



Capital District Foster Grandparent Program Manual

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Sponsored by:
Commission on Economic Opportunity
and
Corporation for National and Community Service



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ABOUT THIS HANDBOOK

This handbook spells out the goals, standards, values, attitudes, beliefs, and benefits that the Commission on Economic Opportunity, Inc. Foster Grandparent Program believes are important. The standards of conduct govern all Foster Grandparents, and are intended to encourage a friendly and productive atmosphere. The Foster Grandparent Program Policies are also designed to promote your personal productivity and success as a Foster Grandparent volunteer.

At the same time, this handbook serves as only a general guide to what can reasonably be expected of each Foster Grandparent and Foster Grandparent staff. Therefore, neither this handbook nor any of its provisions constitute an employment agreement, contract or any kind of guarantee of continued enrollment in the Foster Grandparent Program. Because circumstances and situations change, these guidelines may change or be amended from time to time. All Foster Grandparents will be notified in writing when such changes or amendments to policy are made.

A MESSAGE FROM THE EXECUTIVE DIRECTOR

Welcome to the Foster Grandparent Program. Please use this handbook to learn about your role as a Foster Grandparent and to find answers to questions you may have about the program's policies and procedures.

The Foster Grandparent Program has been an important part of The Commission on Economic Opportunity for the Greater Capital Region, Inc. since 1976. I am very proud of the work of our Foster Grandparents in the seven counties in the Capital District. The willingness of Foster Grandparents to give fifteen hours a week to provide love and attention to children with special needs is wonderful.

Foster Grandparents and the children they work with can share many happy moments. You may be the only Grandpa or Grandma a child will know. Children thrive when the Foster Grandparent encourages and nurtures them. There are also benefits for you. The feelings of satisfaction and pride from helping a child, hearing the first word or seeing the first step, or seeing a teen learn how to care for her baby will make you happy that you chose to be a Foster Grandparent. You will also develop friendships with other Foster Grandparents and the people at your Volunteer Site. You have much to share, the children need you and our communities will be stronger because of your work.

Again, welcome to the program. The Foster Grandparent staff will answer any questions you have.

Karen E. Gordon
Executive Director

FGP - A Brief History

FGP was founded in 1965

The Foster Grandparent Program (FGP) was established on August 28, 1965, as a national demonstration effort by the Office of Economic Opportunity (OEO). The purpose of the program was to demonstrate that low-income persons 60 years of age and over had the maturity and experience to establish personal, helping relationships with children who have special and/or exceptional needs. Twenty-one FGP project sponsors were funded by OEO and the Administration on Aging (AOA). Approximately 800 FGP volunteers worked in 45 institutions and community settings to provide care and attention to children up to five years of age (now up to 21 years of age).

**Federally Funded
through the Corporation
for National and
Community Service.**

Since its beginning, Federal legislation has transferred FGP's funding authority from OEO to AOA; from AOA to ACTION, a federal agency created in 1971 to administer volunteer programs; and finally, in 1993, from ACTION to the Corporation for National and Community Service (CNS), which continues now as the controlling Federal agency for FGP.

**Over 24,000 Foster
Grandparent volunteers
help children across the
US and Puerto Rico**

From the original enrollment of 800 senior citizen volunteers, the FGP has thrived. Now some 24,000 Foster Grandparent volunteers are assigned to 275 projects across the United States and Puerto Rico. An estimated 89,081 children and youths receive individual care and nurturing each day.

Foster Grandparent Program Focus

The Foster Grandparent Program brings together older adults with special or exceptional needs children

It is the goal of the Foster Grandparent Program to bring together older adults and children with special or exceptional needs for the mutual benefit of both. This special bond is intended to be ongoing and long-term.

Foster Grandparent volunteers provide individual attention, unhurried help, companionship, personal care, physical and emotional support, and encouragement to the children with whom they work. Foster Grandparent activities may include tutorial support or assistance with the child's gross motor skills. Foster Grandparents are often welcome additions on field trips.

Foster Grandparents volunteer fifteen-forty hours per week.

Each Foster Grandparent volunteer receives specific guidance, through a Volunteer Assignment Plan, which is developed by Volunteer Site staff. Each plan is tailored to meet the needs and abilities of both the child and the Foster Grandparent volunteer.

FG volunteers provide individual attention, help, companionship, personal care, physical and emotional support and encouragement to the children with whom they work.

For 40 years, FGP has provided meaningful volunteer opportunities for older adults to help them participate productively in community service on a regular basis during their retirement years. Their sharing of love and life skills with special and exceptional needs children is a most valuable and much needed contribution to their communities. They bring a lifetime of skills and years of wisdom into their position.

ADMINISTRATION OF FGP

Federal

The Corporation for National and Community Service is the federal agency that oversees and provides funding for the Foster Grandparent Program. The Corporation sets the operation guidelines for this program. FGP staff are responsible for operating the program in compliance with these guidelines. A Program Specialist from the Corporation's State Office gives advice and assistance and visits periodically to review program operation.

Local

FGP is sponsored locally by the Commission on Economic Opportunity for the Greater Capital Region, Inc. (CEO). The office is located at 2328 Fifth Avenue, Troy, New York 12180. The FGP staff, consisting of a Program Manager and two Case Managers, administers a seven-county program with an enrollment of 100 FG Volunteers. These volunteers serve at over 56 Volunteer Sites throughout Albany, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington Counties.

In the Capital Region over 100 Foster Grandparents touch the lives of hundreds of children and contribute over 2800 hours of volunteer service to our community each year.

The local program receives 90 percent of its funding from the Corporation for National and Community Service. The New York State Office for Aging, Volunteer Sites, local industry and community resources make up the rest of the funding. Foster Grandparents touch the lives of hundreds of children and contribute over 105,000 hours of volunteer service to our local communities each year.

**Commission on Economic
Opportunity (CEO)**
for the Greater Capital Region, Inc.

**CEO is committed to
preserving and
advancing the self-
sufficiency, well being
and growth of
individuals and
families through
education, guidance
and resources.**

Commission on Economic Opportunity for the Greater Capital Region, Inc. (CEO) is a private, not-for-profit community action agency serving low income residents. CEO is the local sponsor of the Foster Grandparent Program of the Capital Region.

CEO believes that its customers deserve the best. It is committed to serving individuals and families in a comprehensive approach that respects the dignity and worth of each person.

**COMMISSION ON ECONOMIC
OPPORTUNITY
Programs**

Family Development

Helps families obtain services needed to stabilize their family living situations and to assist them to become independent of the welfare system. Areas of emphasis may involve employment, training, education, parenting and domestic skills. Other programs include: Emergency Services, Youth Build, rental assistance, Lifeline, CEO Holiday Kids. Staff work one-on-one with the entire family, build trusting relationships and providing long-term support and guidance to help families meet their needs.

Children's Center at Rensselaer County Family Court

A safe and secure environment for children of families utilizing the services of family court. The Center provides drop-in child care plus additional services within the courthouse, whenever court is in session

CEO Programs Continued

Day Care

Stepping Stones I

Serves children 6 weeks to 12 years in day care and before/after school programs. Nutritious meals and snacks are provided. Private pay and DSS reimbursement accepted. Full day enriched summer program for children ages 5-12.

Stepping Stones II

Family and Children's Services

Provides individual, family, couples and group therapy. Sliding scale fees, insurance accepted, day and evening appointments are available.

Foster Grandparent Program

Places seniors age 60 and over to volunteer with children who have special or exceptional needs. Sites include day care centers, schools, treatment centers etc. Grandparents volunteer 15-40 hours per week and receive a stipend (\$2.65/hr) if income eligible. Partial transportation costs are also reimbursed as well as meals provided at selected sites.

Head Start

Preschool Program that provides comprehensive services for children and families who meet income guidelines. The program offers educational experiences for 3-4 year olds. CEO has Head Start Centers and home based programs in Lansingburgh, Troy and North Greenbush, as well as home based programs in Berlin and Hoosick Falls. The early Head Start program serves pregnant women and children from 0-3 years of age.

Step Ahead

Case management services are provided to concentrate on economic factors such as job search and obtainment, budgeting, long-term planning, and education/vocation assessment to individuals and/or families.

Teenage Opportunity Program

Case management services are provided for pregnant, parenting, and at risk teenagers ages 14-21 on Public Assistance/Medicaid in Rensselaer County. Provides access and referral to needed services and resources. Assist teens with goal planning, advocacy and stabilization on a one-to-one basis.

Housing Services

Provides insulation, heating system repair/replacement and health and safety testing at no charge to eligible home owners and renters.

Women, Infants and Children (WIC)

Provides nutrition education, food vouchers, and health care referrals for infants and children to age 5, pregnant and nursing mothers. A food pantry, food buying club and a car seat loaner program are also available.

FOSTER GRANDPARENT PROGRAM STAFF

The Commission on Economic Opportunity employs a Program Manager and two Case Managers.

Case Managers work with the Foster Grandparents and Volunteer Sites to insure good communication.

- ☞ The Program Manager oversees FGP management.
- ☞ The Case Managers are responsible for recruitment and placement of Foster Grandparents and for maintaining good communication between the program, the Foster Grandparents and the Volunteer Sites.

FOSTER GRANDPARENT PROGRAM ADVISORY COUNCIL

The FGP Advisory Council (FGPAC) meets regularly to discuss the concerns of the program and to provide advice and assistance to FGP staff. The Advisory Council consists of CEO Board members, individuals from business and private sectors of the community, Department of Aging, Volunteer Site representatives and Foster Grandparents.

The Advisory Board provides assistance and advice to the Foster Grandparent program and staff.

The FGPAC assists the program by annually evaluating its effectiveness. The Advisory Council plays a major role in program planning and evaluation, public relations and recognition events.

VOLUNTEER SITES

Volunteer Sites are schools, day care centers, Head Start programs, shelters for homeless teens and abused women and children, and residential and non-residential treatment centers.

Volunteer Sites (VS) are sites to which Foster Grandparents are assigned for service. Sites include school districts, day care centers, Head Start centers, shelters for homeless teens and abused women and children, and residential and non-residential treatment centers. FGP has a Memorandum of Understanding (MOU), a written agreement, with each Volunteer Site. This MOU stipulates the mutual responsibilities of the FGP and the VS. Each VS appoints a Site Supervisor to work jointly with FGP staff to ensure the successful operation of the program. The VS Supervisor oversees the Foster Grandparents at the site, reports to FGP on attendance, performance and child assignments. The Foster Grandparent and Foster Grandparent Program work together to decide upon a Volunteer Site. Each Volunteer Site retains the authority to determine if the FG is a suitable match for their program and to request the dismissal of any Foster Grandparent who may be inappropriately assigned.

THE FOSTER GRANDPARENT

BENEFITS OF BEING A FOSTER GRANDPARENT

If income qualified FG's receive a stipend to offset the cost of volunteering

Foster Grandparents receive a non-taxable, non-reportable stipend of \$2.65 per hour, if income eligible.

Foster Grandparents are partially reimbursed for transportation costs incurred while participating in FGP activities.

Foster Grandparents receive paid pool leave in addition to 13 paid holidays.

Grandparents receive many benefits such as pool leave, meals if available, holidays and supplemental insurance.

Foster Grandparents receive a meal while on assignment if the Volunteer Site provides meals.

The Foster Grandparent Program has annual events for the Foster Grandparents to enjoy such as:

- ♦ A Fall social event
- ♦ A Holiday Party in the winter
- ♦ A Recognition Luncheon in the spring

The most important benefit a Foster Grandparent receives are to make a difference in the lives of the children they work with.

Foster Grandparents receive supplemental accident and liability insurance for any claims arising from FGP activities.

BENEFITS OF BEING A FG *continued*

Perhaps the most important benefits Foster Grandparents receive are opportunities:

- ♦ to be directly involved in helping their community's children
- ♦ to make a difference in the lives of others

APPLICATION AND ORIENTATION

Each FGP applicant submits an Application Form, which is reviewed by the FGP Manager. If the applicant's references are favorable, and the applicant meets eligibility requirements, an interview is scheduled by the Case Manager. If accepted into the program, the applicant is required to get a pre-service physical examination.

Foster Grandparents receive 40 hours of orientation. Approximately 20 hours address FGP policies and expectations. The remaining 20 hours address the VS policies and expectations. Orientation is provided during the first few weeks of service by the Volunteer Site.

The object of orientation is to:

- ♦ Familiarize the new FG with FGP policy, paperwork and expectations.
- ♦ Acquaint the FG with FGP staff, Volunteer

APPLICATION AND ORIENTATION *continued*

Site staff and other Foster Grandparents.

- ♦ Inform the new FG about the needs of the children who are served.
- ♦ Provide information on services provided by CEO and other area service providers, and make referrals when necessary.

ASSIGNMENT TO VOLUNTEER SITE

A Volunteer Site is decided upon based on the interests, needs and abilities of the new FG.

During the application and orientation process, the Case Manager and the new Foster Grandparent discuss placement at a Volunteer Site. Placement is based on the interest, needs, and abilities of the new Foster Grandparent, the availability of sites, and the needs of the VS. A Foster Grandparent may transfer to a different site when and if an opening is available. All transfers or moves must be coordinated and approved by the Foster Grandparent Staff.

ASSIGNMENT OF CHILDREN TO A FOSTER GRANDPARENT

A Volunteer Assignment Plan is prepared which outlines what a FG and child will do.

Foster Grandparent Program Federal Guidelines set forth criteria for the selection of children to be assigned to a Foster Grandparent.

- ♦ be under the age of 21
- ♦ be manageable in terms of size, strength and behavior
- ♦ have a need for one-on-one assistance
- ♦ have the potential to benefit from this individualized attention.

It is the responsibility of the VS to select the children for assignment to a Foster Grandparent. These assignments are subject to final approval by the FGP Manager because it is the Manager's responsibility to ensure that the federal guidelines are met.

The Volunteer Site and Grandparent work together to meet goals set for the child.

For each child selected, Volunteer Site staff prepare a written Volunteer Assignment Plan. It details the children's needs, the goals set for the child, and the methods to be used by the Foster Grandparent to attain these goals.

APPROPRIATE ACTIVITIES

**Grandparents
assist with many
things such as:**

***self care**

***motor skills**

***emotional support**

***learning skills**

***stability**

The following are examples of legitimate activities in which the Foster Grandparents may be engaged while working at their site.

1. Assisting children in self care, motor skills, and in learning experiences as well as helping them achieve independent living.
2. Providing children in public/state/private schools with emotional support and assistance in developing basic learning skills.
4. Helping abused or neglected children regain stability through contact with older adults and providing these children with emotional support and empathy.
5. Initiating group activities with children such as reading, drawing or arts and crafts.
6. Helping to improve communication through positive interaction with other children
7. Assisting children as mentors or tutors.

INAPPROPRIATE ACTIVITIES

The following are some examples of inappropriate Foster Grandparent activities as listed in the *Foster Grandparent Program Operations Handbook*, FGP's Federal Guidelines:

Grandparents do not serve in staff roles, baby-sit, provide respite care for family, or supervise other Foster Grandparents.

1. Serving in staff roles.
2. Serving as baby-sitters.
3. Providing respite care for parents or guardians.
4. Supervising other Foster Grandparents
5. Performing any services for which the volunteer sites are receiving compensation from any source
6. Being left alone with a child for any reason
7. Taking a child to the toilet
8. Disciplining a child including physical and verbal discipline or interfering with a teacher disciplining a child.
9. Criticizing staff, site, other volunteers or the FGP
10. Breaking confidentiality
11. Inappropriate touching or interactions with a child
12. Failure to maintain personal hygiene

INAPPROPRIATE ACTIVITIES *continued*

13. Consumption of alcohol prior to or during work hours

Questions regarding the inappropriateness of an assigned activity should be addressed to the FGP Office.

Reported Inappropriate Activities

When an inappropriate activity is suspected, the FGP will be contacted. Possible reasons for taking disciplinary action may include, but are not limited to:

1. Abuse of child
2. Incompetence
3. Misconduct
4. Disruption of Program
5. Refusal to accept supervision
6. Failure to carry out duties
7. Excessive absence

In all other cases warranting disciplinary action, the FGP Manager may implement any or all of the following measures:

1. Counseling the Foster Grandparent.

A Foster Grandparent exhibiting any undesirable behavior or engaging in an inappropriate activity will be counseled by the FGP Case Manager or site supervisor regarding the undesirable behavior or activity.

2. Placing Foster Grandparent on Leave.

Disciplinary action will be taken when necessary and needs to be taken seriously

If there is cause to believe that a Foster Grandparent's continued presence at the Volunteer Site presents a potential danger to persons or property, or if the Foster Grandparent's continued service will interfere with or harm the Foster Grandparent Program, then the FGP Manager may place such Foster Grandparents on leave until the problem is resolved and an appropriate solution is determined.

This remedy will apply when there is a reasonable expectation that a leave will correct the undesirable situation or until accusations can be proven. In the absence of reasonable expectation, termination is appropriate. Transfer to another Volunteer Site may be used in conjunction with placing the Foster Grandparent on leave when there is a reasonable expectation that the transfer will correct the undesirable situation.

3. Removing Foster Grandparent from the Volunteer Site

Disciplinary action includes counseling the Foster Grandparent and placing the Foster Grandparent on leave

Volunteer Site Supervisor may request the removal of any Foster Grandparent who is not appropriate for the VS. At the discretion of the FGP Manager, this FG may be reassigned, placed on leave, or dismissed from the FGP.

Once the issue is resolved the Foster Grandparent will be allowed to return to work if cleared of all suspicions. .

FOSTER GRANDPARENT PROGRAM BENEFITS

STIPENDS

If income qualified, Foster Grandparents receive a stipend that will not effect any benefits they are receiving.

Foster Grandparents receive a tax-free, non-reportable stipend of \$2.65 per hour, from 15-40 hours per week, 52 weeks per year.

The stipend is not considered a wage or compensation. It has no effect on the following benefit payments the Foster Grandparent may now receive or apply to receive in the future:

1. Social Security
2. SSI
3. Unemployment
4. Disability
5. Public Assistance including Food Stamps
6. HEAP
7. Medicaid
8. Housing

Time Sheets must be completed, signed, by Foster Grandparent and Site Supervisor prior to being sent in on the last Friday of the time period.

The stipend is paid for Regular Time (RT), Holiday Leave (HL), Administrative Leave (AL) and Pool Leave (PL) according to FGP policy.

Time sheets determine the amount of stipend a Foster Grandparent receives each pay period. Time sheets must be submitted to the FGP office immediately at the end of each pay period. The FGP Manager approves each Time sheet, and the FGP Administrative Assistant processes them for payroll.

MEALS

Foster Grandparents may receive a meal while on duty if their Volunteer Site is equipped to provide meals.

PHYSICAL EXAMINATIONS

**Annual physicals
are required of all
Grandparents.**

Each FG is required to have a physical examination before joining the program. This is required every year you remain a volunteer. Any Foster Grandparent whose physical is outdated cannot serve at their Volunteer Site until they produce a completed form which shows that they have had the required physical.

FGP staff are aware that doctors' offices are often slow in returning completed physical examination forms. It is each Foster Grandparent's responsibility to stress to their doctor the importance of returning the completed physical examination form quickly and to plan appointments far enough in advance.

TRANSPORTATION

Transportation costs are reimbursed if transportation is not provided by the Volunteer Site.

Every effort is made to find the most cost effective mode of transportation for each Foster Grandparent. Volunteer Site placements will be made as close to the Foster Grandparent's home as possible. The appropriateness of an assignment, convenience of access to public transit, and safety are always considered when selecting a Volunteer Site.

REIMBURSEMENT

Some Volunteer Sites will transport Foster Grandparents. For those who incur out-of-pocket transportation costs, either through public transit or mileage, the FGP will reimburse Grandparents according to the current rates established by the program.

Foster Grandparents who are reimbursed for mileage must show proof of a current New York State Driver's License, automobile registration, and adequate liability insurance.

Foster Grandparents who are transported by a non-Foster Grandparent will be paid only when the Foster Grandparent is in the car.

In addition to mileage paid by either the FGP or the Volunteer Site, a Foster Grandparent who drives to any in-service meeting will receive \$2.00 for each Foster Grandparent passenger.

INSURANCE

Foster Grandparents are covered by supplemental insurance for accident and personal liability.

Each Foster Grandparent volunteer is covered by supplemental accident and personal liability insurance paid for by the FGP. For those who drive, excess automobile liability insurance is included. Supplemental and/or excess insurance pays any expenses not covered by the Foster Grandparent's primary insurance carrier. The insurance carrier contracted by FGP is **Corporate Insurance Management (CIMA)**.

- 1) **Accident Insurance** covers the Foster Grandparent for personal injury arising from volunteer activities. This applies while the Foster Grandparent is traveling directly to and from their assignments or participating in an activity sponsored by the program.
- 2) **Excess Automobile Insurance** protects the Foster Grandparent from bodily injury or property damage, automobile liability claims arising out of related volunteer activities including; traveling directly between the Foster Grandparent's residence and volunteer site.
- 3) **Personal Liability** includes additional accident insurance for protection against the Foster Grandparent's personal injury or property damage arising out of performance of volunteer duties.

ACCIDENT REPORTING PROCEDURES

If an accident should occur while volunteering, the Foster Grandparent's Site Supervisor at his/her assigned site will complete the accident/incident report form. A copy of the form is to be **IMMEDIATELY FORWARDED** to the Foster Grandparent office and will be placed in the volunteer's personnel file (to be used as a reference, if needed).

RECOGNITION

Foster Grandparents make valuable contributions to their communities—gifts of time, energy, wisdom, experience, and love.

Each year the FGP staff, in conjunction with the Corporation for National and Community Service, Commission on Economic Opportunity, The FGP Advisory Council, The New York State Office for the Aging and the Volunteer Sites, plan special events to honor and acknowledge their service and selfless dedication.

Past examples of recognition events are:

- ~ An annual dinner in the spring recognizing years of service.
- ~ A fall boat cruise on the Hudson River
- ~ A Holiday Party in December

Foster Grandparents make valuable contributions to their communities and are honored at an annual event.

Foster Grandparent LEAVE POLICY

NOTIFICATION

Foster Grandparents are required to inform the Foster Grandparent office when they will be using Pool Leave. If absent for an extended period of time the Foster Grandparent must inform the Foster Grandparent office.

POOL LEAVE (PO)

Foster Grandparents are entitled to earn Pool Leave. Pool leave is defined as encompassing all vacation time, sick time, and personal time. This leave can be used by the Foster Grandparent for any purpose (i.e. vacation, illness, doctor's appointment, personal day, etc.). A Foster Grandparent can inform the program office that s/he would like to use Pool Leave by putting the amount of hours the Foster Grandparent would like to use in the box on the Pool Leave line on the timesheet.

POOL LEAVE (PO) Continued

Beginning January 1, 2007, All Foster Grandparents will be given an initial equivalent of one week of Pool Leave upfront and will accrue additional Pool Leave according to the hours the Foster Grandparent is volunteering and the number of years of service based on the following for the rest of the year:

- 0-2 years – 1 initial week and 3 weeks accrued
- 3-5 years – 1 initial week and 4 weeks accrued
- 6-10 years – 1 initial week and 5 weeks accrued
- 11+ years – 1 initial week and 6 weeks accrued

One week is equivalent to the number of hours a Foster Grandparent is regularly scheduled to volunteer. The amount of initial Pool Leave (the one week upfront) given will be prorated (2.5 days) if a Foster Grandparent is enrolled after June 1.

Pool Leave must be taken in the year in which it is earned or the time will be paid out at the end of the year. If a Foster Grandparent withdraws from or is terminated from the program before 3 months of service, the Pool Leave earned will be forfeited. If a Foster Grandparent withdraws from or is terminated from the program after 3 months of service, the Pool Leave earned will be paid out. Pool Leave policy is determined by the Foster Grandparent office and the Corporation for National and Community Service and is subject to change. There will be no payment of accrued leave should program funding cease. Pool leave is indicated on the time sheets by the code PO.

HOLIDAY LEAVE (HL)

In addition to Pool Leave, Foster Grandparents receive 13 paid holidays per year.

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day (July 4)
Labor Day
Columbus Day
Veteran's Day
Election Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas

When a paid holiday falls on Saturday, the preceding Friday then becomes the paid holiday. When a paid holiday falls on Sunday, the following Monday becomes the paid holiday. **If you are not normally scheduled to volunteer on a paid holiday, you do not receive compensatory holiday time.** Likewise if you elect to work on a designated holiday you will only receive stipend for time worked. Paid holidays are indicated on the Time Sheets by the code HL.

BEREAVEMENT LEAVE (BL)

Bereavement Leave will be granted to volunteers for death in their immediate family. Immediate family is defined as spouse, mother, father, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, step-child step-parent and domestic partner. Grandparents receive five (5) BL days per year.

OTHER LEAVE (AL)

Effective immediately, the FGP Manager may authorize payment of the stipend indicated as Administrative Leave (AL) if a Foster Grandparent cannot report because of:

- ♦ Jury Duty
- ♦ Snow Day called by either Foster Grandparent Program or Volunteer Site
- ♦ School Breaks (excluding summer vacation) inclusive of holidays in that break
- ♦ Temporary (emergency) Volunteer Site Closing

* Note: Foster Grandparents who are assigned to Volunteer Sites that operate on a school year calendar, school breaks will be compensated from the beginning to the end of the school calendar year (typically September through June) however, summer vacation is not considered a holiday. Foster Grandparents who wish to receive a stipend during summer vacation must request a summer placement or use Pool Leave.

* Note: All leave is paid at the regular rate of pay.

*Snow Days
*Jury Duty
*School Holidays
(except Summer
vacation)
*Emergency VS
Closings will be
counted as AL
(Administrative
Leave) and the
FG will be paid
for those days.

Foster Grandparent EXPECTATIONS

ATTENDANCE

Foster Grandparents are expected to serve a full 15-40 hour week. Those who are frequently tardy or absent in excess of their Pool Leave (annual, sick, and personal leave) will be subject to review by the FGP Manager.

Each Volunteer Site schedules the hours of service for its Foster Grandparents. The scheduling is flexible enough to meet the needs of the Volunteer Site and the Foster Grandparent while meeting the 1044-hour-per-year requirement of the Corporation for National and Community Service (FGP).

TIME SHEETS

Notify Foster Grandparent Program at 272-1006 AND the VS when out sick or not going in on a scheduled day.

Time sheets are provided for each Foster Grandparent. They are mailed out with every stipend voucher. Grandparents are expected to fill in their time sheets daily. The number of hours worked should be written in the date column and Regular Time (RT) row. Fill in absences in the appropriate row: Pool Leave (PO), Holiday Leave (HL) Administrative Leave (AL) or Bereavement Leave (BL). If you submit an incomplete time sheet your stipend payment may be reduced. Leave time may be used by the Foster Grandparent office to complete a time sheet without prior notification or approval by grandparent.

All Time Sheets must be signed by the Foster Grandparent and Site Supervisor before being sent in.

It is the responsibility of the Foster Grandparent to notify their Volunteer Site immediately when he or she will be absent due to illness (PO). It is also the responsibility of the FG to notify the FGP Office at 272-1006.

IN-SERVICE TRAINING

Foster Grandparents are required to attend 48 hours of in-service training annually

FGP Federal regulations require that all Foster Grandparents annually attend 48 hours of in-service training. For this reason, in-service attendance is mandatory. It is permissible to receive some hours of training through the Volunteer Site as long as the Volunteer Site submits written documentation of the hours and topic of this training.

Program wide in-service meetings are held on a monthly basis. Speakers present information on a variety of topics, some specific to the Foster Grandparent's role as a child service provider. Others are age specific to the senior population, and some are of interest to the community in general. Each in-service is an opportunity to learn something new, to meet with FGP staff, and to socialize with other Foster Grandparents. Several times each year, special luncheons replace regular training sessions.

Absence from a regularly scheduled in-service meeting without prior approval will be subject to review by the FGP Manager. It is imperative that you discuss any scheduling conflicts with the FGP Manager before the training date.

FOSTER GRANDPARENT PERFORMANCE EVALUATION

Each Foster Grandparent's job performance is evaluated by Volunteer Site staff at least annually. The evaluation addresses attendance, attitude, adherence to policy, and the overall effectiveness of the Foster Grandparent/child relationship.

It determines whether the goals listed in the Child Care Plan are achieved. The evaluation should highlight a child's successes that result directly from his or her relationship with the Foster Grandparent. It may point to areas where more guidance from Volunteer Site staff is needed.

All Foster Grandparents are evaluated annually

Together, as with the Volunteer Assignment Plan, Volunteer Site staff and the Foster Grandparent review, discuss, and sign the evaluation. Once done, the evaluation is returned to the FGP office where it becomes a permanent part of the Foster Grandparent's file. Overall, the evaluation should be viewed as a tool to be used to maximize the benefits received by all involved.

ANNUAL INCOME REVIEW

Income eligibility guidelines are established by federal law. Only those individuals who meet the current Federal guidelines may receive a stipend. Once enrolled, however, a Foster Grandparent's annual income may exceed the current Federal Income Eligibility Guideline by 20 percent. Additionally, a Foster Grandparent's out-of-pocket medical expenses may be factored in to reduce overall annual income by an amount not to exceed 50 percent of the current guideline. To ensure that all Foster Grandparents meet the guideline, they are required to complete and return an Annual Income Review Form. If, at anytime, a Foster Grandparent's income becomes above the Federal Income Eligibility Guideline, the Foster Grandparent will no longer be eligible for stipend benefits.

CONFIDENTIALITY

All information received at sites is considered confidential and should not be discussed.

Gossip can be damaging. At its extreme, it can be cause for legal action. Things that you learn about a child or staff member at Volunteer Site should be considered confidential. If you discuss your assignment with someone other than FGP staff or Volunteer Sites staff, it should be in the most general terms only.

Under no circumstances should a child's name be given to anyone other than FGP or VS staff. In broad terms, a Foster Grandparent should consider everything that occurs during the course of duty as confidential, unless the withholding of certain information will cause serious harm.

Maintaining confidentiality can sometimes be a burden to carry, particularly when it is believed that a child is being abused or neglected. Volunteer Site staff are trained to deal with such issues and can help the Foster Grandparent cope with his or her feelings. FGP staff are also always available to discuss these issues.

WELCOME TO NEW FOSTER GRANDPARENTS

In closing, The Foster Grandparent Program would like to welcome you to our program. Our program is successful because of the many caring seniors like yourself. We hope that you enjoy the program and bring all of your knowledge and life experience to the children with whom you will be working.