



Family and Community Support Services

Program Advice Inventory Listing

Family and Community Support Services
Staffing and Resources
Community Partnerships Branch
Community Strategies and Support Division
Alberta Children's Services

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Alberta
CHILDREN'S SERVICES

FCSS Program Advice Inventory Listing

The FCSS Program Advice Inventory Listing, developed by Alberta Children's Services (ACS) and the Family and Community Support Services Association of Alberta (FCSSAA), is intended to assist local FCSS Programs clarify the eligibility of projects, services and expenditures. The Listing is another "for FCSS by FCSS" resource designed to support resource allocation decision-making and program delivery in the community. The information is a collection of responses from ACS and the FCSSAA to questions from 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, a joint management partnership between ACS and the FCSSAA.

The Listing is updated from time to time by ACS, as eligibility questions from FCSS programs address items not previously included. Please note that the Program Advice Inventory Listing is not an exhaustive list and interpretations provided are subject to change.

What is FCSS?

FCSS is a unique 80/20 funding partnership between the province, and municipalities or Métis settlements. Provincially, the FCSS Program receives its mandate from the *Family and Community Support Services Act* and the *Family and Community Support Services Regulation*. The *Regulation* sets out the service requirements, or broad parameters, that a municipality or 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 in priority-setting and resource allocation. FCSS emphasizes local decision-making for programming, based on the belief that communities have the desire, energy and resources to build community capacity. Each municipality or Métis settlement therefore determines how the dollars they receive should be allocated to best meet local needs.

Eligible projects, services and expenditures must adhere to legislated requirements and it is recommended that the *Family and Community Support Services Act* and the *Family and Community Support Services Regulation* be reviewed and referenced regularly. The *Regulation* states "preventive social services" means "enhancing the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity," and shows that enhancing social well-being can only be achieved within a context of community cooperation. 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 cooperation is therefore legally necessary and essential to achieve objectives, as well as being philosophically sound.

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 indirectly strengthened. FCSS supports individuals and families by offering programs (direct service delivery), or by funding community agencies to provide the services (external granting).
2. **By serving the whole community** - Communities are directly 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 other examples of FCSS involvement in community development.

Working with Child and Family Services Authorities

ACS offers a range of services and programs for children and families through ten 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.

Determining Eligibility

A key consideration when determining the eligibility of a project or service is to identify its **intent or purpose**. For example, Boys and Girls Clubs include recreational components; however, the intent of the Clubs' programming is not recreation; rather, the purpose is to encourage and empower children and youth to develop healthy lifestyles, leadership, 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 for programs and services that meet this intention and purpose.

Identifying the **type of "prevention"** activity 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 Metis 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 *Family and Community Support Services Regulation* identify ineligible services and prohibited costs.

Crisis intervention and rehabilitation services are not eligible to receive funding. Section (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.

Visit the Government of Alberta website at www.gov.ab.ca to learn more about the mandates of various provincial ministries and to identify where potential grants may be available (click on “Government-at-a-Glance” and go to the appropriate Ministry website link). 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.**

The “Directory of Granting Foundations and Corporations” provides information about numerous funding sources and is available by contacting the FCSSAA Resource Bank at fcssaa@telus.net or (780) 415-4791.

Funding applications to a local FCSS Program from community organizations may include both **eligible and non-eligible components**. Components of the service that emphasize prevention or skill building may be funded by FCSS, with another funding partner covering the components related to the non-eligible costs such as rent, salaries, travel, telephone, utilities, etc.

Additionally, if a core service is determined to be ineligible for FCSS funding (e.g. food bank, thrift shop, nutrition program, literacy program, special transportation services, etc.) funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

Eligibility Assessment Tool

The following four-stage test will 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. Do the services:

- provide primarily recreational or leisure activities?
- offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family?
- provide primarily rehabilitation?
- duplicate services?

(The answer should be “no” to all of these questions.)

3. Do the proposed expenditures of the project comply with Sections 3 and 4 of the *Family and Community Support Services Regulation*?

(The answer should be “yes.”)

Program Advice Inventory Listing

The Program Advice Inventory Listing follows the principles and guidelines of the *Family and Community Support Services Act and Regulation* and is intended to assist local FCSS Programs determine the eligibility of specific projects, services or expenditures. Final funding decisions remain the responsibility of each participating municipality or Métis settlement.

An index of project, service or expenditures is provided at the back of the Listing.

For additional copies of the Program Advice Inventory Listing, please contact:

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Item	Advice/Comments	Eligible	Ineligible*
ABC Headstart	Intent of program determines eligibility: <ul style="list-style-type: none"> • social development of preschool-aged children • education preparation 	✓	✓
Adult Tutoring	Programs that deal primarily with adult literacy competency are the responsibility of Alberta Advanced Education and Community Adult Learning Councils.		✓
Bicycle Safety Programs	Bicycle programs are safety-oriented; intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Block Parents	Primary focus is child safety; intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Capital Costs	Capital expenditures described in the <i>FCSS Regulation</i> include purchase of land or buildings; construction or renovation of buildings; and purchase of motor vehicles. Purchase of office equipment, furnishings and supplies essential to the operation of local FCSS Programs and their funded organizations.	✓	✓
Child Car Seat Safety	Primary focus is child safety; intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Child Find	Primary focus is child safety; intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Christmas Hampers	Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible.		✓
Clothing Depots/ Thrift Shops	Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible.		✓
Collective Kitchens/ Community Kitchens	Intent of program determines eligibility: <ul style="list-style-type: none"> • developing independence, strengthening coping skills, building interpersonal or group skills • menu planning, nutrition and budget planning and learning shopping skills 	✓	✓

* If a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

Item	Advice/Comments	Eligible	Ineligible*
Community Development	Community development is an integral component of FCSS. Eligible activities include developing directories designed to inform the public of available resources; interagency coordination; increasing public awareness concerning 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.”		✓
Conference/Event Attendance	<p>Intent of conference or event determines eligibility:</p> <ul style="list-style-type: none"> • conferences/events designed to encourage the development of healthy lifestyles, leadership skills and/or social responsibility • recognition conferences/events that do not meet FCSS criteria or have an entertainment/recreation focus 	✓	✓
Counselling	<p>Short-term counselling and referral services are eligible. Includes individual, family and group counselling, bereavement counselling, support groups and referral services.</p> <p>Crisis or treatment counselling is not eligible.</p>	✓	✓
Crime Prevention	Crime prevention activities, including but not limited to, Citizens on Patrol, Neighbourhood Watch, Waterways Watch and Community Policing. See “Justice-based Programs.”		✓
Crisis Lines	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> • public information/education; volunteer development • core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services 	✓	✓

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Item	Advice/Comments	Eligible	Ineligible*
Day Care/Child Care (ages 0 to 5)	Alberta Children Services administers the Child Care Subsidy Program to support low and middle-income families with child care costs for their pre-school children. Child and Family Services Authorities oversee the delivery of child care. Regulated and approved child care programs are monitored to ensure established standards are met and the children's health, safety and well-being are protected.		✓
Disaster Services Programming	Alberta Municipal Affairs is responsible for maintaining an emergency management system that enables communities prepare for, respond to and recover from major emergencies and disasters. Municipal governments also have a responsibility in this area.		✓
Distress 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 	✓	✓
Drug Awareness Resistance Education (DARE)	DARE is a program developed by the RCMP; the Alberta Alcohol and Drug Abuse Commission (AADAC) also operates 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.		✓
Employment Programs/ Employment Training Programs	Employment programs are the responsibility of Alberta Human Resources and Employment and the Department of Human Resources and Skills Development (Government of Canada).		✓
Family School Liaison	Provides students and their families an opportunity to discuss and address concerns about home or school in a counselling setting. This program is not mandated under any government department and does not duplicate an existing service.	✓	

* If a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

Item	Advice/Comments	Eligible	Ineligible*
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"> • prevention activities including public awareness and education • assessment or support to individuals diagnosed with FASD Visit the Children's Services website at www.child.gov.ab.ca (click on "What We Do" and go the "Fetal Alcohol Spectrum Disorder" link) for information.	✓	✓
First Aid Courses	First aid training is safety-oriented; intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Food Banks	Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible.		✓
Healthy Families/ Home Visitation Programs	Healthy Families are typically home visitation programs designed to support families in providing a nurturing, stimulating and safe environment for young children ages 0 to 6. Core funding for Home Visitation is provided by Alberta Children Services and allocated through regional Child and Family Services Authorities. Local FCSS programs may support Healthy Families/Home Visitation by providing services in-kind or additional dollars to augment resources.	✓	
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 	✓	✓

* If a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

Item	Advice/Comments	Eligible	Ineligible*
Home Care	Home care is a medical service provided by Alberta Health and Wellness through Regional Health Authorities (RHAs). Individuals assessed through RHAs with medical conditions requiring home care (including homemaking and care-giving practices, and assistance with meal preparation and bathing) are not eligible.		✓
Home Support	Local FCSS Programs may provide home support services that are designed to assist seniors remain in their homes longer and encourage their participation as active community members. Services provided must be non-medical (i.e. not required as a result of medical procedures, treatments or assessments). 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 Regional Health Authorities.	✓	
Honorariums	Includes fees and daily allowances paid to FCSS board members or board members of any organization receiving funding.		✓
Housing Projects	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. Capital expenses, including building costs or costs associated with administration of specific housing projects are not eligible.	✓	✓

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Item	Advice/Comments	Eligible	Ineligible*
Justice-based Programs	<p>Justice-based programs, including, but not limited to, crime prevention initiatives, victim services, community policing and youth justice committees, are mandated under other government departments and are not eligible for funding. Alberta Justice and Attorney General is responsible for dispute resolution processes. Alberta Solicitor General and Public Security is responsible for the promotion of crime prevention activities and supporting victims of crime. Reference the Government of Alberta website (www.gov.ab.ca) for mandate summaries (click on “Government-at-a-Glance” and go to the appropriate Ministry website link).</p> <p>In 2003, Alberta Children’s Services and the FCSSAA partnered to develop a “Working Together” paper related to FCSS working with different aspects of the justice system. This paper is posted on the Children’s Services website at www.child.gov.ab.ca (from “What We Do,” go the FCSS link and click on “Publications”). It is also available from the FCSSAA office.</p>		✓
Lifeline/Apello/ Medical Alert	Assists seniors to maintain a level of independence and to continue as active participants within the community.	✓	
Literacy	<p>Including, but not limited to, Building Blocks, Literacy for Life, Jump Start, Books for Babies and Family Literacy Tote Bag Program. Intent of program determines eligibility:</p> <ul style="list-style-type: none"> • developing or promoting parent/child relationships; increasing parenting skills • improving literacy skills is a responsibility of Alberta Education 	✓	✓
Meals on Wheels	<p>Includes eligible and ineligible components:</p> <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.) 	✓	✓

* If a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

Item	Advice/Comments	Eligible	Ineligible*
Mediation Services	Intent of program determines eligibility: <ul style="list-style-type: none"> • family conflict mediation services • justice-based mediation services, including neighbourhood conflict resolution 	✓	✓
Nutrition Programs	Includes school breakfast and lunch programs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible.		✓
Out of Pocket Expenses	Includes FCSS board members and volunteers participating in FCSS funded activities.	✓	
Out-of-School Care	Out of school care programs are currently not funded through any government body and are eligible under FCSS. Alberta Children’s Services has statutory authority for licensing and monitoring of school-age child care programs under the <i>Social Care Facilities Licensing Act</i> . (On August 1, 2004, the <i>Day Care Regulation</i> (renamed <i>Child Care Regulation</i>) amendment came into effect and included the introduction of program standards for out of school care centres.	✓	
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 Regional Health Authorities (Alberta Health and Wellness).		✓
Parent Link Centres	Funding for Parent Link Centres (PLCs) is provided by Alberta Children Services and is allocated through regional Child and Family Services Authorities. Local FCSS Programs may support PLCs by providing services in-kind or additional dollars to augment resources. Visit the Children’s Services website at www.child.gov.ab.ca (click on “What We Do” and go the “Parent Line Centres” link) for additional information.	✓	
Pre-school Programs	Includes nursery schools and play schools. Intent focuses on the social development of preschool-aged children.	✓	

* If a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

Item	Advice/Comments	Eligible	Ineligible*
Quest	The Quest program was developed by the Lions Club International Foundation and is delivered to school-age children in a classroom setting. Core program costs are the responsibility of the Lions Club.		✓
Recreation/Sporting Activities	Services must not provide primarily for the recreational needs or leisure time pursuits of individuals.		✓
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.		✓
Safety Programs	Including, but not limited to, baby car seat programs, bicycle safety, fire safety, and swim programs. These programs do not meet the definition of FCSS prevention in that the main intent does not avert social breakdown.		✓
Santa's Anonymous	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown.		✓
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. Alberta Municipal Affairs is responsible for maintaining an emergency management system, including a "Search and Rescue Operations Plan."		✓
Sexual Assault Centres	Core services (salaries, rent, utilities, etc.) are crisis intervention/treatment and are not eligible.		✓

* If a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

Item	Advice/Comments	Eligible	Ineligible*
Suicide Prevention Suicide Prevention (Cont'd)	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> • community development components (public information, awareness, education, referral services) • core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services, including suicide intervention training (Cont'd) <p>The Alberta Mental Health Board (AMHB) is a provincial health board that receives its mandate from and reports to the Minister of Alberta Health and Wellness. Under its leadership, the Alberta Suicide Prevention Strategy Working Group was established in 2005. The Centre for Suicide Prevention (www.suicideinfo.ca) receives partial funding from the AMHB.</p>	✓	✓
Summer Fun/ Playground Programs	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> • social development of children • recreational/entertainment activities 	✓	✓
Swim Lessons/ Programs	<p>Primary focus is child safety; intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.</p>		✓
Transportation Services	<p>Local FCSS Programs may fund services that are in support of core programming (e.g. transporting individuals to and/or from an FCSS event or activity). Eligible components include fuel costs, minor maintenance expenses, lease costs and driver expenses.</p> <p>Ineligible costs 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), vocational related travel, capital costs such as vehicle purchases, and major operating expenses including vehicle repair and purchase of vehicle parts.</p>	✓	✓

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Item	Advice/Comments	Eligible	Ineligible*
Transportation Services (Cont'd)	<p>General transportation services are not considered preventive social programs within the context of FCSS legislation. A responsibility of Alberta Infrastructure and Transportation is to “support the provision of infrastructure for health care, learning, community, seniors' lodges, municipal transportation, and municipal water/wastewater treatment and distribution.”</p> <p>An objective under their Streets Improvement Program (cost-shared grants available to towns, villages, summer villages, and eligible hamlets) is to enhance life in rural centers; funding is available for barrier free transportation initiatives to improve accessibility for seniors and persons with disabilities. (Cont'd.)</p> <p>Local Councils are responsible for determining how these grants will be expended. Alberta Infrastructure and Transportation has been designated the lead in addressing issues related to funding for transportation with support from Alberta Seniors and Community Supports, and Alberta Municipal Affairs.</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.	✓	
Women's Shelters	Includes sexual assault centres. Core services are crisis intervention/treatment and are not eligible (<i>Note: Public education/awareness initiatives concerning issues related to abuse are eligible.</i>)		✓
Youth Conferences	<p>Intent of conference determines eligibility:</p> <ul style="list-style-type: none"> • conferences designed to encourage youth to develop healthy lifestyles, leadership or life skills and/or social responsibility • youth recognition events that do not meet FCSS criteria or are primarily recreational and/or sports-focused 	✓	✓

* If a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

Item	Advice/Comments	Eligible	Ineligible*
Youth Emergency Shelters	Core services are crisis intervention/treatment and are not eligible. <i>(Note: Public education/awareness initiatives concerning issues related to abuse are eligible.)</i>		✓
Youth Justice Committees	See “Justice-based Programs.”		✓

* If a core service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness and volunteer training/development for the service.

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