

CHILDREN'S TRUST FUND (CTF)
Nurturing Families Network (NFN) Program
AGREEMENTS AND ASSURANCES

The undersigned proposer affirms and declares that:

1. General

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The proposer will deliver services to CTF at the cost proposed in the RFP and within the time frames therein.
- c. Neither the proposer or any official of the organization nor any subcontractor to the proposer or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with the State of Connecticut or the Federal Government.
- d. Neither the proposer or any official of the organization nor any subcontractor to the proposer or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

2. NFN Policies and Procedures

- a. The proposer has read and understands the NFN Policies and Procedures Manual and will adhere to all NFN policies and procedures.
- b. The proposer will participate in the collaborative network and attend regular meetings.
- c. The proposer will seek prior approval from CTF before making any changes to the level of services.
- d. The proposer will submit resumes to CTF for all program staff including new hires.
- e. The proposer will follow the policies and procedures recommended by the Continuous Quality Improvement (CQI) Team and approved by the Children's Trust Fund.
- f. If elected to the delegation representing the site's region, the proposer will serve on the CQI Team.

3. Evaluation and Research

- a. The proposer has read and understands the instructions and forms associated with the program evaluation.
- b. The proposer will participate in the program evaluation and comply with all research requirements.
- c. The proposer will provide all requested information and documentation to CTF's program evaluator in a timely manner for the purpose of program evaluation.
- d. The proposer will submit Nurturing Parenting Group Start-up Forms prior to the group's start date and Ending Forms after the end date, to CTF's program evaluator and CTF program staff.

4. Medicaid Claims

- a. The proposer will provide data to the CTF's program evaluator for the purpose of Medicaid reimbursement.

- b. The proposer will not seek reimbursement from the Federal Government for any of the services offered by the NFN program.

5. Screening

- a. The proposer will participate in a referral network with the hospitals and the other NFN service areas.
- b. The proposer will screen all families who present for services at the service area or who are referred to the service area.
- c. The proposer's staff will use the Revised Early Identification (REID) tool to screen all families referred to the service area by a source other than the hospital.

6. Memorandum of Agreement

- a. The proposer will enter into a Memorandum of Agreement with each of the hospitals and each NFN service area detailing how referrals and information will flow through the network.

7. Training Curriculum and Supplies

- a. The proposer will allocate funding in the proposed budget for training for full-time and part-time staff as described in the NFN Professional Development Policy.
- b. The proposer's staff will participate in the required NFN training as described in the NFN Professional Development Policy.
- c. The proposer will purchase all required curriculum and materials.

Legal Name of Organization

Authorized Signatory

Date