of Family and Support Services

**CC:** Annette Guzman  
Budget Director, City of Chicago

Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 31, 2023

**Re:** Request for Information from Department of Family and Support Services  
Budget Hearing

**ID#:** 50-01 Monitoring Reports

---

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderwoman Rodriguez Sanchez requested an example of a programmatic and fiscal monitoring report including our findings.

We have included two reports in the attachment to this memo. One is a fiscal monitoring report, and one is a programmatic report, both from within the DFSS Homeless Division.

**PROGRAM REVIEW MONITORING INSTRUMENT  
HOMELESS PROGRAMS**

Agency Name: [REDACTED]  
 Program Name: [REDACTED]  
 Program Model: Shelter  
 PO#: [REDACTED]  
 Fund Source: CSBG Corporate IDHS  
 Contract Amount: [REDACTED]  
 Contract Period: Sept. 2022-April 2023  
 Period of review:  Jan - March     April - June     July - Sept     Oct - Dec

Contact Person: [REDACTED]  
 Telephone: [REDACTED]  
 Email: [REDACTED]  
 Program Address: [REDACTED]  
 Executive Director: [REDACTED]  
 Telephone: [REDACTED]  
 Email: [REDACTED]

Auditor: M. Rosa-Rodriguez

Initial Audit Date(s): 5/18/2023

Follow Up Date(s): 7/18/2023

**Results:**

- Findings (Corrective action plan required)
- No Findings (No further action required)
- Concerns (Needs improvement)
- No concerns (No further action required)

**Results:**

- Findings
- No findings

**Comments:**

**Findings:** Board meeting minutes, posted grievance procedures, acknowledgement of receipt of personnel policies and procedures not provided during review. 7 vacant positions. Mandated Reporter Acknowledgement Status form missing for all staff. 4 employees are missing job titles that align with the personnel budget. 16 staff are missing resumes, 4 missing Mandated reporter acknowledgement, 14 missing background checks (3 have expired), 15 staff are either missing evaluations or form is not dated. Job descriptions were not provided for all budgeted staff.

**Client file review:** Income eligibility not documented for clients sampled, including documentation for means of support for zero income clients. Missing Lead Based Paint Pamphlet for 1 client; service plan and case notes missing for 1 client. The Lead-Based Paint visual assessment is missing signatures and dates of personnel and/or clients. Achieved performance outcome documentation not provided for all clients.

**Follow up 07/18/2023: Findings remain.** Agency provided some missing outcome documentation however the following items are still outstanding: Missing posted grievance procedures, Mandated reporter acknowledgement forms for 4 staff, and agency did not provide evidence of intent to fill vacancies. 14 Criminal background check/fingerprinting results are missing; 3 have expired. Missing job description(s) for all budgeted staff as well as annual performance evaluations for 11 staff. Income eligibility not documented for clients sampled, including documentation for means of support for zero income clients. Missing Lead Based Paint Pamphlet for 1 client; service plan and case notes missing for 1 client. The Lead-Based Paint visual assessment is missing signatures and dates of personnel and/or clients. Achieved performance outcome documentation not provided for all clients.

### **Administrative documents**

- Board meeting minutes (last two board meetings)
- Board of directors listing
- Agency by-laws
- Any existing MOUs and/or linkage agreements
- HIPPA policy
- Confidentiality policy
- Client termination policy
- Non-discrimination policy
- Family Preservation policy
- Personnel policies
- Resume
- Job description
- Federal Fingerprint background check
- Mandated reporter acknowledgement
- Annual performance evaluation
- Drug-free workplace policy
- Promotional materials, Acknowledgement of funding
- Most recent completed ESG Minimum Habitability Standards for Emergency Shelters Checklist
- Most recent completed Lead Based Paint Visual Assessment

### **Client file review documents**

- Client enrollment form/STARS intake form
- Proof of ID and SS
- STARS data sharing agreement
- Proof of income information/no income affidavit/no proof of income
- Child support fact sheet acknowledgement
- Means of supporting self and/or zero income self attestation
- 3rd party verification of homelessness, self-attestation
- Case notes
- Service plans

Q #	Regulation(s)	Question(s)	Rating	Comments
1	Exhibit D Article 8.12 Proof of Business Form <b>CORP, CDBG, HUD-ESG</b> Exhibit D Article 11 Notices <b>IDHS</b> Administrative Code Sub-Part E Section 130.400 B.2. Policies and Procedures, Board of directors, B.3. Records, Bylaws <b>IDHS</b>	Do minutes/reports indicate the board meets, in accordance with its by-laws, and that the Board exercises its oversight responsibilities? Review by-laws for frequency of board meetings. List last two board meeting dates, and list board of director president name and contact number in comment section. <b>Required for all programs.</b>	Findings	████████████████████ Agency did not provide last 2 BOD meeting minutes .
2	<b>HUD-ESG/CDBG</b> 24 CFR 576.405(a) Homeless Participation	Is there a minimum of one homeless, or formerly homeless person participating in the agency board meetings, or a similar policy making committee?	NA	
3	Exhibit D Article 2.9 Subcontracts <b>CORP, CSBG, CDBG, HUD-ESG</b> <b>IDHS</b> Emergency and Transitional Housing Manual III C. (Program Deliverables and Outcomes)	Does the agency have a written agreement or Memorandum of Understanding for referrals with other social service providers? (The agreement should include at minimum, the type of service provided, the referral process and follow-up actions.) List other providers in the comment section.	No findings	
4	Exhibit D Article 3.4 C & Exhibit G 12 <b>CORP, CDBG, HUD-ESG</b> Exhibit D Article 3.11 D Confidentiality <b>IDHS</b> (HIPPA - applicable to all programs that gather physical and/or mental health information)	Has the agency implemented policies and procedures to comply with the security and privacy of protected health information? <b>Required for all programs.</b>	No findings	
5	Exhibit D Article 3.4 C & Exhibit G 12 <b>CORP, CSBG, CDBG, HUD-ESG</b> Personal Information Act (815 ILCS 530) <b>CSBG</b> 24 CFR 576.500(x) Confidentiality 2 CFR 200.303(e) Internal controls <b>HUD-ESG/CDBG</b> 24 CFR 576.402 Illinois Identity Protection Act (5 IL CS 179)	Has the agency developed and implemented written procedures that ensure all records containing personally identifiable information are kept secure and confidential? <b>Required for all programs.</b>	No findings	
6	<b>HUD-ESG/CDBG</b> 24 CFR 576.402	Has the agency developed client grievance procedures which are posted in a prominent location?	No findings	
7	<b>HUD-ESG/CDBG</b> 24 CFR 576.402	Has the agency developed and implemented a formal process for terminating assistance for program participant?	No findings	

Q #	Regulation(s)	Question(s)	Rating	Comments
8	Hearth Act S896-46 Section 404 (b) Preventing Involuntary Family Separation	Does the agency have written standards for eligibility that promote family preservation by providing access to program services for all families, regardless of the age of children, family composition or marital status? <b>Required for all shelter programs that serve families.</b>	No findings	
9	Exhibit D Article 2.5 Non-discrimination <b>CORP, CSBG, CDBG, HUD-ESG</b> 42 USC Ch. 106: CSBG PROGRAM 9918. Limitations on use of funds (c) Nondiscrimination Exhibit D Article 7.2 Non-discrimination <b>IDHS</b>	Does the agency adhere to Fair Housing, and Human Rights Ordinances which prohibits discrimination against the following categories? Age, citizenship, race/color, ancestry, national origin, gender/sex, sexual orientation, religion, disability, marital status, parental status, military discharge status, source of income. <b>Required for all programs.</b>	No findings	
10	Exhibit D Article 2.11 Religious Activities <b>CORP, CSBG, CDBG, HUD-ESG</b> Exhibit D Article 14 Religious Activities <b>IDHS</b>	Does the agency engage in any inherently religious activities, such as worship, religion instruction, or proselytization, as part of or while carrying out the funded program or services? If yes, agency must acknowledge that both of the following statements are true: Activities are always conducted separately in time or location from the programs and services. Participation in such activities on the part of the beneficiaries of the funded programs or services is wholly voluntary. <b>Required for all programs.</b>	No findings	
11	Exhibit D Article 2.13 & E 1.9 Acknowledgement of Funding Sources <b>CORP, CSBG, CDBG, HUD-ESG</b> Exhibit D Article 15 Acknowledgement <b>IDHS</b>	Does the agency conspicuously acknowledge the co-sponsorship of the city and HUD, DCEO or IDHS as applicable, on all promotional materials including but not limited to brochures, flyers, written or electronic public news releases, public service announcements, acknowledgments at any special events intended to promote services? <b>Required for all programs.</b>	No findings	
12	Exhibit D Article 3.1 Reporting Requirements 24 CFR 576.500 (b) Recordkeeping & Reporting Requirements HMIS Data Standards/Data Collection 3.2 & 24 CFR 576.400(f)	Is the agency utilizing the Homeless Management Information System (HMIS) or for Homeless DV providers, do they have a comparable (interface) database or a comparable tracking mechanism to facilitate the collection of information on homeless individuals and families using residential and other Homeless Services programs? <b>Required for all programs.</b>	No findings	

Q #	Regulation(s)	Question(s)	Rating	Comments
13	Exhibit D Article 2.12 & E 1.6 Drug-free Workplace <b>CORP, CSBG, CDBG, HUD-ESG</b> Exhibit D Article E-1.6 Drug Free Workplace <b>IDHS</b> IDHS Manual B. III (Policies & Procedures)	Does the agency maintain written personnel policies and procedures including drug-free workplace, which are made available to all staff? Verify employee acknowledgement of receipt of agency policies and procedures. <b>Required for all programs.</b>	Findings	Verify employee acknowledgement of receipt of agency policies and procedures
14	Exhibit D Article 8.5 & Exhibit D <b>CDBG, CORP, HUD-ESG, IDHS, CSBG</b> Abused and Neglected Child Reporting Act 325 ILCS 5/4 Article 8.5 Compliance with All Laws 89 Ill Admin Code 300.30 B (3) Acknowledgement of Reporting Responsibility	Does the agency obtain a signed Illinois Department of Children and Family Services Mandated Reporter Acknowledgement Status Form (acknowledging that they are mandated to report suspected child abuse and neglect) for each employee prior to commencement of employment?	Findings	Agency did not submit all forms for all personnel
15	Exhibit D Article 8.5 & Exhibit D Article 2.3 <b>CORP &amp; CDBG</b> Adequate staffing	Are staff hired and assigned according to the contract budget? Is agency searching for a replacement? If no, is there an approved budget revision?	Findings	There are currently 7 vacant budgeted staff positions
16	Exhibit D Article 2.3 Your Personnel; Background Checks <b>CDBG, CSBG, HUD-ESG</b> Article 3.4 Personnel <b>CORP</b> Exhibit D Article 3.4 Your Personnel <b>IDHS HUD-ESG</b> Administrative Code Sub-Part E Section 130.400 B.3. Policies and Procedures	Does the agency maintain adequate personnel files for all DFSS budgeted staff that include resumes, job descriptions, performance evaluations, federal fingerprinting/background check (all programs with staff/consultants/volunteers 18 years or older that have contact with children 17 years or younger).	Findings	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Job description <input checked="" type="checkbox"/> Performance evaluation (CSBG required annually) <input type="checkbox"/> Performance evaluations (IDHS) <input checked="" type="checkbox"/> Background check
17	Exhibit D Article 3 Reporting, Monitoring & Documentation <b>HUD-ESG/CDBG</b> <b>IDHS</b> Emergency and Transitional Housing Manual III B. Policies and Procedures # 5 & 6 (Participant Intake and Assessment forms/Participant Files) Title 47 IL. Admin Code Section 120.120a ( <b>CSBG</b> Eligibility Requirements)	Does the agency maintain completed client <b>enrollment</b> forms, that are signed and dated? CSBG funded programs should have a STARS intake form that is signed and dated by the client and agency staff.	No findings	
18	Policy memo, client eligibility for Illinois CSBG programs Criterion of eligibility Title 47 IL. Admin Code Section 120.120a <b>CSBG</b> eligibility requirements 24 CFR 576.103 <b>HUD-ESG</b> 24 CFR 570.483(b)(2)ii(A) <b>CDBG</b>	Does the agency maintain documentation which verifies income for individuals/households at intake? For <b>CSBG</b> proof of income for 30 days prior to intake. Homeless prevention program models must be 30% below MFI.	Findings	Income verification forms were incomplete

Q #	Regulation(s)	Question(s)	Rating	Comments
19	CSBG Income, Documentation, Reporting Guidelines and Residency Requirements	Does the agency maintain documentation of photo ID's for all household members 18 years and older, and proof of Chicago residency? Check missing, incomplete, missing or unacceptable items.	No findings	<input type="checkbox"/> Photo ID <input type="checkbox"/> Proof of Chicago residency (All programs)
19b	CSBG Income, Documentation, Reporting Guidelines and Residency Requirements	Does the agency maintain documentation of, social security cards for all household members, or an affidavit?	No findings	<input type="checkbox"/> Social Security card (CSBG)
20	HUD-ESG 24 CFR 576.500(b)(1) Recordkeeping and reporting requirements CSBG Homeless or at risk of homelessness Homeless prevention programs	Does the agency maintain documentation verifying homelessness and/or at-risk status? Proof of homelessness includes third party verification of homelessness, referral or self-attestation.	No findings	
21	HUD-ESG/CDBG 24 CFR 576.21(a)(4)	Does the agency obtain evidence of at risk of homelessness or crisis such as an eviction, foreclosure, or utility termination notice(s) and evidence that the inability to pay was sudden, necessary to prevent homelessness, and resumption of payment is reasonably expected soon? Evidence would include, notice of termination from the utility provider, court documents indicating that eviction is imminent, foreclosure documents indicating proceedings are pending, sudden loss of income or inability to work due to illness. <b>Required for Homeless Prevention programs.</b>	NA	
22	Policy Memo Client Eligibility for Illinois CSBG Program 311 (Criterion of Eligibility)	Does the agency document zero income clients means of supporting their basic needs? Client signed/dated attestation or third-party statement of support.	Findings	Form not completed correctly, no explanation of means of support in affidavit statements.
23	Policy Memo Client Eligibility for Illinois CSBG Program 311(Criterion of Eligibility)	Does the agency obtain pre-approval by DFSS before enrolling an over income client due to extenuating circumstance?	No findings	
24	CSBG	Are individuals/households assigned to a service in the STARS system?	No concerns	
25	Chicago Homeless Management System (HMIS) Privacy Packet Version 1.3 Adopted 1/14/2015 HMIS Data Standards/Data Collection 3.2 & 24 CFR 576.400(f)	Does the agency ensure that all clients participating in the program 18 years of age and older complete, sign and date a HMIS Client Consent Data Sharing Form?	No findings	

Q #	Regulation(s)	Question(s)	Rating	Comments
26	<b>HHS/IDCEO</b> (750 ILCS 46) Illinois Parentage Act of 2015, Title 42 9919(b) <b>CSBG</b>	Does the agency provide clients with information concerning the Illinois Child Support Enforcement Services and refer eligible parents to local offices? Child Support Program Fact Sheet, Form HFS 3316 - applicable to custodial single parents.	No findings	
27	<b>HUD-ESG/CDBG</b> 24 CFR 576.403(a) Lead Based remediation and disclosure	Does the agency document client acknowledgement of the receipt of a Lead Based Paint pamphlet? <b>Required for all HUD-ESG/CDBG funded shelters.</b>	Findings	One file missing acknowledgement form.
28	<b>IDHS</b> Emergency and Transitional Housing Manual III C (Program Deliverables and Outcomes- Progress Notes) <b>CSBG</b>	Are service plans developed for each client? <b>CSBG:</b> Plan reviewed and updated regularly with client (dates of review and evaluation of client progress). Client involved in development of service plan (signed/dated by client and staff). <b>IDHS:</b> All progress and supportive services for transitional shelter participants must be tracked and reported within each participant's case file through the development of an Individual Service Plan that includes at a minimum, a record of the participant's supportive services, case management, outcomes, goals, progress notes, and benefit assistance. <b>Required for all programs except Engagement - outreach</b> (CORP, HUD-ESG & CDBG funded - rate Concern/No Concern)	Findings	<input checked="" type="checkbox"/> Actions taken to assist clients with working towards their service plan goals (CSBG)  <input type="checkbox"/> Individual service plan (IDHS)  One file incomplete.
29	<b>IDHS</b> Emergency and Transitional Housing Manual III C (Program Deliverables and Outcomes - Progress Notes) <b>HUD-ESG</b> <b>CSBG</b>	Are case management/supportive services documented for each client as indicated below? <b>IDHS/CSBG:</b> Case/progress note entries appear to be recorded after each contact with the client. <b>CSBG:</b> Referrals are signed and dated by client and case manager and made to entities that can assist client with working towards the service plan goals. Check missing/unacceptable items. <b>Case notes required for all programs except Engagement - outreach</b> (CORP & CDBG funded - rate Concern/No Concern)	No findings	<input type="checkbox"/> Case notes are dated (IDHS & CSBG)  <input type="checkbox"/> Referrals signed & dated (CSBG & IDHS)
30	<b>HUD-ESG/CDBG</b> 24 CFR 576.403 Minimum Standards for safety, sanitation, and privacy in emergency shelters with ESG funding	Does agency complete an <b>annual</b> ESG Minimum Habitability Standards for Emergency Shelters Checklist? <b>Required for all HUD-ESG/CDBG funded shelters.</b>	No findings	
31	Exhibit D Article E-1.4 I. Compliance with Grant regulations <b>CDBG</b> <b>HUD-ESG/CDBG</b> Shelter and Housing Standards Lead-Based Paint Requirements 24 CFR 576.403(a) & (b)	Does agency complete a Lead Based Paint Visual Assessment? HUD requires a Lead Based Paint Visual Assessment for any shelter meeting the criteria below: - the property was constructed before 1978; AND - a child under the age of six will be occupying the space AND/OR - a pregnant female will be occupying the space <b>Required for all shelters with HUD-ESG/CDBG funding.</b>	No findings	



Q #	Regulation(s)	Question(s)	Rating	Comments
32	Exhibit D Article 8.6 Compliance with Accessibility Laws <b>CORP, CSBG, CDBG, HUD-ESG</b> Exhibit D Article 16 Compliance with Accessibility Laws <b>IDHS</b>	Is the program site accessible to persons with disabilities or does the agency have provisions for reasonable accommodations? (If not accessible, indicate provisions in the comment section.) <b>Required for all programs.</b>	No findings	
33	ADA Title II, <b>CSBG</b>	Does the agency conspicuously displayed a statement regarding a grievance procedure for anyone wishing to file a complaint alleging discrimination on the basis of disability in employment, practices and policies or the provisions of services, activities, programs or benefits by the entity? (e.g., a current or prospective employee, Board member or service provider).	Findings	Not posted.
34	29 CFR Part 516.4 Posting of notices. Fair Labor Standards Act of 1938 (FLSA) Recordkeeping, Reporting, Notices and Posters <b>CSBG</b>	Does the agency post and keep posted the FLSA Minimum Wage Poster notice explaining the Act, as prescribed by the Wage and Hour Division, in conspicuous places in every establishment where such employees are employed so as to permit them to observe readily a copy?	No findings	
35	ADA Title II, <b>CSBG</b>	Does the agency have EO Non-discrimination posters prominently displayed in noticeable areas (e.g. front entrance, waiting areas, near water fountains, outside of restrooms) where people congregate?	Findings	Not posted.
36	ADA Title II, <b>CSBG</b>	Do the physical characteristics (e.g., doorways and entrances, seating, hallways, restroom facilities, etc.) and accommodations (e.g., ramps, interpreter, driver service and TDD) of the agency permit reasonable access to the agencies premises and programs at all outreach sites?	No findings	

Personnel



Staff name	Position Title	Hire date	Termination date	Resume Q16	Job Description Q16	Mandated reporter acknowledgement form date Q14	Background check date Q16	Annual performance evaluation (CSBG/IDHS) date Q16
█████ Perry	Facilities Tech /Driver	7/19/2010		y	y	12/22/2022	Missing	7/15/2022
█████ Richards	Cook @25%	12/19/2022		n	n	1/18/2023	Missing	Missing
on contract	Cook @25%							
on contract	Cook @25%							
█████ Wilson	Kitchen Assist @ 25%	11/28/2016		y	y	6/28/2022	10/19/2016 Need current	8/2022 on evaluation not complete date
█████ Wright	Shift Supervisor @50%	10/14/200		n	n	6/25/2022	Missing	Missing
on contract	Shift Supervisor @50%							
█████ Scott	Case Manager @50%	12/9/1988		y	y	6/23/2022	2/3/2012 need current	8/29/2022
█████ Courts	Case Manager @50%	5/16/2022		n	y		Missing	Missing
on contract	Case Manager @50%				y			
█████ Salter	Social Service Manager @50%	5/8/2019		n	n	5/22/2023	Missing	Missing
█████ Washington	Volunteer training coordinator	10/3/2000		Y	y	9/27/2022	1/31/2020	7/15/2022
█████ Lockhart	Shift Monitor @50%	10/11/200		y	y	6/24/2022	2/3/2012 need current	7/1/2022
█████ Hardict	Employment Training Coordinator	4/16/2020		Y	Y	6/27/2022	2/20/2020	7/1/2023
█████ Alvarez	Case Manager @50%	6/27/2022		n	y	6/28/2022		8/31/2022 and 07/27/2022
on contract	Bi-lingual Shift Monitor @50%				Missing			
█████ Bay	Supervisor	7/18/2022		n	n	7/5/2022		8/25/2022
█████ Daniels	Shift Monitor @50%	11/17/197		Y	y	6/22/2022	2/3/2012 need current	Form not dated
█████ Jenkins	Shift Monitor @50%	7/13/2022		Missing	y	7/14/2022		Form not dated
█████ Poe	Shift Monitor @50%	12/5/2022		Missing	y	Missing	Missing	Missing
█████ Berlanga	Shift Monitor @50%	3/12/2023		Missing	y	Missing	Missing	Missing
█████ Perez	Shift Monitor @50%	2/28/2023		Missing	y	Missing	Missing	Missing
on contract	operation assistant @50%				y			
Vacant	House Keeper @50%				y			
█████ Edwards	Housekeeper	3/13/2023		y	y	3/14/2023	3/2/2023	new

Personnel



Staff name	Position Title	Hire date	Termination date	Resume Q16	Job Description Q16	Mandated reporter acknowledgement form date Q14	Background check date Q16	Annual performance evaluation (CSBG/IDHS) date Q16
on contract	House Keeper @50%							
on contract	Driver @ 50%							
Vacant	Shift Monitor @50%				y			
Vacant	Shift Monitor @50%				y			
█████ Counts	Lead Cook	4/4/2012		Missing	Missing	6/24/2022	Missing	8/2022 on evaluation not complete date
█████ Ross	Kitchen Assist @ 25%	11/8/2021		y	y	6/24/2022	9/29/2021	8/26/2022
█████ Collins	Facilities Tech/ House Keeper	10/17/2016		Missing	y	6/21/2022	Missing	7/15/2022
Vacant	Shift Monitor @50%							
Vacant	Shift Monitor @50%							
Vacant	Shift Monitor @50%							
Vacant	Drop In Center Worker				Missing			
█████ Jerry	Kitchen supervisor	11/15/2022		Y	Y	12/7/2022	11/9/2022	new
█████ Townsend	Assistant to Operation manager	12/5/2022		y	y	12/24/2022	11/28/2022	new
█████ Randolph	missing	Missing		n	n	6/29/2022	Missing	Missing
█████ Graham	missing	Missing		n	n	05/15/202	Missing	Missing
█████ Foggs	missing	Missing		n	n	6/21/2022	Missing	Missing
█████ Ang	missing	Missing		n	n	6/21/2022	Missing	Missing

Program Services report validation



**Regulation:** Contract Boiler Plate Exhibit D Article 3.3  
Standard of Performance

	Reported	Sampled
<b>Files (households)</b>	21	15

*File review is based on a 20% sample of total clients(households) reported as enrolled for period of review. A minimum of 15 files are reviewed.*

**Performance measures**

Rating Scale: No Findings 80% – 100% Findings 79% – 0%

	Reported	Confirmed	%	F/NF/NA
<input checked="" type="checkbox"/> <b>Shelter</b>				
Exit to more stable housing destination	3	3	100%	No Findings
Exit to a permanent housing destination	3	1	33%	Findings
<input type="checkbox"/> <b>Permanent supportive housing (LTRA and Safe Haven)</b>				
Remain permanently housed for 12 months				
Maintain stable, permanent or appropriate housing upon exit				
<input type="checkbox"/> <b>Engagement Drop-In</b>				
Engage in case management				
Exit to more stable housing				
Exit to permanent housing				
<input type="checkbox"/> <b>Engagement Street Outreach</b>				
Engage in case management				
Exit to more stable housing				
Exit to permanent housing				

	Reported	Confirmed	%	F/NF/NA
<input type="checkbox"/> <b>Homeless prevention assistance</b> Remain in permanent housing after crisis intervention Maintain permanent housing for 6 months Maintain permanent housing for 12 months				
<input type="checkbox"/> <b>Youth transitional housing</b> Exit to more stable housing Increase in cash benefits/income				
<input type="checkbox"/> <b>FUSE (Frequent users service agreement)</b> Move to more stable housing				

Homeless programs client file review



C = complete I = incomplete UN = unacceptable

Client Name	Intake/STARS intake Q17	STARS service assigned (CSBG) Q24	Photo ID/ Affidavit Q19	S.S. Card/ Affidavit (CSBG) Q19	Proof of Income/ Affidavit Q18	Zero income statement Q22	3rd party verification of Homelessness/At Risk/Self attestation Q21	HMIS Client Consent Data Sharing Form Q25	Signed Lead acknowledgment form Q27	Child Support Affidavit (CSBG) Q26	Service Plans Q28	Case Notes Q29	Referrals Q29	Comments
██████ Brown	C		C	M	C	N/A	C	C	C	C	C	C	C	Missing child SS card State IDs from Wisconsin
██████ Mayze	C		C	M	N/A	UN	C	C	C	C	C	C	NA	Missing Father SS Card
██████ Macon	C		C	C	N/A	UN	C	C	C	I	C	C	C	Missing Signature on SS, Income, and Child Support affidavit
██████ Mitchell	C		C	C	N/A	UN	C	C	C	C	C	C	C	No Income Explanation
██████ Woods	2/7/2023		C	C	NA	I	C	C	C	C	C	C	C	Report card, no explanation of how supporting self
██████ Zingg	2/8/23 Incm.		C	C	NA	UN	C	C	C	C	C	C	C	Missing client signature, Minnesota ID, Self declaration of housings status, exited 3/1/23
██████ Sanchez	3/21/2023		C	C	NA	UN	C	C	C	C	I	C	NA	Venezuelan ID, service plan not signed
██████ Foreman	1/11/2023		C, ID expired 4/27/23	C	UN	M	C	C	C	C	C	C	C	
██████ Lugo	3/1/2023		C	C	NA	UN	C	C	M	C	C	C	C	
██████ Coles	C		C	C	C	NA	C	C	C	C	C	C	C	
██████ Topper	C		C	C	UN	UN	C	C	C	C	C	C	C	Florida ID. Client is missing signature on eligibility Intake
██████ Wells	C		C	C	I	UN	C	C	C	C	C	C	C	Missing income
██████ Johnson	C		C	C	UN	UN	C	C	C	C	C	C	C	
██████ Sanders	C		C	C	UN	UN	C	C	C	C	C	C	C	Minnesota ID
██████ Jackson	C		C	C	UN	UN	C	C	C	C	C	C	C	family plan needed

Homeless programs client file review



Client Name	Intake/STARS intake Q17	STARS service assigned (CSBG) Q24	Photo ID/ Affidavit Q19	S.S. Card/ Affidavit (CSBG) Q19	Proof of Income/ Affidavit Q18	Zero income statement Q22	3rd party verification of Homelessness/At Risk/Self attestation Q21	HMIS Client Consent Data Sharing Form Q25	Signed Lead acknowledgment form Q27	Child Support Affidavit (CSBG) Q26	Service Plans Q28	Case Notes Q29	Referrals Q29	Comments

Corrective Action Plan

Q #	Regulation	Finding	Corrective action required	Implementation timeline	Date and follow up notes
1b	Contract Boiler Plate Exhibit D Article 8.12 Proof of Business Form IDHS Administrative Code Sub-Part E Section 130.400 B.2. Policies and Procedures, Board of directors, B.3. Records, Bylaws	Contract Boiler Plate Exhibit D Article 8.12 Proof of Business Form IDHS Administrative Code Sub-Part E Section 130.400 B.2. Policies and Procedures, Board of directors, B.3. Records, Bylaws	Provide copy of the last two board meeting minutes.	Action is required within 14 days.	07/18 Finding resolved. Agency provided last two board meeting minutes.
13	Exhibit D Article 2.12 Drug-free Workplace (All programs) IDHS Manual B. III (Policies & Procedures) DFSS Homeless Scope of Services (Policies, Procedures & Practices)	Agency did not provide evidence that it requires its employees to acknowledge receipt of personnel policies that include a drug free workplace policies	Provide evidence of <b>acknowledgement by agency employees of receipt</b> of personnel policies and procedures that include drug free work place policies.	Action is required within 14 days.	7/18 Findings remain still missing for some employees
14	Contract Boiler Plate Homeless Services Exhibit D Article 8.5 & Exhibit D CDBG Article 8.5 Compliance with All Laws	Agency did not provide signed Mandated Reporter Acknowledgement Status Forms for all agency staff prior to commencement of employment.	Agency must ensure the Mandated Reporter Acknowledgement Status form is completed prior to the commencement of employment. This is a requirement for any staff that may come into contact with or have <u>interaction with children.</u>	Action is required within 7 days	7/18 Findings remain.
15	Contract Boiler plate Exhibit D Article 2.3 IDHS Administrative Code Sub-Part E Section 130.400 B.3. Policies and Procedures	Agency has vacancy based on contract budget.	Vacant position should be filled, agency should provide evidence of search for replacement or agency should submit an approved budget revision.	Action is required within 14 days.	7/18 Findings remain, 2 vacancies.
16a	Contract Boiler Plate Exhibit D Article 2.3	Criminal background checks/fingerprinting not complete at the time of hire, for staff/consultants/volunteers who are 18 years of age and older, and have direct contact with children 17 years of age and younger.	Provide proof that action has been taken to obtain the staff/consultants/volunteer criminal background check/fingerprinting results.	Action is required within 7 days	7/18 Findings remain some employees have expired criminal background/fingerprinting check.
16b	Contract Boiler Plate Exhibit D Article 2.3 IDHS Emergency and Transitional Housing Program Manual Section B III	Agency did not provide job descriptions for all contract budgeted staff.	Provide job description(s) for all budgeted staff.	Action is required within 14 days.	07/18 Findings remain; missing for Drop In Center Worker
16c	IDHS Emergency and Transitional Housing Program Manual Section B III	Agency did not provide evidence of that annual evaluations are completed for all contract budgeted staff.	Provide evaluations for all budgeted staff.	Action is required within 14 days.	07/18 Findings remain missing for 1 employee



Corrective Action Plan

Q #	Regulation	Finding	Corrective action required	Implementation timeline	Date and follow up notes
16d	Contract Boiler Plate Exhibit D Article 2.3	Agency did not provide copies of resumes for all contract budgeted staff.	Provide copies of budgeted staff's resumes.	Action is required within 14 days.	07/18 Findings remain missing for 4 staff
18	Policy Memo Client Eligibility for Illinois CSBG Program Title 47 IL. Admin, Code Section 120,120a (CSBG) 24 CFR 582.103 (HUD ESG)	Agency did not provide proof of client income eligibility at intake.	Provide check stubs, benefit statements or self-certification/affidavits as proof of income eligibility.	Action is required within 14 days.	07/18 Findings remain
22	Policy Memo Client Eligibility for Illinois CSBG Program 311	Agency did not document means of supporting basic needs for zero income clients.	Provide client statement means of support for 30 days prior to intake date.	Action is required within 14 days.	07/18 Findings remain
27	HUD-ESG 24 CFR 576.403(a) Lead Based remediation and disclosure	Agency did not provide evidence of acknowledgement of receipt of the Lead Based Paint Pamphlet for all enrolled clients.	Provide the signed acknowledgement form for all enrolled clients.	Action is required within 14 days.	07/18 Findings remain
28b	IDHS Emergency & Transitional Housing Manual III C	Agency did not provide evidence that client is involved in development of service plan.	Provide copies of service plans.	Action is required within 14 days.	07/18 Findings remain
29a	IDHS Emergency & Transitional Housing Manual III C CSBG	Agency doesn't document each contact with the client in the case notes.	Provide copies of case notes reflecting entries after each contact with the client	Action is required within 14 days.	07/18 Findings remain
33	HUD ESG 24 CFR 576.402	Agency does not conspicuously display a statement regarding grievance procedures for anyone wishing to file a complaint alleging discrimination.	Provide evidence of the grievance procedure statement and <b>where it is displayed within the agency.</b>	Action is required within 14 days.	07/18 Findings remain agency did not submit.
Performance measures	Contract Boiler Plate Article 2.2 Standard of Performance CSBG/CDBG/ESG/CORP Article 3.3 IDHS	Agency inaccurately reported performance measures.	If performance measures documentation is incomplete, provide completed documents.	Action is required within 14 days.	07/18 Findings remain

**Auditor notes:**

Please provide hard copies to review for each of the employees for each of these sections:

1. Resume
2. Job Description
3. Mandated reporter acknowledgment form date
4. Background check date
5. Annual performance evaluation (CSBG/IDHS) date

For vacant positions is there a plan to fill those vacancies? Please provide evidence of recruitment efforts.

Review all highlighted areas and submit documenton for missing items.

Provide hire dates for all positions.

Department of Family and Support Services - Fiscal Monitoring Instrument

Agency: [Redacted] Administrative Address [Redacted]  
Contact [Redacted] Title [Redacted]  
Telephone [Redacted] Contact Email [Redacted]  
Executive Director [Redacted] Email Address [Redacted]  
DFSS Auditor [Redacted] Telephone [Redacted]  
Auditor Signature [Redacted] Email [Redacted]

85147-151952, 174613-219691, 174613-201908,  
174283-185979, 174317-185292, 174318-185967,  
174615-185290, 174616-185980, 174617-185978,  
PO Data: 177441-189520 & 174613-185291

Period Covered Budget year 2022 & CSBG 2021 & 2022

Audit Date(s) 9/21/2023 Rating No Finding  
Follow-Up Date NA Date Report Submitted 9/29/2023  
DFSS Reviewer [Redacted] Date Report Processed 9/29/23

Department of Family and Support Services - Fiscal Monitoring Instrument  
Exit Report

AGENCY OPERATIONS DIVISION OF  
FAMILY & SUPPORT SERVICES  
info - contact - services

Agency Name Primo Center for Women and Children  
 85147-151952, 174613-219691, 174613-201908, 174283-185979,  
 174317-185292, 174318-185967, 174615-185290, 174616-  
 PO Data 185980, 174617-185978, 17441-189520 & 174613-185291

DFSS Auditor Tracie Berry Email [REDACTED] Phone [REDACTED]  
 FMU Supervisor [REDACTED] Email [REDACTED] Phone [REDACTED]

Audit Date(s) 9/21/2023 Rating No Finding Follow Up Date NA

Agency's Signature [REDACTED] Name Printed [REDACTED] Date 9/28/23  
 Auditor's Signature [REDACTED] Date 9/28/23  
 DFSS Reviewer [REDACTED] Date 9/29/23

**DFSS FISCAL MONITORING RESULTS**

F = Finding rating indicates a failure to comply with the terms and conditions of the DFSS contract. Findings must be corrected by the follow-up date. If findings are not corrected, agency is placed on "High Risk" status and is elevated to DFSS Executive Management to determine and issue sanctions.

NI = Needs Improvement rating requires corrective action by the next monitoring cycle to avoid future finding, NF = No Finding, NA = Not Applicable  
 Final ratings are subject to change after DFSS Management review and approval

Fiscal Audit Results	Rating	Questioned Cost	Corrective Action with timeframe authorized by DFSS	Follow Up Comments
1. Segregation of Duties	No Finding			
2. Bank Reconciliation	No Finding			
3. Financial Reports to Board of Directors	No Finding			
4. Payroll Tax Payment Analysis	No Finding			

Department of Family and Support Services - Fiscal Monitoring Instrument  
Exit Report

5. Voucher Non-Payroll Disbursement Analysis	No Finding		
6. Voucher Payroll Disbursement Analysis	No Finding		
Technical Assistance			

Department of Family and Support Services - Fiscal Monitoring Instrument  
Record Request

AGENCY [REDACTED] 85147-151952, 174613-219691,  
174613-201908, 174283-185979,  
174317-185292, 174318-185967,  
174615-185290, 174616-185980,  
174617-185978, 177441-189520 &  
174613-185291

ADMINISTRATIVE ADDRESS [REDACTED]  
[REDACTED] [info@dfsservices.org](mailto:info@dfsservices.org)

CONTACT/EMAIL [REDACTED]  
[REDACTED]

AGENCY TELEPHONE [REDACTED]  
[REDACTED] FSS TELEPHONE # [REDACTED]

DFSS AUDITOR/Email  
Fiscal Monitoring Unit Supervisor is [REDACTED]

Period Covered Budget year 2022 & CSBG 2021 & 2022

Fiscal Monitoring is scheduled for Thursday Date: 9/21/2023

The City of Chicago minimum requirements are located in Exhibit D, Debits, Assets, Grant Assessment Terms, and Conditions. Regarding Fiscal Audit, Article 3.10 (b) Audit (f) You must maintain your books, records, documents and other evidence and adopt accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred for or in connection with the performance of this Agreement. This system of accounting must be in accordance with generally accepted accounting principles and practices, consistently applied throughout.

Vouchers for Sample Selection			
151952-21-42	\$25,481.18	219691-23-02	\$5,721.44
185292-22-15	\$ 3,111.60	185298-22-66	\$ 699.29
185978-22-13	\$38,217.16	185291-22-65	\$4,937.35
		201986-22-82	\$11,813.97
		185979-22-32	\$11,493.59
		185980-22-33	\$ 1,729.00
			\$ 6,660.49

**Accounting Records**

Agency's Procedure Manual

Chart of Accounts

Cost Allocation Plan

**CURRENT Bank Reconciliations & Bank Statements & GL**

Ending Balance

Statement of Financial Position/Balance Sheet

**Voucher Support for Sample Selection**

Vouchers with support documentation, Payment request authorization, invoices, bank statements

Consultant Contract(s) (if applicable)

Rental Leases (if applicable)

**Payroll/Personnel Analysis for Sample Selection**

Payroll Register, Time Sheets

Proof of payment clearing bank

Personnel Activity Reports (PARS) for Federal Funded Contracts (if applicable)

**Government Payments and Filings\***

Federal Payroll Tax (941) Filings and Payments

State Payroll Tax (IL 941) Filings and Payments

IL Unemployment UI - 3/40 Form and Payments or Private Co invoice and Payments

For Quarterly 4th qtr of 2022 & 1st & 2nd qtrs of 2023

\* If Agency does not use a Payroll Provider Service

Then it must provide IRS Transcript for federal taxes or proof from FMTFS that taxes are paid. For State taxes documentation from mytax.illinois.gov for IDOR and IDES

**Board of Directors**

Most Recent Approved Board / Finance Committee Minutes

Rating Codes: NF - No Finding, NFN - No Finding Needs Improvement, F - Finding

Finding rating indicates a failure to comply with the terms and conditions of the DFSS contract. Findings must be corrected by the follow-up date. If Needs Improvement rating requires corrective action by the next monitoring cycle to avoid future finding.

Chicago Department of Family and Support Services - Fiscal Monitoring Instrument

Primo Center for Women and Children

9/21/2023

**1. Segregation of Duties (Exhibit D - Delegate Agency Grant Agreement Article 3.10 (b)(iii) Audits) Guidelines -** Read the agency's fiscal procedures to ensure that essential duties are assigned to various individuals. The system of accounting must be in accordance with generally accepted accounting principles and practices (GAAP).

NF	NI	F	NA
X			

NF - authorization, recording, and custody of assets are performed by different employees that ensures that effective checks and balances exist and complies with the agency's policy

NI - when some duties are not separated, a detailed supervisory review is done as a compensating control activity and follows the agency's policy

F - several key functions are performed by the same individual(s)

	Name/Title
Opens mail (custody)	[Redacted]
Prepares Bank Deposits (recordkeeping)	[Redacted]
Makes bank deposits (custody)	[Redacted]
Initiates purchases (authorization)	[Redacted]
Approves purchases (authorization)	[Redacted]
Primary signer of checks (authorization)	[Redacted]
Safeguards the checks (custody)	[Redacted]
Receives goods (custody)	[Redacted]

Comments

There is no finding to report.

**2. Bank Reconciliation (Exhibit D, Article 3.10 (b)(iii) Audits)**

Guidelines - Read the agency's fiscal procedures to ensure compliance with bank reconciliation process and timeframe for carrying outstanding checks. The system of accounting must be in accordance with generally accepted accounting principles and practices (GAAP).

NF	NI	F	NA
X			

NF - bank reconciliation complies with agency's procedures including the timeframe in carrying outstanding checks and is prepared and approved by different individuals

NI - bank reconciliation is current but has minor issues that can be easily remedied

F - bank reconciliation is not completed; does not comply with agency's schedule; is not approved and reviewed; and/or does not comply with timeframe in carrying outstanding checks

Name/Title reconciles bank accounts Quattro Accounting Team  
 Name/Title approves bank reconciliation [Redacted]

Recent month reconciled: July, 2023

Complies with 365 days policy yes X no       
 -prepared and approved by different individuals  
 -completed by stated policy  
 -timeframe for carrying outstanding checks

Comments

There is no finding to report.

Women and  
Children

9/21/2023

3. Financial Reports to Agency's Board of Directors (Exhibit D, Article 8.4 Business Documents)  
Guidelines - Review agency's Board or Finance Committee meeting minutes to  
ensure financial reports are discussed.

Board  
discussed fiscal  
issues: yes/no

Yes

Date of board meeting: 7/5/2023

Comments

There is no finding to report.

NF	NI	F	NA
X			

NF - Agency's Board of Directors meeting minutes show evidence of financial oversight

NI - Board of Directors meet but discussion on financial oversight can be more detailed

F - Board does not meet and there is no evidence of financial oversight

NF	NI	F	NA
X			

NF - current with Federal and State payroll taxes, IDES, and filings

F - agency has outstanding tax liability; documents were not available; and/or agency is on a payment plan which requires DFSS ongoing monitoring

Comments

There is no finding to report.

4. Tax Payment Analysis (Exhibit D, Article 7.1(c) Compliance with All Laws Generally)

Guidelines - Review the 2 most recent quarter payments and filings; more if discrepancies are found.

If agency does not use a payroll provider service then IRS Transcript and mytax.illinois.gov documentation for IDOR and IDES must be provided.

Internal Revenue Services Federal Payroll Taxes - IRS 941					
Quarter/Year	Date Filed	Liability	Date Paid	Amount Paid	
1st	2023	4/30/2023	224,077.88	Every Pay Period	224,077.88
2nd	2023	7/31/2023	227,333.08	Every Pay Period	227,333.08
Illinois Department of Revenue State Payroll Taxes - IL941					
Quarter/Year	Date Filed	Liability	Date Paid	Amount Paid	
1st	2023	4/30/2023	40,210.55	Every Pay Period	40,210.55
2nd	2023	7/31/2023	42,034.61	Every Pay Period	42,034.61
Illinois Department of Employment Security (IDES)					
Quarter/Year	Date Filed	Liability	Date Paid	Amount Paid	
1st	2023	4/30/2023	13,024.27	Every Pay Period	13,024.27
2nd	2023	7/31/2023	4,047.80	Every Pay Period	4,047.80



Chicago Department of Family and Support Services - Fiscal Monitoring Instrument

Primo Center for Women and Children

9/21/2023

5. Voucher - Non Payroll Disbursement Analysis (Exhibit D, Article 5 Compensation and Article 13 Additional Compensation Provisions)  
Comments

NF	NI	F	NA
X			

NF - No issues found  
 NI - Issues not related to questioned cost are found  
 (invoice present, item cleared but not proper approved)  
 F - there are questioned cost  
 NA - not in DFSS budget

**There is no finding to report.**

**Guidelines**

1. Read agency's procedures manual regarding disbursements, use of purchase orders, documentation of cost quotations, approvals, credit card use, fair value (bids) to ensure policies are followed and enforced.
2. Trace a sample of non-payroll expenditures to the Cash Disbursement Journal, General Ledger and bank statement. Include items such as rent, consultant services, supplies, office use.
3. For each item selected: verify that agency complied with their request and approval process, supporting documents were canceled to prevent reuse, items were properly recorded and allocated in the agency's accounting records.
4. Review cost allocation plan for the program year to ensure costs charged to the contract are allocable, allowable, reasonable, necessary, and are within the timeframe of the contract.

\*P or A - Program or Administrative, SD - Support Documentation, CA - Proper Cost Allocation

Complete Voucher #	Date	Payment Type check # or credit card name	Payee	DFSS Budget Code	Budget Line Description	Total Amount \$	DFSS Reimbursement Program (P) Expense	DFSS Reimbursement Admin (A) Expense	Date check cleared bank or credit card payment made	*SD	*CA	Questioned Costs
151952-21-42			No Non-payroll expenditures on voucher									
219691-23-02			No Non-payroll expenditures on voucher									
201908-22-02			No Non-payroll expenditures on voucher									
185979-22-32	11/18/2022	ACH	[REDACTED]	100	Operating Costs-Rent	\$33,811.87	\$1,052.62		11/18/2022	Y	Y	N
185297-22-15			No Non-payroll expenditures on voucher									
185967-22-14			No Non-payroll expenditures on voucher									

Chicago Department of Family and Support Services - Fiscal Monitoring Instrument

Complete Voucher #	Date	Payment Type check # or credit card name	Payee	DFSS Budget Code	Budget Line Description	Total Amount \$	DFSS Reimbursement Program (P) Expense	DFSS Reimbursement Admin (A) Expense	Date check cleared bank or credit card payment made	*SD	*CA	Questioned Costs
185290-22-66	1/6/2022	ACH	[REDACTED]	100	Operating Costs-Rent	\$56,837.49	\$19,999.75		1/6/2022	Y	Y	N
185980-22-33	6/2/2022	ACH	[REDACTED]	300	Materials & Supplies-2 Washing Machines	\$730.14	\$730.14		7/18/2022	Y	Y	N
185980-22-33	6/21/2022	ACH	[REDACTED]	300	Materials & Supplies-2 Refrigerators	\$944.35	\$935.00		7/18/2022	Y	Y	N
185980-22-33	2/28/2022	5223	[REDACTED]	300	Materials & Supplies-Mop refills	\$257.94	\$63.86		3/4/2022	Y	Y	N
185978-22-13			No Non-payroll expenditures on voucher									
189520-22-06	3/7/2022	52240	[REDACTED]	140	Professional & Technical-Deep Cleaning	\$2,000.00	\$2,000.00		3/11/2022	Y	Y	N
189520-22-06	4/18/2022	52325	[REDACTED]	140	Professional & Technical-Deep Cleaning	\$5,467.00	\$2,000.00		4/19/2022	Y	Y	N
189520-22-06	5/3/2022	52342	[REDACTED]	140	Professional & Technical	\$220.00	\$220.00		5/10/2022	Y	Y	N
185291-22-05	2/14/2022	52199	[REDACTED]	300	Materials & Supplies-Program Supplies	\$4,759.66	\$550.00		2/18/2022	Y	Y	N

# Chicago Department of Family and Support Services - Fiscal Monitoring Unit Voucher Review Instrument

Primo Center for  
Wormw and

9/21/2023

**6. Voucher - Payroll Disbursement Analysis (Exhibit D, Article 5 Compensation and Article 13 Additional Compensation Provisions)**

NF	NI	F	NA
X			

**Comments**

**There is no finding to report.**

NF - no issues found  
 NI - issues not related to questioned cost are found  
 (1 timesheet out of 10 not reviewed, requested amount not greater than 10% of budget approved amount)  
 F - there are questioned cost  
 (checks not cleared, item not in budget, wrong time frame, staff in wrong budget line item)  
 NA - not in DFSS budget

**Guidelines**

Complete the Payroll Analysis to ensure payroll transactions are accurately recorded in the accounting records; employees charged to the contracts are authorized by the approved budget; fringe benefits are applied.

1. Select a sample from vouchers paid.
2. Complete the DFSS Contract and Voucher sections based on the sample selection.
3. Complete the Agency's Payroll Register as it relates to the voucher sample selection period.
4. Review the time sheets for proper dates and signatures of the employee and supervisor; track hours paid to time sheets.

DFSS Contract	Employee, Title	Complete Voucher #	Date	DFSS Voucher		Agency's Payroll Register				Time Authorized	Personnel Activity Report	Questioned Cost \$			
				Ck #		Gross	Check #	Period Covered	Issue Date				Date Cleared	Approved Y/N	
	Manager	151952-21-42	12/22/2021	1225220516		1,482.00		1,528.46	Direct Deposit	12/1/21-12/15/21	12/22/2021	Direct Deposit	Y	NA	0.00
	Maintenance	151952-21-42	12/22/2021	34249398		1,240.00		1,534.02	Direct Deposit	12/1/21-12/15/21	12/22/2021	Direct Deposit	Y	NA	0.00
	Manager	151952-21-42	12/22/2021	1225220521		1,526.46		1,526.46	Direct Deposit	12/1/21-12/15/21	12/22/2021	Direct Deposit	Y	NA	0.00
	Shelter Director	219691-23-02	2/22/2023	1263769254		3,390.42		3,390.42	Direct Deposit	2/1/23-2/15/23	2/22/2023	Direct Deposit	Y	NA	0.00
	Director	219691-23-02	2/22/2023	35810885		1,298.25		1,449.46	Direct Deposit	2/1/23-2/15/23	2/22/2023	Direct Deposit	Y	NA	0.00
	Shelter Director	201908-22-02	8/22/2022	1246624672		3,390.42		3,390.42	Direct Deposit	8/1/22-8/15/22	8/22/2022	Direct Deposit	Y	NA	0.00

Chicago Department of Family and Support Services - Fiscal Monitoring Unit  
 Voucher Review Instrument

DFSS Contract	Employee, Title	Complete Voucher #	Date	DFSS Voucher		DFSS Reimbursement Program (P) Expense	DFSS Reimbursement Admin (A) Expense	Gross	Check #	Period Covered	Issue Date	Date Cleared	Time Authorized	Personnel Activity Report	Questioned Cost \$
				Ck #											
	Use Manager	201908-22-02	8/22/2022	1246624652		1,144.92		1,526.46	Direct Deposit	8/1/22-8/15/22	8/22/2022	Direct Deposit	Y	NA	0.00
	Clinical Manager	185979-22-32	11/22/2022	1255048914		1,287.50		2,575.00	Direct Deposit	11/1/22-11/15/21	11/22/2022	Direct Deposit	Y	NA	0.00
	Chief Program Officer	185979-22-32	11/22/2022	1255048907		461.96		5,910.89	Direct Deposit	11/1/22-11/15/21	11/22/2022	Direct Deposit	Y	NA	0.00
	Case Manager	185292-22-15	8/22/2022	35124315		2,047.48		2,047.48	Direct Deposit	8/1/22-8/15/22	8/22/2022	Direct Deposit	Y	NA	0.00
	Dir Comm Supp Serv	185292-22-15	8/22/2022	1246624649		83.71		2,789.58	Direct Deposit	8/1/22-8/15/22	8/22/2022	Direct Deposit	Y	NA	0.00
	Clinical Director	185292-22-15	8/22/2022	1246624649		100.00		3,750.00	Direct Deposit	8/1/22-8/15/22	8/22/2022	Direct Deposit	Y	NA	0.00
	Chief Compliance Officer	185967-22-14	8/22/2022	1246624641		237.13		4,741.72	Direct Deposit	8/1/22-8/15/22	8/22/2022	Direct Deposit	Y	Y	0.00
	Grants & Finance	185967-22-14	8/22/2022	1246624636		104.17		4,166.16	Direct Deposit	8/1/22-8/15/22	8/22/2022	Direct Deposit	Y	Y	0.00
	Program Officer	185967-22-14	8/22/2022	1246624682		231.00		4,619.33	Direct Deposit	8/1/22-8/15/22	8/22/2022	Direct Deposit	Y	Y	0.00
	Childcare Worker	185290-22-66	1/6/2023	1259730606		616.00		1,367.78	Direct Deposit	12/16/22-12/31/22	1/6/2023	Direct Deposit	Y	NA	0.00
	Smith Allen, Therapist	185290-22-66	1/6/2023	1259730623		875.00		1,750.00	Direct Deposit	12/16/22-12/31/22	1/6/2023	Direct Deposit	Y	NA	0.00
		185980-22-33		No Payroll expenditures on voucher											

Chicago Department of Family and Support Services - Fiscal Monitoring Unit  
 Voucher Review Instrument

DFSS Contract	Employee, Title	Complete Voucher #	Date	DFSS Voucher		Agency's Payroll Register				Time Authorized	Personnel Activity Report	Questioned Cost \$		
				Ck #	DFSS Reimbursement Program (P) Expense	DFSS Reimbursement Admin (A) Expense	Gross	Check #	Period Covered				Issue Date	Date Cleared
	Assistant Shelter Director	185978-22-13	7/22/2022	1243820137	2,042.23		2,042.23	Direct Deposit	7/1/22-7/15/22	7/22/2022	Direct Deposit	Y	See auditor comment	0.00
	House Manager	185978-22-13	7/22/2022	1243820151	1,275.00		1,423.88	Direct Deposit	7/1/22-7/15/22	7/22/2022	Direct Deposit	Y	See auditor comment	0.00
	Maintenance	185978-22-13	7/22/2022	35013249	1,199.44		1,399.44	Direct Deposit	7/1/22-7/15/22	7/22/2022	Direct Deposit	Y	See auditor comment	0.00
		189520-22-06												
								No Payroll expenditures on voucher						
	Shelter Director	185291-22-05	4/22/2022	1235644939	3,390.42		3,390.42	Direct Deposit	4/1/22-4/15/22	4/22/2022	Direct Deposit	Y	NA	0.00
	Manager	185291-22-05	4/22/2022	1235644919	1,144.92		1,526.46	Direct Deposit	4/1/22-4/15/22	4/22/2022	Direct Deposit	Y	NA	0.00

Auditor comment: The 3 employees spend 100% of their time on this program. Per the agency's policy, PARS is not required for an employee who spends 100% of their time on the program.

Agency	PO Numb	Release	PO Release	Auditor	Priority Level	Date of Audit	Date Report Submitted to Supervisor
[REDACTED]	174613		237427TB		1		
[REDACTED]	174613		237432TB		1		
[REDACTED]	174613		219691TB		1	9/21/2023	9/29/2023
[REDACTED]	174613		201908TB		1	9/21/2023	9/29/2023
[REDACTED]	174283		185979TB		1	9/21/2023	9/29/2023
[REDACTED]	174317		185292TB		1	9/21/2023	9/29/2023
[REDACTED]	174318		185967TB		1	9/21/2023	9/29/2023
[REDACTED]	174615		185290TB		1	9/21/2023	9/29/2023
[REDACTED]	174616		185980TB		1	9/21/2023	9/29/2023

Audit Score Rating	Date of Prior Audit	Budget Start	Budget End Date	Allocation	Rating of Prior Audit	Program Model
	9/21/2023	1/1/2023	6/30/2023	\$5,938.00		Shelter
	9/21/2023	1/1/2023	6/30/2023	\$5,183.00		Shelter
No Finding	5/25/2021	1/1/2023	6/30/2023	\$66,961.00		Shelter
No Finding	5/25/2021	7/1/2022	12/31/2022	\$66,961.00		Shelter
No Finding	5/25/2021	1/1/2022	12/31/2022	\$350,000.00		Frequent Users Service Engagement (FUUSE)
No Finding	5/25/2021	1/1/2022	12/31/2022	\$65,961.00		Permanent Supportive Housing Supportive Services including Safe Havens
No Finding	5/25/2021	1/1/2022	12/31/2022	\$15,961.00		Permanent Supportive Housing Supportive Services including Safe Havens
No Finding	5/25/2021	1/1/2022	12/31/2022	\$996,730.00		Shelter
No Finding	5/25/2021	1/1/2022	12/31/2022	\$333,519.00		Shelter

Contract Type	Release Approved by fin	Audit Comments	Follow Up Date
Homeless IDHS Jan through June			
Homeless - IDHS January to June			
Homeless IDHS Jan through June			
Homeless IDHS July through December			
Homeless Corporate 9263			
Homeless Chronic Family Home Sharing OB40			
CHA			
Homeless CSBG			
Homeless Corporate 9263			



Agency	PO Numb	Release	PO Release	Auditor	Priority Level	Date of Audit	Date Report Submitted to Supervisor
[REDACTED]	174617		185978TB		1	9/21/2023	9/29/2023
[REDACTED]	177441		189520TB		1	9/21/2023	9/29/2023
[REDACTED]	174283		220420TB		1		
[REDACTED]	174317		218995TB		1		
[REDACTED]	174318		220418TB		1		
[REDACTED]	174615		220421TB		1		
[REDACTED]	14616		218996TB		1		
[REDACTED]	14617		219690TB		1		

Audit Score Rating	Date of Prior Audit	Budget Start	Budget End Date	Allocation	Rating of Prior Audit	Program Model
No Finding	5/25/2021	1/1/2022	12/31/2022	\$838,628.00		Shelter
No Finding	5/25/2021	1/1/2022	7/15/2022	\$46,300.00		Shelter
	9/21/2023	1/1/2023	12/31/2023	\$350,000.00		Frequent Users Service Engagement (FUSE)
	9/21/2023	1/1/2023	12/31/2023	\$65,961.00		Permanent Supportive Housing Supportive Services including Safe Havens
	9/21/2023	1/1/2023	12/31/2023	\$15,961.00		Permanent Supportive Housing Supportive Services including Safe Havens
	9/21/2023	1/1/2023	12/31/2023	\$996,730.00		Shelter
	9/21/2023	1/1/2023	12/31/2023	\$680,620.00		Shelter
	9/21/2023	1/1/2023	12/31/2023	\$838,628.00		Shelter

Contract Type	Release Approved by fin	Audit Comments	Follow Up Date
Homeless ESG 2022			
ESG Cares			
Homeless Corporate 9263			
Homeless Chronic Family Home Sharing 0B40			
CHA			
Homeless CSBG			
Homeless Corporate 9263			
Homeless ESG 2022			



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

## MEMORANDUM

**To:** The Honorable Jason Ervin, Honorable  
Chairman, Committee on the Budget and Government Operations

**From:** Brandie Knazze  
Commissioner, Department of Family and Support Services

**CC:** Annette Guzman  
Budget Director, City of Chicago

Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 31, 2023

**Re:** Request for Information from Department of Family and Support Services  
Budget Hearing

**ID#:** 50-02

---

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderwoman Lee asked for the number of shelter requests where language assistance or translation assistance is requested.

From January 1st, 2023, through October 15th, 2023, see below for the primary languages listed on the Shelter Requests opened through 311. Please note that requests do not explicitly flag whether translation assistance was utilized for the request or not. These numbers reflect the shelter requests opened, not the number of unique individuals requesting, and shelter requests are not de-duplicated to the individual level in the system.

<b>Languages listed on shelter requests opened through 311</b>	
<b>Language</b>	<b>Number of Service Requests</b>
English	29,308
Spanish	19,330
No Response	6,069
Polish	68
Portuguese	58
French	52
Russian	41
Arabic	38
Creole	9
Mandarin	8
American Sign Language	7
Ukrainian	7
Turkish	4
Chinese	4
Urdu	4
Burmese	4
Rohingya	4
Hindi	3
Romanian	3
Tigrinya	3
Italian	2
Persian	2
Vietnamese	2
Japanese	1
Bulgarian	1
Lingala	1
Mongolian	1
Serbian	1
Greek	1
<b>Grand Total</b>	<b>55,036</b>



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

### MEMORANDUM

**To:** The Honorable Jason Ervin  
Chairman, Committee on the Budget and Government Operations

**From:** Brandie Knazze  
Commissioner, Department of Family and Support Services

**CC:** Elizabeth Beatty  
Mayor’s Office of Intergovernmental Affairs

**Date:** October 31, 2023

**Re:** Request for Information from Budget & Government Operations

**ID#:** 50-03: Children Services Funding

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderwoman Hadden asked for the number of slots DFSS provides for early childhood education through delegate agencies, and how that is split by community area.

Delegate Agency Demographic Information (FY 23-24)		Delegate Agency Slot Information (FY 23-24)							Delegate Agency Funding
Delegate Agency Name	Community Area	HS Slots	EHS Slots	EHS CCP Slots	EHS EXP Slots	PFA Slots	PI Slots	Total Children Served (by Slots)	Total Funding
Ada S. McKinley Community Services	Near West Side	136	152	80	72	31	0	471	\$ 3,601,068.00
A-Karrasel Galewood Childcare LLC	Belmont Cragin	0	0	0	0	18	30	48	\$ 469,920.00
Alain Locke Charter	East Garfield Park	0	0	0	0	40	0	40	\$ 237,600.00
Delegate Agency Demographic Information (FY 23-24)		Delegate Agency Slot Information (FY 23-24)							Delegate Agency Funding

Delegate Agency Name	Community Area	HS Slots	EHS Slots	EHS CCP Slots	EHS EXP Slots	PFA Slots	PI Slots	Total Children Served (by Slots)	Total Funding
Albany Park Community Center	North Park	0	0	0	0	68	0	68	\$ 403,920.00
All Star Kids Academy	Near West Side	0	0	0	0	34	0	34	\$ 201,960.00
Allison's Infant & Toddler Center	Roseland	51	49	0	0	42	42	184	\$ 260,117.00
Asian Human Services	West Ridge	0	0	0	0	120	24	144	\$ 844,800.00
Board of Trustees-City Colleges of Chicago	Loop	51	64	0	0	154	0	269	\$ 3,872,287.00
Brain Box Literacy Academy & Educational Services	Washington Heights	0	0	0	0	17	0	17	\$ 100,980.00
Breakthrough Urban Ministries, Inc	East Garfield Park	0	0	0	0	36	0	36	\$ 213,840.00
Busy Bumble Bee Academy Daycare Inc.	Woodlawn	0	0	0	0	0	56	56	\$ 677,600.00
Carole Robertson Center for Learning	Near North Side	0	0	0	0	242	244	486	\$ 4,073,080.00
Casa Central Social Services Corporation	West Town	0	0	0	0	68	16	84	\$ 597,520.00
Catholic Charities of the Archdiocese of Chicago	Chicago Lawn	0	0	0	0	0	163	163	\$ 189,200.00
Centers For New Horizons	Kenwood	51	60	80	0	87	88	366	\$ 4,713,279.00
Chicago Child Care Society (Family Focus)	Hyde Park	0	0	40	0	160	548	748	\$ 4,692,493.00
Chicago Commons Association	Hyde Park	0	0	144	0	243	176	563	\$ 3,573,020.00
Chicago Youth Centers	Loop	228	88	52	32	148	40	588	\$ 7,891,119.00
<b>Delegate Agency Demographic Information (FY 23-24)</b>		<b>Delegate Agency Slot Information (FY 23-24)</b>							<b>Delegate Agency Funding</b>

Delegate Agency Name	Community Area	HS Slots	EHS Slots	EHS CCP Slots	EHS EXP Slots	PFA Slots	PI Slots	Total Children Served (by Slots)	Total Funding
Children's Center for Creative Learning	Ashburn	0	0	0	0	18	30	48	\$ 469,920.00
Children's Center Inc.	West Pullman	0	0	0	0	19	80	99	\$ 1,080,860.00
Children's Home & Aid Society	West Englewood	0	0	0	0	102	64	166	\$ 1,380,280.00
Chinese American Service League	Armour Square	0	0	0	0	34	32	66	\$ 430,760.00
Christopher House	West Town	102	40	0	0	240	128	510	\$ 5,367,518.00
Concordia Place	Avondale	0	0	0	0	65	78	143	\$ 1,171,500.00
Cuddle Care Inc.	Kenwood	0	0	0	0	15	0	15	\$ 89,100.00
Dreamchild Development Center	Auburn Gresham	0	0	0	0	15	0	15	\$ 106,920.00
Easter Seals Society of Metropolitan Chicago	Pilsen	0	0	8	0	32	54	94	\$ 843,480.00
El Hogar Del Nino	Pilsen	0	0	24	0	102	119	245	\$ 2,486,180.00
El Valor Corporation	Pilsen	333	192	48	48	357	80	1058	\$ 13,256,496.00
Erie Neighborhood House	West Town	0	0	40	0	85	40	165	\$ 1,502,900.00
First Start Childcare Academy	West Englewood	0	0	0	0	16	14	30	\$ 264,440.00
Foresight Children's Learning Center	Greater Grand Crossing	0	0	0	0	18	0	18	\$ 106,920.00
Gads Hill Center	Pilsen	0	0	57	0	155	184	396	\$ 3,404,350.00
Heaven's Learning Garden	Auburn Gresham	0	0	0	0	36	47	83	\$ 782,540.00
Henry Booth House	Near South	0	0	56	0	36	88	180	\$ 1,606,640.00



Delegate Agency Demographic Information (FY 23-24)		Delegate Agency Slot Information (FY 23-24)							Delegate Agency Funding
Delegate Agency Name	Community Area	HS Slots	EHS Slots	EHS CCP Slots	EHS EXP Slots	PFA Slots	PI Slots	Total Children Served (by Slots)	Total Funding
Higher Learning Daycare & Education Center	South Shore	0	0	0	0	18	32	50	\$ 491,120.00
Hobby Horse Nursery School LTD (Lake Shore Schools)	Edgewater	0	0	0	0	98	80	178	\$ 1,550,120.00
Holy Family Ministries	North Lawndale	0	0	0	0	68	0	68	\$ 403,920.00
Insitute of Postive Education-New Concept	Greater Grand Crossing	0	0	0	0	17	0	17	\$ 100,980.00
It Takes A Village (Community Education Network)	Near North Side	0	0	117	0	92	117	326	\$ 2,061,810.00
J and L Family Day Care	West Pullman	0	0	0	0	36	0	36	\$ 213,840.00
Judah International Outreach Ministry	Humboldt Park	0	0	0	0	18	16	34	\$ 300,520.00
Kenyattas Day Care Center	South Shore	0	0	0	0	18	0	18	\$ 106,920.00
Kids Above All (formerly ChildServ)	West Town	0	0	0	0	0	86	86	\$ 473,000.00
Kidz Colony/Little Learners	Garfield Ridge	0	0	0	0	66	0	66	\$ 392,040.00
Kimball Day Care	Humboldt Park	102	168	0	0	102	152	524	\$ 7,805,017.00
Lakeview Development Center dba Stepping into the Future	Uptown	0	0	0	0	17	0	17	\$ 91,800.00
Lawndale Educational And Regional Network Charter (LEARN)	East Garfield Park	0	0	0	0	114	0	114	\$ 677,160.00

Delegate Agency Demographic Information (FY 23-24)		Delegate Agency Slot Information (FY 23-24)							Delegate Agency Funding
Delegate Agency Name	Community Area	HS Slots	EHS Slots	EHS CCP Slots	EHS EXP Slots	PFA Slots	PI Slots	Total Children Served (by Slots)	Total Funding
Literacy Zone Inc.	Gage Park	0	0	0	0	18	16	34	\$ 300,520.00
Little Achievers Learning Center Inc.	Logan Square	0	0	0	0	17		17	\$ 100,980.00
Little Genius Community Daycare II	Roseland	0	0	0	0	34	0	34	\$ 172,260.00
Little Hands Child Creative Center, Inc.	West Englewood	0	0	0	0	34	0	34	\$ 201,960.00
Little Kiddies Inc.	Rogers Park	0	0	0	0	18	0	18	\$ 106,920.00
Loop Learning Center, Inc.	East Garfield Park	0	0	0	0	51	78	129	\$ 1,246,740.00
Marillac St. Vincent Family Services	Near West Side	0	0	0	0	156	44	200	\$ 1,459,040.00
Mary Crane League	West Garfield Park	153	188	0	12	183	56	592	\$ 7,562,513.00
Metropolitan Family Services	Loop	0	0	0	0	170	48	218	\$ 1,590,600.00
Mothers Touch Inc II	Chicago Lawn	0	0	0	0	17	0	17	\$ 100,980.00
N&K Corporation (Rainbow Daycare)	Irving Park	0	0	29	0	30	0	59	\$ 178,200.00
New Moms, Inc.	Humboldt Park	0	0	0	0	0	43	43	\$ 189,200.00
New Pisgah Day Care	Auburn Gresham	0	0	0	0	34	0	34	\$ 201,960.00
North Star Child Development Incorporated	Humboldt Park	0	0	0	0	51	0	51	\$ 302,940.00
Northwestern University Settlement House	West Town	42	28	0	0	28	0	98	\$ 1,509,594.00

Delegate Agency Demographic Information (FY 23-24)		Delegate Agency Slot Information (FY 23-24)							Delegate Agency Funding	
Delegate Agency Name	Community Area	HS Slots	EHS Slots	EHS CCP Slots	EHS EXP Slots	PFA Slots	PI Slots	Total Children Served (by Slots)	Total Funding	
One Hope United	Loop	0	0	0	0	68	0	68	\$ 403,920.00	
Onward Neighborhood House	Belmont Cragin	0	0	0	0	55	16	71	\$ 520,300.00	
Options for Youth	Hyde Park	0	0	0	0	0	86	86	\$ 473,000.00	
Pathways to Learning ChildCare Center Inc	Ashburn	0	0	0	0	34	0	34	\$ 201,960.00	
Pilsen-Little Village Community Mental Health Center	Pilsen	0	0	0	0	0	23	23	\$ 106,240.00	
Rachel's Learning Centers	North Lawndale	0	0	0	0	0	64	64	\$ 774,400.00	
Reach for the Stars Child Care Academy	Grand Boulevard	0	0	0	0	17	0	17	\$ 100,980.00	
Refugee One	Uptown	0	0	0	0	0	48	48	\$ 264,000.00	
Serendipity Child Care Inc	Washington Heights	0	0	38	0	34	0	72	\$ 690,260.00	
SGA Youth and Family Services	Loop	0	0	72	0	0	216	288	\$ 2,113,200.00	
Shining Star Youth and Community Services	South Chicago	68	88	32	0	0	88	276	\$ 4,446,628.00	
Sinai Community Institute	North Lawndale	0	0	0	0	0	120	120	\$ 660,000.00	
South East Asia Center	Uptown	0	0	0	0	30	0	30	\$ 178,200.00	
Star Kids Math and Science Academy	Morgan Park	0	0	0	0	17	0	17	\$ 100,980.00	
Start Early	Grand Boulevard	0	0	0	0	81	64	145	\$ 1,255,540.00	

Delegate Agency Demographic Information (FY 23-24)		Delegate Agency Slot Information (FY 23-24)							Delegate Agency Funding	
Delegate Agency Name	Community Area	HS Slots	EHS Slots	EHS CCP Slots	EHS EXP Slots	PFA Slots	PI Slots	Total Children Served (by Slots)	Total Funding	
Stepping Stones Early Childhood Learning	South Shore	0	0	0	0	10	24	34	\$ 349,800.00	
Sweet Pea Academy	Auburn Gresham	0	0	0	0	17	16	33	\$ 294,580.00	
Teddy Bear Nursery Schools Inc.	Gage Park	0	0	0	0	121	104	225	\$ 1,977,140.00	
The Baby Academy	Chatham	0	0	0	0	17	32	49	\$ 488,180.00	
The Children's Place Association	Logan Square	0	0	0	0	45	32	77	\$ 654,500.00	
The Montessori Network	West Englewood	70	0	0	0	0	0	70	\$ 1,026,830.00	
The Salvation Army	Jefferson Park	68	88	0	0	51	24	231	\$ 3,291,808.00	
Trinity United Church of Christ Child Care Centers	Washington Heights	34	62	32	0	68	56	252	\$ 3,381,630.00	
True to Life Foundation	Avalon Park	0	0	0	0	0	132	132	\$ 1,122,000.00	
Whiz Kids Nursery Center	Washington Heights	0	0	0	0	15	0	15	\$ 89,100.00	
YMCA of Metropolitan Chicago	Near West Side	0	0	115	36	289	164	604	\$ 5,731,129.00	
Young Achievers Academy	Greater Grand Crossing	0	0	0	0	20	12	32	\$ 264,000.00	
<b>TOTAL: 96 AGENCIES (NOT INCLUDING SUPPORT SERVICES)</b>		<b>1489</b>	<b>1267</b>	<b>1064</b>	<b>200</b>	<b>5347</b>	<b>4554</b>	<b>13921</b>	<b>\$ 131,817,566.00</b>	



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

## MEMORANDUM

**To:** The Honorable Jason Ervin, Honorable  
Chairman, Committee on the Budget and Government Operations

**From:** Brandi Knazze, Commissioner  
Department of Family and Support Services

**CC:** Annette Guzman  
Budget Director, City of Chicago

Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 24, 2023

**Re:** Request for Information from Department of Family and Support Services  
Budget Hearing

**ID#:** 50-04 311 Shelter Placements

---

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderman Fuentes asked how many 311 calls actually result in a shelter placement.

From January 1<sup>st</sup>, 2023 to October 15<sup>th</sup>, 2023, see the following page for the number of placements into shelter recorded through the Salesforce system. This information reflects the number of shelter requests ending in placement rather than the number of individuals placed in shelter because some of these requests were for couples or families. Therefore, the number of individuals placed in shelter over the year would be higher.

These placements are only for those who went through the 311 system for placement. While many New Arrivals have been placed through the 311 system, others were placed directly from buses into shelter at various points of the New Arrival mission and are therefore not counted within this total.

<b>Placements through 3-1-1 in 2023</b>	
<b>Month</b>	<b>Count of Service Requests</b>
<b>Jan</b>	767
<b>Feb</b>	684
<b>Mar</b>	885
<b>Apr</b>	806
<b>May</b>	623
<b>Jun</b>	603
<b>Jul</b>	780
<b>Aug</b>	687
<b>Sep</b>	656
<b>Oct</b>	64
<b>Grand Total</b>	<b>6,555</b>



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

---

## MEMORANDUM

**To:** The Honorable Jason Ervin, Honorable  
Chairman, Committee on the Budget and Government Operations

**From:** Brandi Knazze,  
Commissioner, Department of Family and Support Services

**CC:** Annette Guzman  
Budget Director, City of Chicago

Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 24, 2023

**Re:** Request for Information from Department of Family and Support Services  
Budget Hearing

**ID#:** 50-05 Administrative FTEs

---

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023, to discuss the 2024 Budget.

Alderwoman Taylor asked for a breakdown of the 80 administrative FTEs, and what they do.

The administrative portion of the DFSS budget includes 80 FTEs. We have broken out these FTEs below including a brief explanation of the responsibilities of each administrative section.

- **Executive Office – 9 FTEs**

- Consists of our executive leadership (Commissioner, First Deputy, two Managing Deputies), Director of Public Affairs, and support staff for those individuals.
- **Administration – 21 FTEs**
  - Administration FTEs consist of Human Resources, Information Technology and Facilities staff. The Human Resources staff manage recruiting and hiring, as well as payroll functions. Information Technology manages the technology hardware and software needs for all staff at the administrative and field offices. Lastly, the Facilities staff manage our fleet of vehicles as well as the buildings where DFSS employees work.
- **Fiscal Administration – 14 FTEs**
  - The Fiscal Administration staff includes Accountants and Clerks to process budgets, invoices, and accounts payable.
- **Fiscal and Programmatic Monitoring – 18 FTEs**
  - Fiscal Monitoring is responsible for reviewing delegate agency contracts to ensure that program costs are allowable under their respective contracts. Programmatic Monitoring teams are responsible for monitoring delegate agency performance according to each program’s performance measures set out in their program contracts.
- **Contracts and Compliance – 9 FTEs**
  - The Contracts and Compliance staff execute appropriate procurement and contracting methods for the purchasing of goods and services, such as commodities, work services, professional services, delegate agency contracts. They also liaise with the Department of Procurement Services (DPS) or Comptroller’s Office to ensure compliance with procurement and contract processes.
- **Grants, Policy, and Planning – 9 FTEs**
  - The Grants team is responsible for administering grant funds, and researching and applying to new grants. Policy staff are responsible for monitoring policy and legislative changes at the City, State and Federal levels as well as working with the Mayor’s office on Advocacy efforts. The Data team is responsible for managing data collection and data sharing for the Department.





CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

---

## MEMORANDUM

**To:** The Honorable Jason Ervin, Honorable  
Chairman, Committee on the Budget and Government Operations

**From:** Brandi Knazze, Commissioner, Department of Family and Support Services

**CC:** Annette Guzman  
Budget Director, City of Chicago

Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 24, 2023

**Re:** Request for Information from Department of Family and Support Services  
Budget Hearing

**ID#:** 50-06 Senior Legal Services

---

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderwoman Taylor asked for a list of all delegate agencies providing legal services in reference to seniors. A flyer for public distribution is attached.

DFSS provides free legal services for seniors through Legal Aid Chicago. Common legal issues we assist with include, but are not limited to:

- Advance Planning
  - Power of Attorney for Health Care and Property
  - Wills
- Domestic Relations
  - Age and Disability Discrimination
  - Elder Abuse and Orders of Protection for Victims of Domestic Violence
  - Guardianship Discharge

- Health and Long-Term Care Including Medicare
- Grandparents/Other Relatives Raising Children
  - Custodial Rights
  - Support for Non-Parent Youth Caregivers (such as Appeals of DCFS Decisions)
- Housing
  - Foreclosure Defense
  - Home Equity Conversion and Reverse Mortgages
  - Landlord Relations
  - Loans and Installment Purchases
  - Utilities Including Eviction Defense of Subsidized Housing
- Money and Debt
  - Bankruptcy and Debt Defense
  - Chapter 7 and Chapter 13
  - Consumer Fraud/Collections/Creditor Problems
  - Contracts and Warranties
  - Financial Exploitation
  - Public Aid Benefits (Social Security, SSI, SNAP, TANF, Medicaid)

For assistance, individuals can call DFSS Senior Services hotline at 312-744-4016 or email at [aging@cityofchicago.org](mailto:aging@cityofchicago.org).

To reach Division staff directly, Contact Deputy Commissioner Margaret Laraviere at [margaret.laraviere@cityofchicago.org](mailto:margaret.laraviere@cityofchicago.org).



# Free Legal Services for Seniors

Common legal issues we assist with include, but are not limited to:

## Advance Planning

- Power of Attorney for Healthcare and Property
- Wills

## Domestic Relations

- Age and Disability Discrimination
- Elder Abuse and Orders of Protection for Victims of Domestic Violence
- Guardianship Discharge
- Health and Long-Term Care Including Medicare

## Grandparents/Other Relatives Raising Children

- Custodial Rights
- Support for Non-Parent Youth Caregivers (i.e., Appeals of DCFS Decisions)

## Housing

- Foreclosure Defense
- Home Equity Conversion and Reverse Mortgages
- Landlord Relations
- Loans and Installment Purchases
- Utilities Including Eviction Defense of Subsidized Housing

## Money and Debt

- Bankruptcy and Debt Defense
- Chapter 7 and Chapter 13
- Consumer Fraud/Collections/Creditor Problems
- Contracts and Warranties
- Financial Exploitation
- Public Aid Benefits (Social Security, SSI, SNAP, TANF, Medicaid)

**For assistance, call DFSS Senior Services at 312-744-4016  
or email: [aging@cityofchicago.org](mailto:aging@cityofchicago.org)**



*We cannot help with criminal, personal injury, probate, traffic, worker's compensation, pensions, medical malpractice, building code violation, or business dispute cases.*

*Free interpretation services available; including Sign Language, TTY, and translation of multiple languages.*



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

## MEMORANDUM

**To:** The Honorable Jason Ervin, Honorable  
Chairman, Committee on the Budget and Government Operations

**From:** Brandie Knazze  
Commissioner, Department of Family and Support Services

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** **October 24, 2023**

**Re:** Request for Information from Budget & Government Operations

**ID#:** 50-07 - Number of Veterans

---

The following information is provided in response to questions posed during the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderman Moore asked for the number of homeless veterans.

Based on the most recent Point in Time (PIT) Count in January 2023, there were 318 U.S. Veterans experiencing homelessness identified the night of the Count. 201 of those veterans were counted in shelters and 117 were counted in unsheltered locations. During the 2015 PIT, there were 752 veterans identified who were experiencing homelessness. 2015 was the same year that the Ending Veterans Homelessness Initiative (EVHI) began which included a surge in federal housing resources for veterans. From 2015 to 2023, there's been a 58% decrease in the number of veterans experiencing homelessness in Chicago.



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

## MEMORANDUM

**To:** The Honorable Jason Ervin  
Chairman, Committee on the Budget and Government Operations

**From:** Brandie Knazze  
Commissioner, Department of Family and Support Services

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 24, 2023

**Re:** Request for Information from Budget & Government Operations

**ID#:** 50-08 - After School Programming

---

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderman Ervin asked for how many slots are there, and the contractors you're working with for after school programming.

In 2023, 95 delegate agencies were awarded a total of \$16,434,500 and 10,035 slots for out-of-school Enrichment programs across five program models: Year-Round, CHA Year-Round, School Year, Summer, and CHA Summer. Three agencies declined awards and one rescinded their contract in June. A listing of agencies and estimated slots and funding per ward are included in the table below. Please note that not all agencies accepted their awards, and 9,970 is the most recent estimate of participants served through these programs.

**After School Delegate Agencies by Ward**

<b>Agency</b>	<b>Program Model</b>	<b>Ward</b>	<b>Estimated funding</b>	<b>Estimated # of Clients/ Participants Served</b>
A Knock at Midnight, NFP	School Year	6	\$72,000.00	45
A Safe Haven Foundation	School Year	24	\$16,000.00	10
A Safe Haven Foundation	School Year	28	\$32,000.00	20
After School Matters, Inc.	School Year	1	\$48,000.00	30
After School Matters, Inc.	School Year	3	\$288,000.00	180
After School Matters, Inc.	School Year	4	\$240,000.00	150
After School Matters, Inc.	School Year	5	\$264,000.00	165
After School Matters, Inc.	School Year	6	\$120,000.00	75
After School Matters, Inc.	School Year	8	\$288,000.00	180
After School Matters, Inc.	School Year	9	\$144,000.00	90
After School Matters, Inc.	School Year	10	\$192,000.00	120
After School Matters, Inc.	School Year	11	\$136,000.00	85
After School Matters, Inc.	School Year	12	\$192,000.00	120
After School Matters, Inc.	School Year	13	\$56,000.00	35
After School Matters, Inc.	School Year	14	\$360,000.00	225
After School Matters, Inc.	School Year	16	\$24,000.00	15
After School Matters, Inc.	School Year	17	\$96,000.00	60
After School Matters, Inc.	School Year	18	\$168,000.00	105
After School Matters, Inc.	School Year	19	\$48,000.00	30
After School Matters, Inc.	School Year	20	\$264,000.00	165
After School Matters, Inc.	School Year	21	\$96,000.00	60
After School Matters, Inc.	School Year	22	\$144,000.00	90
After School Matters, Inc.	School Year	24	\$216,000.00	135
After School Matters, Inc.	School Year	25	\$144,000.00	90
After School Matters, Inc.	School Year	26	\$168,000.00	105
After School Matters, Inc.	School Year	27	\$296,000.00	185
After School Matters, Inc.	School Year	28	\$296,000.00	185
After School Matters, Inc.	School Year	29	\$96,000.00	60

After School Matters, Inc.	School Year	30	\$488,000.00	305
After School Matters, Inc.	School Year	31	\$24,000.00	15
After School Matters, Inc.	School Year	33	\$48,000.00	30
<b>Agency</b>	<b>Program Model</b>	<b>Ward</b>	<b>Estimated Funding</b>	<b>Estimated # of Clients/ Participants Served</b>
After School Matters, Inc.	School Year	34	\$312,000.00	195
After School Matters, Inc.	School Year	35	\$72,000.00	45
After School Matters, Inc.	School Year	37	\$56,000.00	35
After School Matters, Inc.	School Year	39	\$24,000.00	15
After School Matters, Inc.	School Year	40	\$24,000.00	15
After School Matters, Inc.	School Year	41	\$24,000.00	15
After School Matters, Inc.	School Year	42	\$24,000.00	15
After School Matters, Inc.	School Year	43	\$24,000.00	15
After School Matters, Inc.	School Year	45	\$16,000.00	10
After School Matters, Inc.	School Year	46	\$24,000.00	15
After School Matters, Inc.	School Year	48	\$72,000.00	45
After School Matters, Inc.	School Year	49	\$48,000.00	30
Albany Park Community Center, Inc.	Year Round	39	\$54,000.00	30
Alternative Schools Network	Year Round	3	\$27,000.00	15
Alternative Schools Network	Year Round	20	\$27,000.00	15
Alternative Schools Network	Year Round	26	\$54,000.00	30
Alternative Schools Network	Year Round	27	\$27,000.00	15
Arab American Action Network	School Year	18	\$72,000.00	45
B.U.I.L.D. Incorporated	Year Round	28	\$54,000.00	45
B.U.I.L.D. Incorporated	Year Round	29	\$27,000.00	40
Better Boys Foundation	School Year	24	\$96,000.00	60
Better Boys Foundation	Year Round	24	\$54,000.00	30
Beyond the Ball NFP	Year Round	22	\$54,000.00	30
Boys & Girls Clubs of Chicago	Year Round	10	\$27,000.00	15
Boys & Girls Clubs of Chicago	Year Round	11	\$81,000.00	45
Boys & Girls Clubs of Chicago	Year Round	21	\$27,000.00	15
Boys & Girls Clubs of Chicago	Year Round	22	\$54,000.00	30
Boys & Girls Clubs of Chicago	Summer	24	\$36,000.00	30
Boys & Girls Clubs of Chicago	CHA Year Round	27	\$54,000.00	30
Boys & Girls Clubs of Chicago	Year Round	27	\$54,000.00	30
Boys & Girls Clubs of Chicago	CHA Year Round	32	\$18,000.00	10
Boys & Girls Clubs of Chicago	Year Round	32	\$27,000.00	15

Boys & Girls Clubs of Chicago	CHA Year Round	37	\$18,000.00	10
Boys & Girls Clubs of Chicago	Year Round	46	\$27,000.00	15
<b>Agency</b>	<b>Program Model</b>	<b>Ward</b>	<b>Estimated Funding</b>	<b>Estimated # of Clients/ Participants Served</b>
Breakthrough Urban Ministries, Inc.	Year Round	28	\$108,000.00	60
Brighton Park Neighborhood Council	School Year	12	\$48,000.00	30
Carole Robertson Center for Learning	Year Round	24	\$81,000.00	45
Casa Central Social Services Corporation	Year Round	26	\$54,000.00	30
Catholic Youth Ministry Center at Morgan Park High School	School Year	19	\$48,000.00	30
Center for Companies that Care	School Year	25	\$48,000.00	30
Centers for New Horizons, Inc.	School Year	17	\$48,000.00	30
Centers for New Horizons, Inc.	Year Round	20	\$54,000.00	30
Centro Romero	Summer	40	\$36,000.00	30
Centro Romero	Year Round	40	\$54,000.00	30
Chicago Center for Arts and Technology, Inc.	Year Round	28	\$54,000.00	30
Chicago House and Social Service Agency	Year Round	46	\$54,000.00	30
Chicago Training Center	Year Round	11	\$81,000.00	45
Chicago Urban League	Year Round	3	\$27,000.00	15
Chicago Urban League	Year Round	4	\$27,000.00	15
Chicago Youth Boxing Club, Inc.	Year Round	22	\$54,000.00	30
Chicago Youth Centers	CHA Year Round	3	\$72,000.00	40
Chicago Youth Centers	Year Round	3	\$108,000.00	60
Chicago Youth Centers	Year Round	4	\$81,000.00	45
Chicago Youth Centers	Summer	5	\$36,000.00	30
Chicago Youth Centers	Year Round	6	\$27,000.00	15
Chicago Youth Centers	Year Round	7	\$135,000.00	75
Chicago Youth Centers	CHA Year Round	11	\$36,000.00	20
Chicago Youth Centers	Year Round	11	\$108,000.00	60
Chicago Youth Centers	Year Round	20	\$54,000.00	30
Chicago Youth Centers	Year Round	24	\$54,000.00	30
Chicago Youth Programs, Inc.	CHA Year Round	3	\$36,000.00	20
Chicago Youth Programs, Inc.	Year Round	3	\$54,000.00	30
Chicago-Lawndale Amachi Mentoring Program (LAMP)	Year Round	24	\$54,000.00	30



Chinese American Service League, Inc.	Summer	11	\$36,000.00	30
Chinese American Service League, Inc.	Year Round	11	\$216,000.00	120
Chinese Mutual Aid Association, Inc.	Summer	48	\$36,000.00	30
<b>Agency</b>	<b>Program Model</b>	<b>Ward</b>	<b>Estimated Funding</b>	<b>Estimated # of Clients/ Participants Served</b>
Chinese Mutual Aid Association, Inc.	Year Round	48	\$54,000.00	30
Christopher House	Year Round	36	\$54,000.00	30
CircEsteem Inc.	Year Round	46	\$54,000.00	30
Community Assistance Programs	Year Round	21	\$54,000.00	30
Community Development Institute	Summer	17	\$36,000.00	30
Community Education Network DBA It Takes a Village Family of Schools	School Year	26	\$96,000.00	60
Concordia Place	Summer	33	\$36,000.00	30
Enlace Chicago	School Year	22	\$48,000.00	30
Erie Neighborhood House	Year Round	1	\$54,000.00	30
Family Matters, Inc.	School Year	49	\$48,000.00	30
Gads Hill Center	Year Round	25	\$54,000.00	30
Gary Comer Youth Center, Inc.	Year Round	5	\$270,000.00	150
Girl Scouts of Greater Chicago and Northwest Indiana, Inc.	Summer	21	\$36,000.00	30
Girl Scouts of Greater Chicago and Northwest Indiana, Inc.	School Year	22	\$48,000.00	30
Greater Auburn-Gresham Development Corporation	Summer	6	\$36,000.00	30
Guitars Over Guns Organization, Inc.	School Year	5	\$72,000.00	45
Guitars Over Guns Organization, Inc.	School Year	11	\$72,000.00	45
Holy Family Ministries	Year Round	24	\$54,000.00	30
Howard Area Community Center	Year Round	49	\$54,000.00	30
Institute for Latino Progress dba Instituto Del Progreso Latino	Year Round	25	\$54,000.00	30
Kipp Chicago Schools	School Year	24	\$96,000.00	60
Kuumba Lynx	Year Round	46	\$54,000.00	30
Little Black Pearl Workshop	CHA Year Round	4	\$36,000.00	20
Little Black Pearl Workshop	Year Round	4	\$54,000.00	30
Logan Square Neighborhood Association	School Year	26	\$120,000.00	75
Male Mogul Initiative Inc. NFP	Year Round	3	\$54,000.00	30
Metropolitan Family Services	School Year	10	\$48,000.00	30
Metropolitan Family Services	School Year	18	\$96,000.00	60
Metropolitan Family Services	School Year	21	\$48,000.00	30

Metropolitan Family Services	School Year	35	\$48,000.00	30
MetroSquash	School Year	20	\$48,000.00	30
<b>Agency</b>	<b>Program Model</b>	<b>Ward</b>	<b>Estimated Funding</b>	<b>Estimated # of Clients/ Participants Served</b>
Midwest Asian Health Association (MAHA)	Summer	11	\$36,000.00	30
National Museum of Mexican Art	Summer	22	\$36,000.00	30
New Life Centers of Chicagoland, NFP	Year Round	26	\$54,000.00	30
Noble Network of Charter Schools	School Year	21	\$168,000.00	105
Noble Network of Charter Schools	School Year	24	\$72,000.00	45
Northwestern University	Year Round	4	\$54,000.00	30
Northwestern University	Year Round	5	\$54,000.00	30
Northwestern University Settlement Association	Year Round	1	\$81,000.00	45
Phalanx Family Services	Year Round	9	\$27,000.00	15
Phalanx Family Services	Year Round	21	\$54,000.00	30
Project Exploration	Summer	4	\$54,000.00	45
Project Exploration	School Year	6	\$24,000.00	15
Project Exploration	School Year	8	\$72,000.00	45
Project Exploration	Year Round	29	\$54,000.00	30
Project Exploration	Year Round	37	\$135,000.00	75
Project Syncere	Summer	4	\$54,000.00	45
Project: Vision, Inc.	Year Round	11	\$135,000.00	75
Pui Tak Center	School Year	11	\$72,000.00	45
Pui Tak Center	Summer	11	\$36,000.00	30
Reflections Foundation	CHA Summer	10	\$48,000.00	40
RefugeeOne	School Year	50	\$72,000.00	45
Rincon Family Services	Year Round	26	\$54,000.00	30
SGA Youth & Family Services, NFP	Year Round	14	\$54,000.00	30
SGA Youth & Family Services, NFP	Year Round	25	\$54,000.00	30
SGA Youth & Family Services, NFP	School Year	28	\$72,000.00	45
Skyart, NFP	School Year	10	\$72,000.00	45
South Shore Drill Team & Performing Arts Ensemble	Year Round	5	\$54,000.00	30
South Side Help Center, Inc.	Year Round	21	\$81,000.00	45
St. Joseph Services, Inc.	Year Round	29	\$108,000.00	60
Sylvester Broome Empowerment Village	CHA Summer	3	\$96,000.00	80
The Catholic Bishop of Chicago - St. Sabina Church	School Year	17	\$72,000.00	45
The Children's Place Association	Year Round	37	\$54,000.00	30

The Community Builders, Inc.	Year Round	4	\$54,000.00	30
The Community Builders, Inc.	CHA Year Round	27	\$24,500.00	20
<b>Agency</b>	<b>Program Model</b>	<b>Ward</b>	<b>Estimated Funding</b>	<b>Estimated # of Clients/ Participants Served</b>
The Community Builders, Inc.	Year Round	27	\$54,000.00	30
The Ethiopian Community Association of Chicago, Inc.	Year Round	50	\$54,000.00	30
The Hana Center	Year Round	33	\$54,000.00	30
The Salvation Army	Summer	22	\$36,000.00	30
The Simple Good	School Year	22	\$48,000.00	30
Together Chicago, Inc.	School Year	3	\$32,000.00	20
Together Chicago, Inc.	Year Round	9	\$36,000.00	20
Together Chicago, Inc.	Year Round	10	\$18,000.00	10
Together Chicago, Inc.	School Year	17	\$40,000.00	25
Together Chicago, Inc.	Year Round	37	\$54,000.00	30
Towers of Excellence	School Year	29	\$48,000.00	30
Trinity United Church of Christ Child Care Centers, Incorporated	Year Round	9	\$54,000.00	30
True Star Foundation, Inc.	Year Round	8	\$54,000.00	30
UCAN	School Year	24	\$72,000.00	45
UCAN	Summer	24	\$36,000.00	30
Union League Boys and Girls Clubs	Year Round	28	\$54,000.00	30
Universidad Popular	Summer	23	\$36,000.00	30
Urban Growers Collective, Inc.	CHA Summer	28	\$36,000.00	30
Urban Initiatives Inc. NFP.	School Year	1	\$48,000.00	30
Urban Initiatives Inc. NFP.	School Year	4	\$48,000.00	30
Urban Initiatives Inc. NFP.	School Year	6	\$24,000.00	15
Urban Initiatives Inc. NFP.	School Year	11	\$24,000.00	15
Urban Initiatives Inc. NFP.	School Year	12	\$72,000.00	45
Urban Initiatives Inc. NFP.	School Year	13	\$48,000.00	30
Urban Initiatives Inc. NFP.	School Year	15	\$48,000.00	30
Urban Initiatives Inc. NFP.	School Year	16	\$96,000.00	60
Urban Initiatives Inc. NFP.	School Year	17	\$96,000.00	60
Urban Initiatives Inc. NFP.	School Year	18	\$48,000.00	30
Urban Initiatives Inc. NFP.	School Year	22	\$48,000.00	30
Urban Initiatives Inc. NFP.	School Year	25	\$48,000.00	30
Urban Initiatives Inc. NFP.	School Year	28	\$72,000.00	45
Urban Initiatives Inc. NFP.	School Year	37	\$48,000.00	30

Urban Warrior Youth Community	Summer	22	\$18,000.00	15
Urban Warrior Youth Community	Summer	25	\$36,000.00	30
Vietnamese Association of Illinois (V.A.I.)	Year Round	47	\$54,000.00	30
<b>Agency</b>	<b>Program Model</b>	<b>Ward</b>	<b>Estimated Funding</b>	<b>Estimated # of Clients/ Participants Served</b>
XS Tennis & Education Foundation	Year Round	3	\$54,000.00	30
YWCA Metropolitan Chicago	School Year	8	\$96,000.00	60
YWCA Metropolitan Chicago	School Year	24	\$48,000.00	30
YMCA of Chicago	Year Round	5	\$72,000.00	40
YMCA of Chicago	Year Round	6	\$36,000.00	20
YMCA of Chicago	Year Round	9	\$54,000.00	30
YMCA of Chicago	Summer	12	\$36,000.00	30
YMCA of Chicago	Year Round	12	\$30,600.00	17
YMCA of Chicago	School Year	13	\$72,000.00	45
YMCA of Chicago	School Year	14	\$72,000.00	45
YMCA of Chicago	Year Round	14	\$135,000.00	75
YMCA of Chicago	Year Round	15	\$68,400.00	38
YMCA of Chicago	Year Round	16	\$27,000.00	15
YMCA of Chicago	Year Round	17	\$66,600.00	37
YMCA of Chicago	Year Round	18	\$68,400.00	38
YMCA of Chicago	Year Round	20	\$66,600.00	37
YMCA of Chicago	Year Round	21	\$54,000.00	30
YMCA of Chicago	Year Round	24	\$63,000.00	35
YMCA of Chicago	Summer	26	\$18,000.00	15
YMCA of Chicago	Year Round	26	\$54,000.00	30
YMCA of Chicago	School Year	27	\$48,000.00	30
YMCA of Chicago	Year Round	27	\$41,400.00	23
YMCA of Chicago	School Year	29	\$48,000.00	30
YMCA of Chicago	Summer	30	\$18,000.00	15
YMCA of Chicago	Year Round	30	\$54,000.00	30
YMCA of Chicago	Year Round	50	\$54,000.00	30
Young Men's Educational Network	Year Round	24	\$54,000.00	30
Youth Guidance	Year Round	9	\$54,000.00	30
Youth Guidance	CHA Year Round	10	\$72,000.00	40
<b>TOTAL</b>			<b>\$16,326,500</b>	<b>9970</b>



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

## MEMORANDUM

**To:** The Honorable Jason Ervin,  
Chairman, Committee on the Budget and Government Operations

**From:** Brandie Knazze  
Commissioner, Department of Family and Support Services

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** 10/24/2023

**Re:** Request for Information from Budget & Government Operations

**ID#:** 50-09: Youth Corporate Partnerships

---

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderman Moore asked for list of 14 corporations through the chair, and also the list of corporations we reached out to.

Below is the list of companies that DFSS currently has partnerships with, and below that is a list of organizations that DFSS has initiated contact with.

**Current Partnerships:**

Archer-Daniels-Midland Company  
Allied  
American Airlines  
Cabrera  
Chapman and Cutler  
Chicago Bulls  
Chicago Harbors

Generations Housing  
One Two Pru  
Per Scholas  
Riverside Investment and Development  
United Airlines  
Walgreens  
Willkie Farr & Gallagher LLP

**Additional organizations DFSS has contacted to seek potential corporate partnerships that have not yet resulted in formal agreements or placements:**

Addus	International Behavioral Health
Advocate Health	ISM Security
Allen Prestwood Concrete Construction	JAC 130 Pipers Union
Amazon	Jackson National Asset Management
Aramark	JCDeaux
At Your Service	JC Licht Ace Hardware
Bickerdike Apartments	John Walt Foundation
Blink Fitness	Kirkland and Ellis
Blue Cross Blue Shield	LA Fitness
BNSF	Lettuce Entertain You
BOMA	Levy- Wrigley Field
Bon Appetit Cafe	Levy – United Center
Chicago Contemporary Dance	Little Black Pearl Workshop
Chicago CRED – Far South	Lockton Companied
Chicago Cubs	Magellan
Chicago History Museum	Mariano’s
Chicago Lighthouse	McDonalds
Chicago Symphony Orchestra	Mid-American Carpenters
Choose Chicago	Monterrey Security
Codal	Nan McKay
CompTia	Nascar
Chicago Transit Authority	National Museum of Mexican Art
CVS Pharmacy	National Park Service
Department of Streets & Sanitation	Navy Pier
Discover Financial Services	New Life Resurrection Ministry
EDDR	Party City
Elizabeth Nonie Products LLC	Plumbers JAC Local 130
Faith Miracle Temple Church	Pot Belly
Fifth Third Bank	PSP Partners
Freedman Seating	Ramova Theaters
Gads Hill Center	Regional Council
GNC	Retail Odyssey
Gotham Greens	Rin Tinto
Greater Chatham Initiative	Sally Beauty Supply LLC
Griggs and Mitchell	SDI Presence
Growing Homes	Sharp Law Firm, LLC
HB Taylor	Sims Metal
Hilco Global	Safety Security Systems
Hilton Chicago	Sip and Savor
Hire 360	Smith’s Distribution Company
Historic Pullman Foundation	Southside Healthy Community Organization
Home Run Inn	Starbucks
Hope X Rope	Sullivan Stations
Institute of Hospitality	Target

The Habitat Company  
The Obama Foundation  
The YMCA USA  
Tishman Speyer  
TRASK FOUNDATION  
UChicago Medicine  
Unite Here Chicago Hospitality Institute

UIC Office of Community Collaboration  
UIC School of Dentistry  
Union Roofers  
United Security Services, Inc.  
United Parcel Services  
White Sox  
Worldwide Flight Services



CITY OF CHICAGO

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

## MEMORANDUM

**To:** The Honorable Jason Ervin, Honorable  
Chairman, Committee on the Budget and Government Operations

**From:** Brandie Knazze  
Commissioner, Department of Family and Support Services

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 24, 2023

**Re:** Request for Information from Budget & Government Operations

**ID#:** 50-10 - Head Start/Early Head Start Partners

---

The following information is provided in response to questions posed at the hearing on October 19<sup>th</sup>, 2023 to discuss the 2024 Budget.

Alderman Ervin asked, by Community Area, where does DFSS have Head Start and Early Head Start partners, and what areas continue to be served by DFSS when the grant was split years ago.

Please see below.



**City of Chicago Early Head Start and Head Start Grantee Community Service Area Presence**

<b>HHS Grant Service Community Areas</b> <b>2021 EARLY HEAD START</b>	<b>HHS Grant Service Community Areas</b> <b>2021 HEAD START</b>
Ashburn	Ashburn
Auburn Gresham	Auburn Gresham
Austin	Austin
Avalon Park	Belmont Cragin
Belmont Cragin	Bridgeport
Brighton Park	Brighton Park
Burnside	Chatham
Chatham	Chicago Lawn
Chicago Lawn	East Side
East Side	Edgewater
Edgewater	Englewood
Englewood	Gage Park
Gage Park	Garfield Ridge
Greater Grand Crossing	Greater Grand Crossing
Humboldt Park	Humboldt Park
Kenwood	Kenwood
Logan Square	Logan Square
Lower West Side	Lower West Side
Near West Side	Near West Side
North Center	North Lawndale
Pullman	Pullman
Riverdale	Riverdale
Rogers Park	Rogers Park
Roseland	Roseland

South Chicago	South Chicago
South Lawndale	South Deering
South Shore	South Lawndale
Uptown	South Shore
Washington Heights	Uptown
West Englewood	Washington Heights
West Garfield Park	West Englewood
West Pullman	West Garfield Park
West Town	West Pullman
Woodlawn	West Town
	Woodlawn
<b>34 out of 51 Communities Served</b>	<b>35 out of 51 Communities Served</b>
<p><b><i>Below are the areas that the City of Chicago no longer represents for Early Head Start:</i></b></p> <p>Avondale, Bridgeport, Calumet Heights, Clearing, Dunning, Hermosa, Irving Park, Loop, North Park, Oakland, West Elsdon</p> <p><b><i>Below are the areas that the City of Chicago no longer represents for Head Start:</i></b></p> <p>Avondale, Clearing, Dunning, Hermosa, Irving Park, Loop, North Center, North Park, Oakland, West Elsdon</p>	