

**Family and
Community
Support Services
(FCSS)
Program Handbook**

Alberta

Children and Youth Services

Introduction

Since 1966, the Government of Alberta, together with participating municipalities and Métis Settlements, have jointly funded preventive social services for Albertans through the Family and Community Support Services (FCSS) Program. Designed to meet the preventive social programming needs of the local community, FCSS projects and services offer a range of support for people of all ages. Over the years, a number of changes have been made to the FCSS Program to ensure that it continues to meet the needs of the community.

The *FCSS Program Handbook* presents an outline of the FCSS Program, describing its Program plan, organization, allocation of funds and accountability processes. The Handbook is intended to assist staff, elected officials and board members in understanding the purpose of the FCSS Program, how FCSS funding is allocated and how it can be used. It will also provide a record of significant program policy decisions, including interpretations of the FCSS Regulation.

This Handbook will be updated as required.



Program Plan

A. Vision

Alberta's diverse people building strong communities through positive, caring interaction and mutual respect.

B. Beliefs

A community's most valuable resources are its people. Investments made in developing and supporting people pay dividends in all areas of community life.

We can make valuable contributions to our communities and communities need the contributions of all of us.

Voluntarism is inherently valuable in that it allows us, as citizens, to contribute directly to our community, which in turn is linked to positive outcomes for individual volunteers.

Partnerships are fundamental to community building.

Municipalities and Métis Settlements can support individuals, families and communities by providing well-designed preventive social programs.

Each municipality and Métis Settlement has unique programming needs and is best able to determine what its own needs are.

C. Mission

Family and Community Support Services (FCSS) is a partnership between the Province, municipalities and Métis Settlements that develops locally driven preventive social initiatives to enhance the well-being of individuals, families, and communities.

D. Mandate

Provincially, the FCSS Program receives its mandate from the *FCSS Act* and Regulation pursuant to that Act. At the local level, a municipal or Métis Settlement Council chooses whether to establish a Program, and enters into an agreement with the Province to jointly fund the Program.

2**FCSS Program Options**

The following is a list of programs and services that may be offered in a community through the FCSS Program. This list is intended as a guideline only. Assessing the needs of the community is the responsibility of the municipality or Métis Settlement.

- a. Services to assist communities to identify their social needs and develop responses to meet those needs, including:
 - i. raising public awareness around community issues,
 - ii. developing strategies for community advocacy,
 - iii. developing comprehensive social community plans and initiatives,
 - iv. environmental scans, service reviews, strategic planning, program planning, or
 - v. in-kind support to community-based groups (until they are able to sustain themselves) such as provision of office space, printing, photocopying, help with preparing proposals, etc.;
- b. Services to promote, encourage and support volunteer work in the community, including:
 - i. recruitment, training and placement services,
 - ii. resources to support volunteers,
 - iii. volunteer recognition, or
 - iv. co-ordination of volunteer services;
- c. Services to inform the public of available services, including:
 - i. information and referral services,
 - ii. community information directories,
 - iii. newcomer services, or
 - iv. inter-agency co-ordination;
- d. Services that promote the social development of children and their families, including:
 - i. parent-child development activities,
 - ii. early childhood development services for children aged 0-5 (excluding child care), or
 - iii. support services for young children aged 6-12 (excluding out-of-school care subsidies);
- e. Services that enrich and strengthen family life by developing skills so people can function more effectively within their own environment, including:
 - i. mentoring programs,
 - ii. parenting and family life education and development programs,
 - iii. programs for single adults and single parents,
 - iv. courses designed to enhance self-awareness and personal growth,
 - v. individual, family and group counselling services that are educational and not treatment oriented, or
 - vi. youth development and leadership services;

- f. Services that enhance the quality of life of the retired and semi-retired, including:
 - i. home support services,
 - ii. education and information services,
 - iii. co-ordination of senior services and programs, or
 - iv. self-help socialization activities.

B. Program Policies and Interpretations

1. What is FCSS?

FCSS is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities or Métis settlements. Provincially, the FCSS Program receives its mandate from the *FCSS Act* and Regulation. The *Act* describes **what** the Province and municipality/Metis Settlement can do to provide preventive social services. The Regulation describes **how** services may be provided.

The Regulation sets out the service requirements that a municipality or Métis Settlement must meet to be eligible for funding. At the local level, a municipality or Métis Settlement Council chooses whether to establish a Program, and enters into an agreement with the Province to jointly fund FCSS activities. **Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities.** The programs depend on community resources, often involving volunteers in management and delivery.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. **The programs developed are intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.**

One of the key principles of the FCSS Program is local responsibility for priority-setting and resource allocation. Within the parameters of the *FCSS Act* and Regulation, each municipality or Métis Settlement determines how much of the available grant allocation it will access from the Province and how this funding should be allocated to best meet the needs of their community. Part of this decision-making process will be to ensure that the required 20 per cent matching share is available and that its source is the operating budget of the municipality/Métis Settlement. **Final authority and responsibility for how local FCSS Programs will be administered and delivered rests with municipal/Métis Settlement Councils.**

Eligible projects, services and expenditures must adhere to legislated requirements and it is recommended that the *FCSS Act* and Regulation be reviewed and referenced regularly. By collaborating and partnering, local FCSS Programs assist with such program goals as helping communities "assume responsibility for decisions and actions which affect them" and helping to "sustain people as active participants in the community." Promoting local partnerships and co-operation is not only essential to achieve objectives, it is philosophically sound.

FCSS, Prevention and Community Development

According to the FCSS Regulation, participating municipalities and Métis Settlements are obligated by legislation to "promote, encourage and facilitate the development of stronger communities." FCSS, by its legislated nature, is necessarily involved in community development.

Communities can be strengthened in at least two ways:

1. **By supporting individuals** - Communities are groups of people. In providing services for individuals and families to improve their well-being and build their capacity to prevent and/or deal with crisis situations, communities as a whole are strengthened. FCSS supports individuals and families by offering programs (i.e., direct service delivery), or by funding community organizations to provide the services (i.e., external granting).
2. **By serving the whole community** - Communities are also strengthened through community-wide initiatives that intentionally involve citizen participation and provide the opportunity for community members to assume responsibility for decisions and actions which affect them. FCSS serves the whole community by initiating and/or supporting community needs assessments, community planning processes, and developing and implementing projects to address community-wide needs. The provision of community-wide services such as community directories, information and referral services and volunteer centres are examples of FCSS involvement in community development.

Levels of Prevention

There are three levels of prevention: primary, secondary and tertiary. FCSS Programs focus on primary prevention (community development) and secondary prevention (community-based services). There has long been discussion about community development versus provision of community-based services for meeting needs and making change happen – and which is most appropriate for an FCSS Program's focus.

Each community needs to decide for itself what its core philosophy and approach will be. Many FCSS Programs are a combination of community development and community-based services. Elements of both approaches can be present in any project or community planning process.

Whether an FCSS Program wants to provide services or facilitate others to provide services, the role of FCSS is to ensure community involvement and input to make change happen. Using either a community development approach, a community-based services approach, or a combination of both, preventive social services provided by FCSS Programs will be:

- oriented to the future not the past;
- focussed on a group in the community or section of the community, rather than the individual;
- innovative and locally determined;
- carried out in co-operation with other organizations; and/or
- designed to encourage self help, volunteerism, and capacity building so people can help themselves.

FCSS Programs can often be seen doing community development by:

- encouraging groups of people to identify and work toward resolving community issues;
- publicizing issues that affect the quality of life of people in the community;
- adapting to changing conditions; and/or
- helping people to identify their needs, define their goals and determine how to make those goals reality.

Working with Child and Family Services Authorities

CYS offers a range of services and programs for children and families through 10 Child and Family Services Authorities (CFSAs) serving all regions of the Province. Local FCSS Programs and CFSAs work together to build strong, effective partnerships at the community level and collaborate on funding initiatives that meet the FCSS criteria.

CFSAs are responsible for services related to child intervention, child protection, foster care, adoptions, children with special needs, prevention of family violence and day care support services. Services may also include the delivery and co-ordination of a variety of other services developed through partnerships and protocols with community agencies, other regional authorities and government departments.

In 1999, CYS and the FCSSAA partnered to develop a series of “Working Together” papers. *Working Together with Child and Family Services Authorities* and numerous other publications are posted on the CYS website at www.child.alberta.ca/home/821.cfm. These papers are also available through the FCSSAA Resource Bank.

Further information about local CFSA offices can be found on the Ministry’s website at www.child.alberta.ca/home/local_offices.cfm.

2. Eligible/Non-Eligible Projects

Section 2 of the FCSS Regulation (Alberta Regulation 218/94) provides direction for program funding. It states that:

In providing for the establishment, administration and operation of a program, a municipality **must do all** of the following:

Activities

- (1) promote and facilitate the development of stronger communities;
- (2) promote public participation in planning, delivery and governing the program and services provided under the program;
- (3) promote and facilitate the involvement of volunteers;
- (4) promote efficient and effective use of resources;
- (5) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

Section 2.1(1) states that:

- Outcomes
- Services provided under a program must
- (a) be of preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and
 - (b) **do one or more** of the following:
 - (i) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - (ii) help people to develop an awareness of social needs;
 - (iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - (iv) help people and communities to assume responsibility for decisions and actions which affect them;
 - (v) provide supports that help sustain people as active participants in the community.

Section 2.1(2) states that:

- Activities
- Services provided under a program must **not**
- (a) provide primarily for the recreation needs or leisure time pursuits of individuals,
 - (b) offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
 - (c) be primarily rehabilitative in nature, or
 - (d) duplicate services that are ordinarily provided by a government or government agency.

Section 4 of the FCSS Regulation states that:

- Prohibited Costs
- Expenditures of the program shall **not** include
- (a) the purchase of land or buildings,
 - (b) the construction or renovation of a building,
 - (c) the purchase of motor vehicles,
 - (d) any costs required to sustain an organization that do not relate to direct service delivery under the program,
 - (e) municipal property taxes and levies, or
 - (f) any payments to a member of a board or committee referred to in Section 3(b) or (j), other than reimbursement for expenses referred to in Section 3(l).

3. FCSS Program Advice Inventory Listing

The FCSS Program Advice Inventory Listing, developed by CYS and the FCSSAA, follows the principles and guidelines of the *FCSS Act* and Regulation and is intended to assist local FCSS Programs clarify the eligibility of a number of projects, services and/or expenditures.

The Listing is another “for FCSS by FCSS” resource designed to assist in decision-making and program delivery in the community. The information is a collection of responses from CYS and the FCSSAA to questions from local FCSS Program Directors and Board members regarding funding eligibility. Many of the items included in the Listing were reviewed by the FCSS Program Advisory Team.

This Listing is updated periodically by CYS. Please note that the Listing is not exhaustive and interpretations provided are subject to change. **Final funding decisions remain the responsibility of each participating municipality or Métis Settlement.**

A table of contents is provided to assist with locating specific projects/services. This Listing is provided as a section within the FCSS Program Handbook and is also available as a stand-alone document. Copies are available on the Ministry’s website at www.child.alberta.ca/home/821.cfm or by contacting the FCSSAA.

Determining Eligibility

A key consideration when determining the eligibility of a project or service is to identify its **intent or purpose**. For purposes of FCSS Program delivery, preventive social services are defined as “enhancing the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.” Projects, services and initiatives that support, educate, build awareness, develop leadership skills, strengthen family life and promote volunteerism are eligible preventive social services. Refer to pages 2-1 and 2-2 for a list of programs and services that may be offered.

For example, Boys and Girls Clubs include recreational components; however, the intent of the Clubs’ programming is not recreation; rather, it is to encourage and empower children and youth to develop healthy lifestyles, leadership skills, life skills and a sense of social responsibility. These are “social programs that are preventive in nature” with positive social outcomes provided through various activities. Therefore, FCSS may provide funding to Boys and Girls Clubs.

Identifying the **type of prevention** also helps to determine its fit for funding. Crime prevention and safety or injury prevention programs (first aid courses, child car seat awareness, bicycle safety, swim programs, etc.) provide valuable services to community residents; however, they do not meet FCSS criteria in that they are not “social programs that are preventive in nature.”

When deciding whether to fund particular projects or services, local municipal or Métis Settlement Councils, or FCSS Boards, are tasked with prioritizing **the level of community need the project or service will address** in relation to other needs in the area, and the degree to which it is determined the project or service will meet those needs (thereby providing a basis of prevention of future needs in the community), as well as the availability of other potential funding sources.

Section 2.1(2) and Section 4 of the FCSS Regulation identify ineligible services and prohibited costs. **Crisis intervention and rehabilitation services are not eligible to receive funding. Capital expenses**, including funding to build, renovate, maintain or operate a facility where FCSS programs and services are offered, **are not eligible** for FCSS funding.

Section 2.1(2)(d) of the FCSS Regulation states that “services provided under a program must not duplicate services that are ordinarily provided by a government or government agency.” This does not mean that local FCSS Programs cannot jointly fund initiatives with government, providing FCSS Regulation criteria are met. The intent is to ensure local FCSS Programs do not start-up projects or services that are already mandated under other government jurisdictions. Many government departments/agencies find it necessary to reduce or eliminate funding of programs or services within their jurisdictions. **FCSS funding should not be used to enhance or restore these services.**

Visit the Government of Alberta website at www.gov.ab.ca to learn more about the various provincial ministries and to identify where potential grants may be available (click on the “Government” tab and go to the appropriate Ministry website link). A summary of mandates and responsibilities for all government ministries is available at www.alberta.ca/home/ministries.cfm.

Funding requests may include both **eligible and non-eligible components**. Components of a service that has preventive social outcomes may be funded by FCSS, with another funding partner covering the components related to the non-eligible costs. For example, the aspect of community kitchens/community gardens that focus on developing independence, strengthening coping skills, building relationships and support networks, is eligible for FCSS funding, while the components that focus on menu planning, nutrition, budget planning, learning shopping and/or gardening skills, is not eligible for FCSS funding.

If a project or service is determined to be ineligible for FCSS funding, (e.g., food bank, thrift shop, nutrition program, literacy program, school-based programs, special transportation services, etc.) funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

In many cases, determining eligibility is not straightforward. However, if there is a social need in the community, projects and services that are preventive in nature and have identified positive social outcomes will generally be eligible for FCSS funding.

Eligibility Assessment Tool

The *Eligibility Assessment Tool* is a four-stage test or guide to assist local FCSS Programs in determining if a project or funding request fits the FCSS eligibility criteria:

1. Is the project or service preventive? Does it enhance the social well-being of families and individuals? Does it have preventive social outcomes?
(The answer should be “yes.”)

2. Does the project or service:
 - help people develop independence, strengthen coping skills?
 - help people develop an awareness of social needs?
 - help people to develop interpersonal and group skills?
 - help people and communities to assume responsibility OR
 - provide supports that help sustain people as active members of the community?*(The answer should be “yes” to at least one of these questions.)*

3. Is the project or service:
 - primarily a recreation, leisure, entertainment or sporting activity or event?
 - offering direct assistance, including money, food, clothing or shelter, to sustain an individual or family?
 - primarily rehabilitative, therapeutic or crisis management?
 - a duplication of services provided by any level of government?
 - a capital expenditure such as the purchase, construction or renovation of a building or facility?*(The answer must be “no” to all of these questions.)*

4. Do the proposed expenditures of the project comply with Sections 3 and 4 of the FCSS Regulation?
(The answer should be “yes.”)

FCSS Program Advice Inventory Listing Table of Contents	Page No.
ABC Headstart	5-16
Adult Tutoring	5-16
Babysitting Courses	5-16
Bicycle Safety Program	5-16
Block Parent Program	5-16
Books for Babies	5-16
Building Blocks	5-16
Capital Expenses	5-16
Child Car Seat Safety Program	5-16
Child Care/Day Care (ages 0 to 5)	5-16
Child Find	5-16
Christmas Hampers	5-17
Citizens on Patrol	5-17
Clothing Depots/Thrift Shops	5-17
Collective Kitchens/Community Kitchens/Community Gardens	5-17
Community Development Activities	5-17
Community Policing	5-17
Community/School Resource Officers	5-17
Community Signs	5-18
Conference/Event Attendance	5-18
Counselling	5-18
Crime Prevention Programs/Activities	5-18
Crisis/Distress Lines	5-18
Day Care	5-19
Disaster Services/Social Services Programming	5-19
Dispute/Conflict Resolution	5-19
Drug Awareness Resistance Education (DARE)	5-19
“Dry Grad” Celebrations	5-19
Donations to Community Groups/Organizations	5-19
Emergency Shelters	5-19
Employment Programs/Employment Training Programs	5-19

FCSS Program Advice Inventory Listing Table of Contents	Page No.
Family Literacy Tote Bag Program	5-19
Family School Liaison	5-20
Family Violence Prevention	5-20
Fetal Alcohol Spectrum Disorder (FASD)	5-20
Fire Safety Program	5-20
First Aid Courses	5-20
Food Banks	5-20
Healthy Families/Home Visitation Programs	5-20
Help Lines	5-20
Home Alone Program	5-21
Home Care	5-21
Home Support	5-21
Honorariums	5-21
Housing Projects	5-22
Jump Start	5-22
Justice-based Programs (Crime Prevention, Victim Services, etc.)	5-22
Lifeline/Apello/Medical Alert	5-22
Literacy for Life	5-22
Literacy Programs	5-23
Management/Administrative Expenses	5-23
Meals on Wheels	5-23
Mediation Services	5-23
Neighbourhood Watch	5-23
Nursery School Programs	5-23
Nutrition Programs	5-23
Out of Pocket Expenses	5-23
Out-of-School Care	5-24
Palliative Care Assistance	5-24
Parent Link Centres	5-24
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program	5-24
Playground Equipment	5-25
Playschool Programs	5-25

FCSS Program Advice Inventory Listing Table of Contents	Page No.
Preschool Programs	5-25
Quest	5-25
Recreation/Leisure/Entertainment/Sports	5-25
Roots of Empathy	5-25
Safe and Caring Schools	5-25
Safety Programs	5-26
Santa's Anonymous	5-26
School Breakfast/Lunch Programs	5-26
School Resource Officers	5-26
Search/Rescue Programs	5-26
Seniors Residences/Lodges	5-26
Sexual Assault Centres	5-26
Short-term Emergency Housing	5-26
Sports-Related Activities	5-27
Subsidies	5-27
Suicide Prevention	5-27
Summer Fun/Playground Programs	5-27
Swim/Water/Boating Safety Programs	5-27
Transportation Services	5-27
Victim Services	5-28
Volunteer Development	5-28
Waterways Watch	5-28
Women's Shelters	5-28
Youth Conferences/Camps	5-28
Youth Emergency Shelters	5-28
Youth Justice Committees	5-28

Items	Advice/Comments	Eligible	Ineligible*
ABC Headstart	See “Preschool Programs.” Intent determines eligibility.		
Adult Tutoring	Projects/services that focus primarily on adult literacy competency are the responsibility of Advanced Education and Technology and community adult learning councils.		✓
Babysitting Courses	Encourages teens and pre-teens to develop life skills and/or social responsibility.	✓	
Bicycle Safety Program	See “Safety Programs.”		✓
Block Parent Program	See “Safety Programs.”		✓
Books for Babies	See “Literacy Programs.” Intent determines eligibility.		
Building Blocks	See “Literacy Programs.” Intent determines eligibility.		
Capital Expenses	Capital expenditures are not eligible. Examples include, but are not limited to, the following: purchase of land; purchase, construction or renovation of a facility; purchase of motor vehicles; construction of or equipping playgrounds, water parks, swimming pools, etc. Purchase of office equipment, furnishings and supplies essential to the operation of local FCSS Programs and their funded organizations (for projects/services with preventive social outcomes) is eligible.	✓	✓
Child Car Seat Safety Program	See “Safety Programs.”		✓
Child Care/Day Care (ages 0 to 5)	Child care/day care services for children ages 0 to 5 that are licensed under provincial child care legislation to provide basic daily care and subsidies are not eligible. Local Child and Family Services Authorities oversee the delivery of these services. For further information, visit www.child.alberta.ca/childcare and/or www.child.alberta.ca/home/local_offices.cfm .		✓
Child Find	See “Safety Programs.”		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Christmas Hampers	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Citizens on Patrol	See “Justice-based Programs.”		✓
Clothing Depots/ Thrift Shops	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Collective Kitchens/ Community Kitchens/ Community Gardens	Intent of program determines eligibility: <ul style="list-style-type: none"> • focus is on developing independence, strengthening coping skills, building relationships and support networks; • focus is on menu planning, nutrition, budget planning, learning shopping and/or gardening skills. 	✓	✓
Community Development Activities	Community development is an integral component of FCSS. Eligible activities include, but are not limited to, the following: information and referral services; developing directories designed to inform the public of available resources; interagency co-ordination; increasing public awareness about community issues; developing strategies for community advocacy; developing comprehensive social community plans and initiatives; environmental scans; service reviews; needs assessments; strategic planning; program planning; and, in-kind support to community-based groups (until self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc.	✓	
Community Policing	See “Justice-based Programs.”		✓
Community/School Resource Officers	Community/School Resource Officers that focus on an enhanced level of policing fall under the mandate of Solicitor General and Public Security. Refer to section 2.1(2)(d) of the FCSS Regulation. See “Justice-based Programs.”		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Community Signs	Purpose/intent determines eligibility: <ul style="list-style-type: none"> signs that provide information on community activities and events and are accessible to an entire community (e.g., bulletin board located in a central square) are eligible. Collaboration with other stakeholders should occur where possible to share costs. signs that welcome residents/visitors to a community that include a listing of available businesses and organizations are not eligible. 	✓	✓
Conference/Event Attendance	Purpose/intent determines eligibility: <ul style="list-style-type: none"> conference/events designed to encourage the development of healthy lifestyles, leadership skills and/or social responsibility are eligible. recognition conferences/events that do not meet FCSS criteria or that have an entertainment/recreational focus or receive funding from another government source are not eligible. 	✓	✓
Counselling	Purpose/intent determines eligibility: <ul style="list-style-type: none"> short-term counselling and referral services (e.g., individual, family and group counselling, bereavement counselling, support groups and referral services) are eligible. crisis, treatment or long-term counselling is not eligible. 	✓	✓
Crime Prevention Programs/Activities including, but not limited to, the following: Citizens on Patrol, Community/School Resource Officers, Community Policing, Neighbourhood Watch and Waterways Watch	See “Justice-based Programs.”		✓
Crisis/Distress Lines	Intent of program determines eligibility: <ul style="list-style-type: none"> information/referral and/or volunteer training/development expenses are eligible. core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services are not eligible. 	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Day Care	See “Child Care/Day Care (ages 0 to 5).”		✓
Disaster Services/Social Services Programming	Municipal Affairs is responsible for maintaining emergency management systems that enables communities to prepare for, respond to and recover from major emergencies and disasters. Municipal governments also have a responsibility in this area.		✓
Dispute/Conflict Resolution	See “Justice-based Programs.”		✓
Drug Awareness Resistance Education (DARE)	DARE is a program developed by the RCMP; the Alberta Alcohol and Drug Abuse Commission (AADAC), part of Health Services, also administers and funds information, prevention and treatment services to assist Albertans with alcohol, drug and gambling problems.		✓
“Dry Grad” Celebrations	Graduation parties are designed to provide a safe entertainment/recreation activity to celebrate a significant school accomplishment. Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Donations to Community Groups/Organizations	Section 4(d) of the FCSS Regulation states the following: “Expenditures of the program shall not include any costs required to sustain an organization that do not relate to direct service delivery under the program.”		✓
Emergency Shelters, including, but not limited to, the following: Sexual Assault Centres, Short-term Emergency Housing, Women’s Shelters and Youth Emergency Shelters	Emergency shelters are crisis intervention/ rehabilitative services with a primary focus of providing for basic needs (e.g., during emergency/ disaster situations). Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation. Public education/awareness (i.e., promotion and information of the service) is eligible.	✓	✓
Employment Programs/ Employment Training Programs	Employment programs are the responsibility of Employment and Immigration and the Department of Human Resources and Skills Development (Government of Canada).		✓
Family Literacy Tote Bag Program	See “Literacy Programs.” Intent determines eligibility.		

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Family School Liaison	Provides students and their families an opportunity to discuss and address concerns about home and/or school in a counselling setting. This program is not mandated under any government department and does not duplicate an existing service.	✓	
Family Violence Prevention	Includes eligible and ineligible components: <ul style="list-style-type: none"> public awareness/education; volunteer development. core operating costs (salaries, rent, utilities, etc.) for crisis intervention or rehabilitation services. 	✓	✓
Fetal Alcohol Spectrum Disorder (FASD)	Includes eligible and ineligible components: <ul style="list-style-type: none"> public awareness/education; volunteer development. assessment or support to individuals diagnosed with FASD. For further information, visit, www.child.alberta.ca/home/594.cfm	✓	✓
Fire Safety Program	See “Safety Programs.”		✓
First Aid Courses	See “Safety Programs.”		✓
Food Banks	See “Nutrition Programs.”		✓
Healthy Families/Home Visitation Programs	Healthy Families, or Home Visitation Programs, are designed to support families in providing a nurturing, stimulating and safe environment for young children ages 0 to 6. Core funding is provided by Children and Youth Services and allocated through regional Child and Family Services Authorities. Local FCSS Programs may support Healthy Families/Home Visitation Programs by providing services in-kind or additional dollars to enhance services.	✓	✓
Help Lines	Intent of program determines eligibility: <ul style="list-style-type: none"> information/referral; volunteer training/development. core operating costs (salaries, rent, utilities, etc.) for crisis intervention services. 	✓	✓

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Items	Advice/Comments	Eligible	Ineligible*
Home Alone Program	Intent of program determines eligibility: <ul style="list-style-type: none"> if provided as a component of a youth program, and the focus is on encouraging teens and pre-teens to develop life skills and/or social responsibility, it is eligible. if provided as a stand alone school-based project and the focus is primarily safety, security and/or injury prevention (i.e., main intent does not avert <u>social breakdown</u>), it is not eligible. 	✓	✓
Home Care	Home care is a medical service funded by Health and Wellness. Alberta Health Services is responsible for the planning and delivery of numerous health supports and services including acute care ; emergency services ; home care ; long-term care ; public health ; and rehabilitation services . Individuals assessed with medical conditions requiring home care services (including homemaking and care-giving practices, assistance with meal preparation and bathing) are not eligible.		✓
Home Support	Home support services that are designed to assist seniors to remain in their homes longer and to encourage their participation as active community members are eligible. Eligible costs include, but are not limited to, housekeeping services and yard maintenance. Services may be provided directly, contracted with not-for-profit agencies or private contractors, or in partnership with Alberta Health Services . Services provided must be non-medical (i.e., not required as a result of medical procedures, treatments or assessments). Home support services may not be provided for short-term urgent or emergency situations. See “Emergency Shelters.”	✓	✓
Honorariums	Includes fees and daily allowances paid to FCSS board members or board members of organizations receiving FCSS funding. Refer to Section 4(f) of the FCSS Regulation.		✓

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Items	Advice/Comments	Eligible	Ineligible*
Housing Projects	<p>Eligible components include community engagement and/or facilitation processes such as raising public awareness about affordable housing issues, needs identification, advocacy, development of affordable housing or homelessness plans/initiatives, and the development of comprehensive community plans. FCSS may also provide administrative support to community-based affordable housing groups (until they are self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc.</p> <p>Capital expenses, including building costs or costs associated with administration of specific housing projects and financial subsidies are not eligible.</p>	✓	✓
Jump Start	See “Literacy Programs.” Intent determines eligibility.		
<p>Justice-based Programs, including, but not limited to, the following: Citizens on Patrol, Community Policing, Community/School Resource Officers, Dispute/Conflict Resolution, Neighbourhood Watch, Waterways Watch and Youth Justice Committees</p>	<p>Justice-based programs/initiatives including crime prevention activities are mandated under other government departments (e.g., Solicitor General and Public Security and Justice and Attorney General) and are not eligible for funding. For further information regarding responsibilities and mandates of Government of Alberta ministries, visit http://alberta.ca/home/government.cfm.</p> <p>In 2003, the Ministry and the FCSSAA partnered to develop a “Working Together” paper related to FCSS working with different aspects of the justice system. This paper, along with numerous other publications, is posted on the Children and Youth Services website at www.child.alberta.ca/home/821.cfm. It is also available through the FCSSAA.</p>		✓
Lifeline/Apello/ Medical Alert	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> • focus is on providing supports that help sustain people as active participants in the community. • focus is <u>primarily</u> safety, security and/or injury prevention (i.e., main intent does not avert <u>social</u> breakdown). 	✓	✓
Literacy for Life	See “Literacy Programs.” Intent determines eligibility.		

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Items	Advice/Comments	Eligible	Ineligible*
Literacy Programs, including, but not limited to, the following: Books for Babies, Building Blocks, Family Literacy Tote Bag Program, Jump Start and Literacy for Life	Intent of program determines eligibility: <ul style="list-style-type: none"> developing or promoting parent/child relationships and/or increasing parenting skills is eligible. improving literacy skills is a responsibility of Education and is not eligible. 	✓	✓
Management/ Administrative Expenses	Management and administrative expenditures representing support for FCSS programming (as reported on Annual FCSS Program Reports) are eligible. Municipal costs that are <u>not</u> part of an FCSS Program are ineligible. Refer to Section 5(e) of the FCSS Regulation.	✓	✓
Meals on Wheels	Includes eligible and ineligible components: <ul style="list-style-type: none"> support components including volunteer training, public awareness and/or purchase of containers. core operating costs (salaries, rent, utilities, purchase of food, etc.). 	✓	✓
Mediation Services	Intent of program determines eligibility: <ul style="list-style-type: none"> family conflict mediation services is eligible. justice-based medication services, including neighbourhood conflict resolution is not eligible. 	✓	✓
Neighbourhood Watch	See “Justice-based Programs.”		✓
Nursery School Programs	See “Preschool Programs.”		✓
Nutrition Programs including, but not limited to, the following: Food Banks, School Breakfast and/or Lunch Programs	Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Out of Pocket Expenses	Includes FCSS board members and volunteers participating in FCSS-funded activities.	✓	

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Items	Advice/Comments	Eligible	Ineligible*
Out-of-School Care	<p>Children and Youth Services became directly involved in out-of-school care with the announcement of the <i>Creating Child Care Choices</i> plan on May 9, 2008. The Alberta Child Care Accreditation Funding Program provides funding for licensed out-of-school care programs to become accredited and for the recruitment and retention of trained, qualified staff. For additional information, visit www.child.alberta.ca/childcare.</p> <ul style="list-style-type: none"> • Out-of-school care subsidies are provided through regional Child and Family Services Authorities and are not eligible for funding. For further information, visit www.child.alberta.ca/home/1148.cfm or contact the local CFSA. • Administration/operating costs for out-of-school care programs are eligible. 	✓	✓
Palliative Care Assistance	Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown. Palliative care is the responsibility of Alberta Health Services (Health and Wellness).		✓
Parent Link Centres	<p>Core funding for Parent Link Centres (PLCs) is provided by Children and Youth Services and is allocated through regional Child and Family Services Authorities. For additional information, visit www.child.alberta.ca/home/902.cfm.</p> <p>Local FCSS Programs may support PLCs by providing services in-kind or additional dollars to enhance services.</p>	✓	✓
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program	<p>The PARTY Program, delivered by the RCMP, Victim Services, Emergency Medical Services and a program facilitator, targets Grade 9 students and provides education to recognize risk, make informed choices and consider the consequences of their decision and behaviours related to safe driving.</p> <p>This program does not meet the definition of FCSS prevention in that the <u>primary</u> focus is safety and injury prevention. The main intent does not avert <u>social</u> breakdown.</p>		✓

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Items	Advice/Comments	Eligible	Ineligible*
Playground Equipment	Capital purchases, including playground equipment, are not eligible. Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Refer to Section 2.1(2)(a) of the FCSS Regulation.		✓
Playschool Programs	See “Preschool Programs.” Intent determines eligibility.		
Preschool Programs including, but not limited to, the following: ABC Headstart, Nursery School Programs and Playschool Programs	Intent of program determines eligibility: <ul style="list-style-type: none"> • focus is on social development of preschool-aged children. • focus is on education preparation to begin school. 	✓	✓
Quest	Lions-Quest Canada has developed a number of programs to promote positive life skills and conflict resolution skills for students from kindergarten to Grade 12. These programs are taught by trained teachers in classroom settings and are designed to fit within various provincial curricula in language arts, health and personal life skills and social studies. School-based programs are the responsibility of Alberta Education.		✓
Recreation/Leisure/Entertainment/Sports	Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Activities, events, equipment, uniforms, etc. for recreation, leisure, entertainment, or sporting activities are not eligible for funding.		✓
Roots of Empathy	Roots of Empathy is a program delivered in the classroom to reduce levels of aggression and violence among school-aged children while raising social/emotional competence and increasing empathy. This program is not mandated under any other government department and does not duplicate an existing service.	✓	
Safe and Caring Schools	Core services are not eligible. Alberta Education is responsible for this initiative. The <i>Alberta School Act</i> was amended in June 1999 to include a section on safe and caring schools.		✓

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Items	Advice/Comments	Eligible	Ineligible*
Safety Programs including, but not limited to, the following: Bicycle Safety, Block Parent Program, Child Car Seat Safety, Child Find, First Aid Courses, Swim/Water/Boating Safety	These programs do not meet the definition of FCSS prevention in that their <u>primary</u> focus is safety, security and/or injury prevention. The main intent does not avert <u>social</u> breakdown.		✓
Santa's Anonymous	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown.		✓
School Breakfast/Lunch Programs	See "Nutrition Programs."		✓
School Resource Officers	See "Community/School Resource Officers" and "Justice-based Programs."		✓
Search/Rescue Programs	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown. Ground search and rescue is the responsibility of local police forces, supported by volunteer ground search and rescue groups and/or government or private sector aircraft. Municipal Affairs is responsible for maintaining an emergency management system, including a "Search and Rescue Operations Plan."		✓
Seniors Residences/Lodges	Seniors residences/lodges provide safe home like environments and health care to support seniors when their level of independence decreases and they are no longer able to remain in their own homes and actively participate in the community. Seniors residences/lodges do not meet the definition of FCSS prevention in that the main intent of the residences does not avert social breakdown. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Sexual Assault Centres	See "Emergency Shelters."		✓
Short-term Emergency Housing	See "Emergency Shelters."		✓

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Items	Advice/Comments	Eligible	Ineligible*
Sports-Related Activities	See “Recreation/Leisure/Entertainment/Sports.”		✓
Subsidies	Section 2.1(2)(b) of the FCSS Regulation states the following: “Services provided under a program must not offer direct assistance, including money , food, clothing or shelter, to sustain an individual or family.”		✓
Suicide Prevention	Intent of program determines eligibility: <ul style="list-style-type: none"> • community development components (public information, awareness, education, referral services, volunteer training) that support the prevention of suicide are eligible. • core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services, including suicide intervention training and suicide prevention crisis lines are not eligible. 	✓	✓
Summer Fun/Playground Programs	Intent of program determines eligibility: <ul style="list-style-type: none"> • social development of children is eligible. • recreational/entertainment activities are not eligible. 	✓	✓
Swim/Water/Boating Safety Programs	See “Safety Programs.”		✓
Transportation Services	Local FCSS Programs may fund services that are in support of core programming, such as transporting individuals to and/or from an FCSS event or activity. Eligible components include fuel costs, minor maintenance expenses, lease costs and driver expenses. Core operating costs of a transportation service are not eligible in that the intent does not meet the FCSS definition of prevention (i.e., main objective does not avert social breakdown). Ineligible costs also include expenses that are part of a regularly scheduled service; subsidy costs; health-related travel (e.g., transporting individuals to and/or from medical appointments); leisure/entertainment/recreation-related travel including shopping trips; vocation-related travel; capital costs (e.g., vehicle purchases, and major operating expenses including vehicle repair and purchase of vehicle parts).	✓	✓

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Items	Advice/Comments	Eligible	Ineligible*
Transportation Services (continued)	<p>Under revised program guidelines of the Municipal Affairs Sustainability Initiative, capital project and conditional operating funding is available to municipalities to assist with specialized transportation services. For further information, visit www.municipalaffairs.alberta.ca/wp_municipal_sustainability_initiative.cfm.</p> <p>Where it appears that local FCSS resources are being allocated to ineligible transportation services, Ministry staff will request expenditure clarification.</p>		
Victim Services	See “Justice-based Programs.”		✓
Volunteer Development	Services designed to promote, facilitate and support volunteer work in the community including, but not limited to, recruitment, training, placement services and recognition.	✓	
Waterways Watch	See “Justice-based Programs.”		✓
Women's Shelters	See “Emergency Shelters.”		✓
Youth Conferences/Camps	<p>Intent of conference determines eligibility:</p> <ul style="list-style-type: none"> • conferences designed to encourage youth to develop healthy lifestyles, leadership/life skills and/or social responsibility are eligible. • youth recognition events that do not meet FCSS criteria or are primarily recreational and/or sports-focused are not eligible. • youth camps that are primarily recreational, nature and/or wilderness survival are not eligible. 	✓	✓
Youth Emergency Shelters	See “Emergency Shelters.”		✓
Youth Justice Committees	See “Justice-based Programs.”		✓

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