

INVITATION TO NEGOTIATE

For

Statewide Contract Monitoring/Quality Improvement Services

Issued By

Florida Network of Youth and Family Services 2850 Pablo Avenue Tallahassee, Florida 32308-4211

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1. Introduction

The Florida Network of Youth and Family Services (Florida Network) is a non-profit statewide association of community-based agencies that serves runaway, truant, ungovernable, and other troubled youth and their families with services available in every Florida Judicial Circuit. This population is defined by the F.S. Chapter 984 as Children and Families in Need of Services or CINS/FINS. The services provided by the Florida Network's member agencies are designed to prevent juvenile delinquency and child abuse through the stability and strengthening of youth and families. The Florida Network has been serving Florida's youth and families since 1976, through contracts with the Florida Department of Juvenile Justice (DJJ). The Florida Network, in cooperation with its 26 partner agencies, has a history of over 48 years of serving Florida's families to prevent crises from becoming catastrophes and assisting parents/quardians in negotiating and avoiding system involvement through comprehensive case planning that addresses both the therapeutic and practical needs of the family. The Florida Network offers families a continuum of services: beginning with a 24-hour accessible screening process, families can engage in Community-Based Counseling; access a 24-hour Crisis Shelter; Detention, Probation, and Pre-Delinguency Citation Respite; and the family skills development program SNAP® ensuring families get the right service at the right time to meet their needs.

This Invitation to Negotiate is to purchase statewide Quality Improvement
(QI)/Contract Monitoring (CM) services of local provider agencies, as described in this
Invitation to Negotiation. Services are expected to commence on July 1, 2025.

2. Definition of Common Terms

<u>Definitions – The following terms shall have the meanings as defined below when</u> used throughout this Invitation to Negotiate.

Counseling: Therapeutic services including, but not limited to crisis intervention, individual, group and/or family counseling provided to CINS/FINS clients in the office, their home, or a community setting. Counseling services are also offered to CINS/FINS and Respite youth while in shelter.

Case Management: Service coordination on behalf of the clients which includes information gathering; supportive linking; advocating, coordinating and monitoring services, case review and termination with appropriate referrals upon discharge.

Shelter/Residential Services: Florida Network Shelters offer crisis intervention for families and a safe place to stay for youth that is available 24 hours a day, 7 days a week, every day of the year. The goal is to work with families to reunify through counseling services offered by clinical professionals, a therapeutic environment and coordination with local partners.

Staff Secure: Designed to serve court ordered youth who are adjudicated CINS and have failed to comply with the recommendations of the court order. This service is designed to bring on an additional staff member on to support the high needs of the youth and maintain safety while in shelter.

Domestic Violence Respite: This shelter based program serves as an alternative to secure detention for youth who are arrested and charged with a Domestic Violence Offense on a household member. Services are short-term residential placements for youth ages 10-17 who

do not meet criteria to be detained and do not have an alternative relative placement. Domestic Violence Respite functions as a safe alternative to secure detention; focusing on preventing youth from falling further into the juvenile justice system and strives to keep families together.

Probation Respite: The Probation Respite program is a shelter-based program that provides up to 30 days of respite to youth who are at risk of violating their probation. Through this intervention, youth are encouraged to make positive choices and improve their family relationships through the support of therapeutic staff.

Stop Now and Plan – SNAP® (under 12): The gender-specific SNAP programs are designed for children ages 6–11 with difficulty with emotional regulation and self-control and are engaging in disruptive behavior such as aggression, rule-breaking, bullying, or trouble with authority figures. Experienced and highly-trained staff work with each family to assess challenges and problems and develop an action plan. Boys and girls and their caregivers attend gender-specific weekly group sessions for 13 weeks. The primary goal of SNAP is to help children stop and think before they act and empower them for improved family relationships, positive social interactions, and success in school. Free childcare for siblings and a meal are provided each week. Various topics are addressed such as managing angry thoughts and feelings, learning self-control and problem solving.

SNAP® in Schools and Communities: SNAP in Schools and Communities is based on the Stop Now and Plan (SNAP®) Program and is delivered to students ages 6-11, focusing on developing SNAP skills to promote a positive change in behavior. The 13-week, in-class program covers topics such as managing anger, handling group/ peer pressure and dealing with bullying. The program also offers classroom interventions for all students who will benefit from the universal skills learned in the SNAP classroom and other community setting sessions.

SNAP® for Youth CINS/FINS youth: SNAP for Youth is a newly developed model that expands services to youth aged 12 - 17. This new SNAP program utilizes technology to build on the existing model's solid evidence-based foundations and practices to engage high-risk participants. Trained SNAP for Youth facilitators lead youth through a 13-week program that involves discussions, modeling, behavioral rehearsal/ role-playing, practice exercises, and relaxation training using youth and facilitator tablets in digitally-based intervention modules. These modules provide real-life scenarios designed to improve self-control and decision making.

SNAP® for Probation: A new program starting July 1, 2025. It is the **SNAP®** for Youth model for youth who are referred for services by DJJ Probation.

SNAP® Fatherhood: SNAP® Fatherhood Initiative is a statewide program coupling Case Management services with a research-based cognitive behavioral group model known as SNAP® (Stop Now and Plan). This program is specifically designed to empower Fathers to foster their unique role in their children's lives. Fathers can have assistance to find resources while also engaging in thirteen (13) weeks of curriculum to enhance learning, growing, and improving their relationships and bonds specific to fathers with their children. This program is funded by the Department of Children and Families (DCF) and is partnering with communities to support Fathers needs in employment, transitioning back into parenting, managing child support obligations, understanding child development, and enhancing parenting skills.

3. Scope of Work

The successful respondent will develop an annual schedule of a minimum of one on-site contract monitoring/QI visit for all CINS/FINS local provider agencies (currently 26) providing shelter services (28 locations) and community counseling services, including all Florida Network-funded SNAP services. A current list of local service providers under contract with the Florida Network with services that will be extended under the new contract can be found in Attachment A. Additional visits will be scheduled based on local agency needs and performance. The successful respondent will develop a risk assessment tool to assist in the decision-making process identifying which CINS/FINS local providers will receive more than one on-site contract monitoring visit per year and for the prioritization of scheduling local providers for on-site visits throughout the year. Scheduling of each local agency's on-site visit is determined through an assessment of relevant factors including:

- Recent loss of key staff
- High staff turnover
- Issues related to contract compliance
- Prior year failed QI indicators
- Incident reports and/or complaints from internal/external sources
- Length of time since the last QI/CM review

The Florida Network of Youth and Family Services may request a more in-depth on-site review (Risk Management Review) of up to 4 sub-contracted providers per year at no additional cost. Additional Risk Management Reviews may be completed at the request of the Florida Network at a rate to be negotiated. Events that may trigger an additional on-site visit outside of the annual calendar visit include safety and security issues from any source, CCC reports of a serious nature, complaints from customers (parent/guardian, youth, law enforcement, etc.), department concerns, and monthly data trends falling outside of norms/expectations, newly funded agency, and overall governance concerns.

On-site QI/CM visits will be conducted using monitoring tools developed by the respondent and approved by the Florida Network and in line with the Florida Network Policy and Procedure Manual and Quality Improvement (QI) Standards, developed by the Florida Network. An acceptable written report regarding contract and QI compliance will be submitted to the Florida Network within 15 business days of each monitoring visit. A \$25.00 per day financial consequence will be deducted from the invoice monthly for each report submitted past the 15 business day requirement. The finalized CM/QI reports will be provided to the Department within 25 business days of the monitoring visit.

The successful respondent will conduct all necessary follow-up activities with each sub-contractor with rating results less than "Satisfactory" and enter/upload the completed status of all QI rating results into the Florida Department of Juvenile Justice's Program Monitoring and Management (PMM) platform within 30 days following the official date of the sub-contractor accepting the written Florida Network of Youth and Family Services QI report. Quality Improvement Plans/Corrective Action Plans required of local providers resulting from on-site monitoring/QI visits will be coordinated and monitored for completion. Local provider consultation will be provided as needed via telephone, email, on-site and at statewide meetings. Analysis of monthly, quarterly and annual data reports generated by the Florida Network and the DJJ is required.

Strategically, contract monitoring and quality improvement visits are combined, in an effort to enhance efficiency and be as thorough but least disruptive to programming as possible. Annual QI/CM reviews will be conducted by teams minimally comprised of:

- Lead Reviewer (from the respondent's team)
- DJJ Peer Reviewer
- Peer Reviewers from Florida Network agencies (at least 3 for full-service agency reviews and at least one for Community Counseling only agencies).

The successful respondent will provide coordination of all aspects of CINS/FINS Peer Reviewers and their involvement in the QI process, including identification, training, and scheduling. In-person Peer Certification Training will be delivered twice annually.

The successful respondent will provide the following training when requested and approved in advance by the Florida Network:

- Training on Quality Improvement and Contract Monitoring policy and procedure topics and trend analysis at two Quality Improvement Committee (QIC) meetings per vear.
- CINS/FINS Operational Management & Technical Assistance Training (8-hour inperson sessions) will be provided upon request (up to 8 sessions per year) to subcontracted providers. Additional sessions may be requested/approved at a daily rate of \$900 daily.
- Develop Peer Reviewer refresher training for the Florida Network's online learning platform (content development only) within the first 6 months of the contract and updated annually thereafter.

Services must be provided by the successful respondent. Any subcontract agreements must be approved in advance by the Florida Network.

The contractor shall administer and conduct all activities in compliance with all applicable federal and state laws and regulations.

The total annual dollar amount available through this ITN covering the period of July 1, 2025, through June 30, 2030, is \$427,225 annually or \$2,136,125 total. This includes travel expenses and all costs associated with conducting business.

4. Expected Outcomes

- A risk assessment tool will be developed to assist in the prioritization of scheduled visits by July 10, 2025.
- An annual schedule of on-site contract monitoring/QI visits will be developed by July 15, 2025.
- A contract monitoring tool will be developed and approved by the Florida Network by August 1, 2025.
- 100% of local providers will receive a minimum of one on-site contract monitoring/QI visit annually.
- 100% of written reports following each on-site contract monitoring visit will be submitted
 to the Florida Network and the local provider within 15 working days of the on-site visit
 completion.
- 100% of finalized written reports will be submitted to DJJ within 25 working days of the on-site visit.

 A system for tracking the successful implementation of local providers that have Quality Improvement/Outcome Based Corrective Action Plans will be developed and approved by the Florida Network by August 15, 2025.

5. Respondent Criteria

- Mandatory Criteria
 Failure to provide all required documentation listed below will automatically disqualify the applicant from further consideration
- 5.1 The respondent must submit a cover letter indicating interest addressed to the Florida Network of Youth and Family Services, Inc. signed by the applicants Owner, Chief Executive Officer or Executive Director and include respondent's physical address, telephone number and email address.
- 5.2 The respondent must submit an executive summary giving brief description of the applicant's qualifications and experience (length of time) in providing services to youth and families. Respondent must be able to demonstrate experience providing quality improvement and contract monitoring services in the social services arena.
- 5.3 The respondent must include a statement that describes or denies any pending or existing litigation or judgments.
- 5.4 The respondent will submit a signed attestation certifying that there is no conflict of interest between their company, its board of directors, or any employee of the company with Florida Network and all of its local subcontracted providers.
- 5.4 The respondent must submit one original and five copies of response to this ITN to:
 Florida Network of Youth and Family Services
 Attention: Laura Moneyham
 2850 Pablo Avenue, Tallahassee, FL 32308

by 4:30 P.M. EDT, May 9, 2025. The Florida Network will not accept telegraphic, facsimile or electronically transmitted responses.

• Preferred Criteria

The Florida Network seeks Respondents meeting the following criteria, however, failure to meet these criteria will not disqualify the respondent.

- The Florida Network is seeking respondents who have knowledge of and demonstrated experience in working with at-risk youth and families, non-profit regulations, Department of Children and Families licensing standards, Quality Improvement/Assurance processes and residential youth care facilities, preferably shelters, or respondents that can ensure such expertise through staffing. The respondent must provide evidence of its ability and capacity to carry out the required activities directly or can ensure such expertise through staffing.
- 5.6 The respondent must have an existing computer technology capacity including hardware and software that will access the internet for secure data transmissions.

5.7 Payment for services will be processed at the end of each month, after the services have been provided. Recipients must demonstrate the financial capacity to sustain service for approximately thirty days without payment.

6. Selection

Potential respondents are reminded that this is not a bid or a Request for Proposal. This Invitation to Negotiate (ITN) merely seeks to identify providers that are interested in establishing a contract with the Florida Network for statewide QI/contract monitoring of local CINS/FINS services and assessing the capabilities of such potential local providers. The Florida Network will identify a review team made up of representatives familiar with the services to be provided and the area to be served that will review and rank the responses. The Florida Network retains the sole authority for developing and applying the criteria it will use to establish these rankings as described in Appendix I as approved by the DJJ.

When a selection has been made all respondents will be notified. If negotiations with the selected agency are unsuccessful, negotiations will occur with the next ranked agency and continue that process until a contract is successfully negotiated.

7. Calendar of Events

Scheduled Activity	Date	Method/Contact
ITN Release	March 10, 2025	Web Site/Email
Written Questions to Florida Network		Contracts@FloridaNetwork.org
Responses Due/ Response Opening	May 9, 2025 no later than 5:00 P.M. EDT	Contracts@FloridaNetwork.org
Respondent ITN responses reviewed by the review team(s) selected by Florida Network	May 9-May 23, 2025	
Anticipated Award Announcement	May 28, 2025	Announcement will be posted on the Florida Network web site
Anticipated Contract Negotiations	June 2-6, 2025	Florida Network
Anticipate Contract Execution and Start Date	July 1, 2025	

8. General Information

A. Preparation Costs

ITN responses shall contain all information solicited, plus any additional data prints, or literature that the respondent deems pertinent to the Reviewer's understanding and evaluation of their response. The Florida Network is not liable for any costs or expenses incurred by an applicant related to or arising out to the ITN process

B. Withdrawal

A submitted ITN may be modified or withdrawn at any time prior to response opening upon written request by the Respondent.

C. Response Duration

All submitted responses are binding for one hundred twenty (120) days following the response opening date.

D. Sunshine Law

All submitted responses are subject to Chapter 119, Florida Statutes.

E. Contract

The contract resulting from this ITN will be a fixed price contract. The contract term will be July 1, 2025 through June 30, 2030 based on satisfactory performance and legislative appropriation.

9. Preparation Instructions

Overview

Proposals should be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of this ITN. Emphasis should be placed on completeness and clarity. The proposal should be organized in the order in which the requirements are presented as noted in this section. The proposal must contain a table of contents that cross-references the ITN requirements. Information that the respondent desires to present that does not fall within any of the requirements of the ITN should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material.

The objective of the submitted response is to demonstrate that the respondent qualifies for further consideration by the Florida Network by meeting the mandatory criteria (Volume 1); and second to explain the respondent's ability to successfully deliver the services requested (Volume 2). In order to assist the Florida Network in reviewing responses, the following format shall be utilized:

Volume 1

A. **Cover letter** - Provide a letter that specifies that respondent is responding to Florida Network ITN for Statewide Contract Monitoring/Quality Improvement Services. Include the respondent's name(s), address(es), telephone number(s), the name, title and signature of the authorized representative(s) submitting the proposal. The letter must clearly indicate that the person or persons signing the response is authorized to bind the respondent.

- B. **Executive Summary** Provide a brief summary of the respondent's understanding of the services requested, previous experience and description of your organization capability to provide said services to the Florida Network.
- C. **References/Letters of Support** Provide at least three (3) references that demonstrate efforts comparable to the one described in this ITN. Information must include the name and telephone number of a contact person.
- D. A statement describing any pending or existing litigation or judgments that might affect the ability to carry out the contract or a statement that no pending or existing litigation or judgment exists.
- E. Proof of Minority Business Enterprise certification (if applicable)
- F. A signed attestation certifying that there is no conflict of interest between the respondent's company, its board of directors, or any employee of the company with Florida Network and all of its local subcontracted providers.

Volume 2

Proposal

Responses to the following shall be prepared and submitted which address the specific eligibility requirements, scope of work and outcomes outlined in **Sections 3**, **4 and 5**. Each response must be completed in the same order as it appears and section heading should be used to identify each response. The reply to all questions in the Proposal (Volume 2) should be NO MORE THAN fifty (50) PAGES but sufficient in detail to adequately address query.

A - RESPONDENT'S QUALIFICATIONS

Describe in detail, as the respondent, the plan to meet the requirements listed in <u>Sections 5.5, 5.6 and 5.7 Respondent Criteria</u> (page 7 of this ITN). Provide the number of positions that would be assigned to the project and explain the technical expertise and responsibilities of the positions. The respondent must provide evidence of ability and capacity to carry out the required activities or ensure such expertise through staffing. Describe how respondent proposes to maintain a reasonable level of staff stability and experience. Describe existing computer technology and fiscal capacity.

B- OVERALL PROJECT CONCEPT AND DESIGN

Describe in detail (examples of content are given) the following:

- Concept- Respondent will describe understanding of the overall statutory intent, and mission of the DJJ and the Florida Network in serving Children and Families in Need of Services (CINS/FINS). Respondent will describe an understanding of the CINS/FINS, SNAP and Respite (DV and Probation) service delivery system. Respondent will describe their understanding of Quality Improvement processes and how this process can be successfully incorporated into the contract monitoring process.
- Design-.Respondent will describe in detail the process whereby a systematic, organized review of a local provider operations and service provision is conducted in order to give reasonable assurance that the local provider is complying with contract requirements, Quality Improvement Standards and Indicators, rules, regulations and laws applicable to the local provider's contract performance, and how this process will serve to meet the specifications listed in Section 3, Scope of Work. Review of elements by which performance accountability, quality of services and youth safety are ensured shall be listed in order of priority. Include a proposed monitoring tool. Detail supports and activities the respondent will offer to ensure local agency program integrity, quality and the safety of all youth. Describe how respondent will ensure the timeliness and integrity of required reports submission. Describe how requests for technical assistance from local providers will be addressed and provided.

C-.GOAL AND PROJECTED OUTCOMES

Describe in detail the strategies the respondent will use to reach the required goals and projected outcomes in <u>Section 4: Expected Outcomes</u> (page 6 of this ITN) or reference previous reports that demonstrate achievement with similar outcomes. Describe how the program design will facilitate the reaching of these desired goals and outcomes. Discuss in detail what respondent views as the critical issues inherent in meeting these outcomes.

The Florida Network reserves the right to reject any and all responses and negotiated efforts. The Florida Network also reserves the right to waive any minor irregularities in an otherwise valid offer to negotiate.

Materials submitted will become the property of the Florida Network of Youth and Family Service.

Attachment A

Local Service Providers currently under contract with the Florida Network with services that will be extended under new contract.

✓ Anchorage Children's Home

Serving Bay, Calhoun, Gulf, Holmes, Washington and Jackson Counties Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, SNAP Fatherhood, and SNAP for Probation)

✓ Arnette House

Serving Lake and Marion Counties

Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12 and SNAP for Probation)

✓ Bethel Community Foundation

Serving Pinellas County

Programs: Community Counseling

✓ Boys Town

Serving Seminole County

Programs: Shelter Services, Community Counseling, Respite Services

✓ Capital City Youth Services

Serving Franklin, Gadsden, Leon, Liberty, Jefferson, Wakulla, Madison and Taylor *Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, and SNAP for Probation)*

✓ CDS Family & Behavioral Health Services

Serving Columbia, Dixie, Hamilton, Levy, Lafayette, Suwannee, Putnam, Bradford, Union, Alachua and Gilchrest Counties (3 sites-Gainesville, Lake City and Palatka)

Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, and SNAP for Probation)

✓ Center for Child Counseling

Serving Palm Beach County

Programs: SNAP® (SNAP Under12, SNAP in Schools, and SNAP for Probation)

✓ Center for Family & Child Enrichment

Serving Miami-Dade County

Programs: Community Counseling, SNAP® (SNAP Under 12, SNAP in Schools, and SNAP for Probation)

✓ Children's Home Society Osceola

Serving Osceola County

Programs: Community Counseling

✓ Children's Home Society,

Treasure Coast

Serving Indian River, Martin, Okeechobee and St. Lucie Counties Programs: Shelter Services, Community Counseling, Respite Services

✓ Children's Home Society Volusia

Serving Volusia County

Programs: SNAP® (SNAP Under12, SNAP in Schools and SNAP for Probation)

✓ Children's Home Society, West Palm Beach

Serving Palm Beach County

Programs: Shelter Services, Community Counseling, Respite Services

✓ Crosswinds Youth Services, Inc.

Serving Brevard County

Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, SNAP for Youth, and SNAP for Probation)

✓ Family Resources, Inc.

Serving Pinellas and Manatee Counties (3 sites-St. Petersburg, Clearwater and Bradenton) Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, SNAP Fatherhood, and SNAP for Probation)

✓ Florida Keys Children's Shelter

Serving Monroe County

Programs: Shelter Services, Community Counseling, Respite Services

✓ Hillsborough County Children's Services

Serving Hillsborough County

Programs: Programs: Shelter Services, Community Counseling, Respite Services, Pre-Delinquency Citation

✓ Lutheran Services Florida Northwest

Serving Escambia, Santa Rosa, Walton and Okaloosa Counties (2 sites-Pensacola and Crestview)

Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, and SNAP for Probation)

✓ Lutheran Services Florida Southeast

Serving Broward County

Programs: Shelter Services, Community Counseling, Respite Services

✓ Lutheran Services Florida Southwest

Serving Charlotte, Collier, Glades, Hendry and Lee Counties

Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, SNAP Fatherhood, and SNAP for Probation)

✓ Lutheran Services Florida Miami Bridge

Serving Miami-Dade County (2 sites-Homestead and Miami)
Programs: Shelter Services, Community Counseling, Respite Services

✓ Nehemiah Educational & Economic Development

Serving Orange County

Programs: Community Counseling

✓ Orange County Youth & Family Services

Serving Orange County

Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, SNAP for Youth, and SNAP for Probation)

✓ Prevention Central, Inc.

Serving Broward County & St. Lucie Counties

Programs: Community Counseling, and SNAP® (SNAP Under12, SNAP in Schools, SNAP for Youth, SNAP Fatherhood, and SNAP for Probation)

✓ Safe Children Coalition

Serving DeSoto and Sarasota Counties

Programs: Shelter Services, Community Counseling, Respite Services

✓ Seminole County Sheriff's Office

Serving Seminole County

Programs: SNAP® (SNAP Under12, SNAP in Schools, SNAP for Youth, SNAP Fatherhood, and SNAP for Probation)

✓ SMA Healthcare

Serving Flagler and Volusia Counties

Programs: Shelter Services, Community Counseling, Respite Services

✓ Tampa Housing Authority

Serving Hillsborough County

Programs: Community Counseling

✓ Thaise Educational and Exposure Tours

Serving Orange, Pinellas and Duval Counties

Programs: Community Counseling

✓ Urban League of Palm Beach County

Serving Palm Beach County

Programs: Community Counseling

✓ Youth Advocate Program

Serving Hillsborough County

Programs: Community Counseling, SNAP® (SNAP Under12, SNAP for Youth, and SNAP for Probation)

✓ Youth Crisis Center

Serving Clay, Duval, Nassau, St. Johns and Baker Counties Programs: Shelter Services, Community Counseling, Respite Services, Pre-Delinquency Citation, SNAP® (SNAP Under12, SNAP in Schools, SNAP Fatherhood, and SNAP for Probation)

✓ Youth and Family Alternatives

Serving Citrus, Hernando, Sumter, Pasco, Hardee, Highlands and Polk Counties (3 sites-Brooksville, Bartow, and New Port Richey)

Programs: Shelter Services, Community Counseling, Respite Services, SNAP® (SNAP Under12, SNAP in Schools, and SNAP for Probation)