



## FOSTER GRANDPARENT PROGRAM

175 Main Street, Battle Creek, Michigan 49014

Tel: (269) 965-7768

Toll Free Tel: 1-877-422-2726

Dear Applicant,

Thank you for inquiring about the Foster Grandparent Program! We are pleased to share information about the program and offer you the opportunity to become involved in your community.

**Please complete the following items (included in this packet) and return to us:**

- A complete volunteer application
- National Service Criminal Background Check Authorization and Certification Form
- Central Registry Clearance Request Form
- A clear copy of current driver's license
- A copy of this year's proof of income (which should include yours and your spouse's, if they reside with you) Proof of income should include Social Security, pension, unemployment, SSI, etc. This can be a bank statement if income is directly deposited into your bank account.

**Please complete all of the enclosed paperwork and mail back to:**

Foster Grandparent Program  
175 Main Street  
Battle Creek, MI 49014

Our goal is to offer this opportunity to as many individuals as possible. Acceptance into the program is based on review of the above mentioned guidelines, as well as an interview to ensure the best candidates are selected for the program. We are happy to work with you to answer any questions you may have about the program. Feel free to reach out to me at the number listed below, or via e-mail at [Abbyl@caascsm.org](mailto:Abbyl@caascsm.org).

Thank you for inquiring. We look forward to hearing from you!

Sincerely,

*Abby Lombard*

FGP Coordinator  
(269) 441-1321



**PERSONAL INFORMATION**

Date of Application:	Name (Please print legibly):
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Address, City, State, Zip Code:	(Area Code) Phone Number:
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Date of Birth:	Social Security Number:	Ethnic Origin:
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Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>	Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is your spouse a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Do you have reliable transportation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a car with auto insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	What is your current reading level? Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/>
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How did you hear about the Foster Grandparent Program?

What is the general condition of your health? Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Do you have any known physical limitations? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please explain physical limitations:
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Previous Occupations:

Why would you like to become a Foster Grandparent?

Do you:      Rent               Own your home               Live with relatives               Other

Number of people living in your house:	What is your total monthly income? Please include your monthly income and your spouse's <u>monthly</u> income, only if they reside with you. Proof of income will also need to be provided (this can be a copy of your Social Security letter, a bank statement showing your monthly deposits, etc.
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**REFERENCES**  
Please include 2 references (not relatives)

Name	Telephone Number (with zip code)	Relationship



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## CRIMINAL RECORD

Have you ever been convicted of a crime or plead guilty to a crime?      No     Yes

Are there any felony charges against you?      No     Yes

The Agency does not discriminate based upon any conviction. However, any conviction will be considered relative to the volunteer position.

## VOLUNTEER APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge and belief. I also agree that any false information, misrepresentations, or omissions may disqualify me from further consideration for volunteer work and may result in dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment (including volunteer work) and/or educational background, including discipline records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons and corporations or companies requesting or supplying such information and waive any right to notice of such disclosure.

I further understand that I will be required to submit to criminal background screens and that the results may disqualify me from volunteer work with Community Action.

I further understand and agree that my position as a Foster Grandparent Volunteer is for no definite period, and may be terminated at any time without any previous notice.

**Date:** \_\_\_\_\_      **Applicant's Signature:** \_\_\_\_\_

## **FOSTER GRANDPARENT VOLUNTEER POSITION DESCRIPTION**

### **PURPOSE**

The Foster Grandparent Program (FGP) was developed to enable low-income persons aged 55 and over to remain physically and mentally active and to enhance their self-esteem through continued participation in needed community services; AND to enable children with either exceptional or special needs to achieve improved physical, mental, emotional and social development, thereby helping them attain independent living.

### **DUTIES / RESPONSIBILITIES**

FGs have the responsibility of working on a daily basis, 15-40 hours a week. The volunteer will be asked to work at one or more community site(s) within their locale. Volunteers are assigned to assist **CHILDREN** with specific needs. In some cases grandparents may have contact with children not specifically assigned to them. These cases should be kept to a minimum, appropriate for the setting. Volunteers are expected to work on certain aspects of a child's development and education. They work closely with program staff through phone calls, sites visits, memos, in-service meetings and training. Volunteers are encouraged to work closely with site staff through meetings, daily communication and direct supervision to better understand the assigned children to facilitate planning activities which will best help the child. The grandparent serves as an example/role model with whom the child can identify. The grandparent is to show the child that older adults can give and receive respect and to make an occasional mistake. They should attempt to enable the child to see their own self in a realistic manner and the potential they have as a person.

The activities are carried out in a controlled, supervised setting. It should be emphasized that the volunteer does not replace the parent, teacher, counselor, therapist or any paid staff member. They provide the interested, warm, compassionate friend to whom the child may deal with during a particular period of his/her life.

It should be noted that while most of the children served by this particular service are "average" in appearance, some of the children with whom grandparents are requested to work are mentally impaired, physically challenged or emotionally disturbed. All of the children assigned to a volunteer grandparent have some type of special need, which is discussed, upon placement. A volunteer serves a child only in the context of case goals as Foster Grandparent Job Description they relate to the child's development. All aspects of a child's goal related work must be kept confidential. A volunteer who reveals such information to anyone outside the FGP staff, site staff or related professionals is subject to immediate termination from the program.

### **REQUIREMENTS/QUALIFICATIONS**

Persons interested in being a Foster Grandparent must be at least 55 years of age and have an income less than 200% of the federal poverty guideline (income exceptions may be made on a non-stipend basis only). No prior experience with children is needed although it would be helpful.

The volunteer should have the ability to accept and relate to children who may not share the volunteer's lifestyle and values. The volunteer should also respect the child's right to self-determination and independence as an essential element in the relationship. The volunteer should exhibit a great deal of common sense, friendliness, maturity, sensitivity and a sense of responsibility which makes clear their ability to provide directly to the child of the type served. The volunteer must be willing to accept methodologies and directions from FGP staff and site placement staff.

## TIME COMMITMENT

The average Foster Grandparent will work 20 hours per week, nine to 12 months per year. This 20-hour-per-week, one-year commitment may come in larger or smaller doses, but the desired goal is consistency on the part of the volunteer. While volunteers may serve longer than one year, at least a one-year commitment is encouraged.

## LOCATION

Grandparent volunteers work within their communities, when possible within their residential neighborhoods. This offers opportunity for greater neighborhood companionship. The program currently operates in Barry, Branch, Calhoun, and St. Joseph Counties. During the course of interviewing and placement, the volunteer will have the opportunity to state their preference and the agency will comply with the preference as nearly as possible with consideration given to geography, interests, skills, background, knowledge, transportation and appropriateness of volunteer/child placement due to the temperament of the child/volunteer/site staff.

## SUPERVISORY PLAN/EVALUATION

The volunteer is supervised directly by the FGP supervisor. The assigned on-site supervisor (often a teacher, counselor, therapist or volunteer coordinator) will maintain the important role of backup supervisor as well as provide daily encouragement and direction to keep the volunteer on task.

Evaluations are completed for newly placed volunteers within the first 90 days of placement. FGP staff and placement site staff complete the Foster Grandparent evaluation and review the results with the grandparent. Evaluations are conducted on an annual basis thereafter unless requested by site staff.

## BENEFITS

- The \$2.65 an hour non-taxable stipend for program related involvement.
- Assistance with transportation or reimbursement for mileage expenses pertaining to program activities.
- Annual health appraisal.
- A site meal when volunteering.
- Supplemental accident insurance coverage while volunteering.
- Pre-service training and ongoing monthly training for the volunteer's growth and development.
- Positive social interactions.
- Stipend-paid, holiday and leave time.
- Ongoing support and recognition, such as, program newsletter, media, information and referral, annual recognition event, and other means throughout the year.

## COMMENTS

Volunteers may assume that skills in working with children can be expected to increase and that assignments with different and more difficult challenges may be requested by the program or the volunteer. Also the volunteer who stays with the agency over a period of time may grow in the intensity of type of child assigned.

## ACTIVITY GUIDELINES

The primary responsibility of each Foster Grandparent Volunteer is to develop and maintain a consistent, on-going, one-to-one relationship with each of his/her assigned children. The role of the volunteer is to: tutor, mentor, and nurture children with special or exceptional needs by providing extra attention, stability, and stimulation. There are general activities as well as restrictions which apply to all foster grandparent volunteers some of which are listed below. Other activities which are geared toward the specific needs of each site are developed as needed or required.

### Activities Foster Grandparent Volunteers may do with their assigned children.

- Tutor a child in educational subjects.
- Assist a child at group activity.
- Reinforce positive behaviors in children.
- Encourage and assist children in activities.
- Play tabletop games with children.
- Listen to music or stories with a child.
- Talk, reassure, and mentor a child.
- Assist a child in accomplishment of goals.
- Accompany children for special events.
- Read to or listen to a child read.
- Help with safety drills.
- Assist with developmental skill activities through Games which encourage: counting, alphabet, colors, shapes, language, vocabulary, spelling, etc.
- Assist with personal care; i.e. tooth brushing.
- Assist with mealtime activities.
- Maintain a positive work relationship with staff members and other volunteers.
- When children are unavailable (napping, recess, or at specials) FGs may assist with classroom preparation for later use with children.

### Behaviors Children can learn from Interaction with a Foster Grandparent.

- Good listening skills
- Positive behavior
- Social Skills
- Encouragement- builds self-confidence
- Be genuine with children
- Empathize with children; they learn their feelings are important, and to care about others.
- Provide unconditional love; children need to know they are worthy of love even when they make mistakes.

### Activities Foster Grandparent Volunteers should not do:

- Volunteers will not be used as a form of punishment to a child: "if you can't be good then you will have to sit with grandma (pa)."
- Volunteers are never to be left alone with a child or responsible for the entire class (except in an emergency.)
- Volunteer may not be counted in staff/child ratio.
- Replace or act as an employee of the host site.
- Supervise other Foster Grandparent Volunteers.
- Meal preparation. (Volunteers may assist children with setting the table and wiping up.)
- Housekeeping chores; i.e. keeping the bathroom clean or taking out the trash. (Volunteers may assist children with minor clean up.)
- Give medical treatment.
- Discipline or scold children.
- Clerical work. Grade stacks of papers or make copies as primary job.
- Discuss or teach religion.
- Change diapers or carry children.

# National Service Criminal Background Check (NSCHC) Authorization and Certification Form

By signing this document I authorize Community Action of South Central Michigan to perform the NSCHC as part of the process to determine my eligibility to work or serve as a staff or volunteer in a covered position in the Foster Grandparent Program sponsored by Community Action of South Central Michigan. I understand that a covered position is an individual who receives a salary or stipend under a federal grant from the Corporation for National and Community Service (CNCS). The background check consists of a search of the National Sex Offender Public Website, a name based search of the Michigan Criminal History database (ICHAT), Michigan Department of Human Services Statewide Central Registry Clearance, and an FBI fingerprint search through the CNCS approved Channeler, Fieldprint for applicants with recurring access to vulnerable populations.

I further understand that should I become a Foster Grandparent with Community Action, any of the above mentioned checks may be performed at any time during my position with the agency; and the information contained in said reports may disqualify me from continuing in the Foster Grandparent position with Community Action.

I understand that my selection is subject to the results of the checks. If findings exist, the results will be presented to me and I will be provided the opportunity to review and dispute the results; I will not be cleared for selection while results are in dispute. I also understand that I will be ineligible to work or serve in a covered position if any of the following apply:

- Anyone who refuses to undergo the check is ineligible.
- Anyone who makes a false statement in connection with a program's inquiry concerning their individual criminal history is ineligible.
- Anyone listed, or required to be listed, on a sex offender registry is ineligible.
- Anyone convicted of murder as defined and described in 18 U.S.C. § 1111 is ineligible.
- Community Action of South Central Michigan reserves the right to convene a meeting to determine the advisability of work or service for any criminal infraction.

Please print your name below and then sign and date this form to authorize the NSCHC search and to certify your understanding of the process.

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Maiden Name (or previous names used):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CENTRAL REGISTRY CLEARANCE REQUEST

## Michigan Department of Human Services

**INSTRUCTIONS:**

- An enlarged and clear copy of individual's photo identification must be attached.
- For Michigan employers, individuals and volunteer agencies, submit this request to the local County Department of Human Services. To obtain the address and fax number of **your local county DHS, access [www.michigan.gov/dhs](http://www.michigan.gov/dhs)->Inside DHS.**
- For individuals seeking clearance on themselves, the results will be sent to the address on the picture identification provided.
- Outstate Children's Protective Services workers, law-enforcement, and court officials fax request to 517-241-7047 (Outstate only) on agency letterhead with cover sheet.
- All fields must be completed for processing.

**COPY PHOTO ID HERE AND RETAIN A COPY FOR YOUR RECORDS**

**OR ATTACH A CLEAR COPY OF YOUR ID ON A SEPARATE PAGE**

### SECTION 1 INFORMATION ON PERSON BEING CLEARED

Name First, Middle, Last	AKA (Also Known As) (Maiden Name)	Social Security Number	Signature Required for individual being cleared
Address	Phone Number	Date Of Birth	

### SECTION 2 REQUESTOR INFORMATION

Please Check Appropriate Box

<input type="checkbox"/> Child Welfare Agency	<input type="checkbox"/> I would like to pick up my results in _____ county	<input type="checkbox"/> Employer
<input type="checkbox"/> Individual	<input type="checkbox"/> Law-Enforcement/Dept of Corrections	<input checked="" type="checkbox"/> Volunteer Agency
<input type="checkbox"/> Prosecuting Attorney/Court (please provide docket number if available) _____ MI		<input type="checkbox"/> Out-of-State Adoption and Foster Home Screening
		<input checked="" type="checkbox"/> Other _____

Name of Employer/Volunteer Agency/Individual <b>Community Action of South Central MI</b>		Name of CPS/Law-Enforcement or Court	
Name <b>Abby Lumbard</b>		Title	
Address <b>175 Main Street Battle Creek, MI, 49014</b>		City	State
Phone <b>269-441-1321</b>	Fax <b>269-965-8580</b>	E-mail <b>AbbyL@caascsm.org</b>	Date

**Employers/volunteer agencies – will ONLY receive responses of NO central registry if the name being cleared has approved this request with their signature. Employers/volunteer agencies will NOT receive notification if the name submitted has any central registry history hits per CPL 722.627.**

For questions about completing this form, please contact the local Michigan Department of Human Services, Children's Protective Services or CPS Program office at 517-373-6028. Mail questions to PO Box 30037, 235 S. Grand Avenue, Suite 510, Lansing, Michigan 48909

This clearance does not identify individuals who may have child abuse/neglect history in other states, territories or tribal trust land.

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

