**Section 334.7 Application Requirements for Recognition as a Local Board or Local Service System**

Each application for recognition as a local board or local service system shall include:

a) The results of the youth needs assessment which shall include:

1) A review of the demographic, school, child welfare and juvenile justice data to profile youths in the service area.

2) Input from youths and from key participants in the community, including government officials, justice officials, service providers and other local leaders interested in youth.

3) A description of the services which are currently available and will continue to be available to youth. Emphasis must be placed on full use of existing and potential local development resources so that funds received pursuant to this part supplement but not supplant existing local funds.

b) A clear definition of the target group to be served as described in Section 310.12 of Part 310, Delivery of Youth Services Funded by the Department of Human Services.

c) Goals and measurable objectives which address the needs of youths identified in the youth needs assessment and which achieve the following Department goals:

1) Diversion of youths from the juvenile justice and child welfare systems;

2) Development of more comprehensive and integrated services characterized by a continuum of care which consolidates categorical programs;

3) Family preservation and the maintenance of youth in their own communities;

4) Family reunification;

5) To encourage the use of volunteers and voluntary associations;

6) To address voids in services and close service gaps;

7) To respond to all crisis cases within time standards as set forth in 89 Ill. Adm. Code Section 310.13(b);

8) To receive Department referrals to divert youth from child protective services and Child Welfare Services;

9) Maintenance of an active liaison with the court and police to divert youth from Juvenile Court involvement;

10) To develop programs aimed at strengthening the relationships between adolescents and their families;

11) Coordination of education, employment, training and other programs for youth.

d) A description of the program design and methodology which includes a plan for the local board or local service system to assure the provision of service components described in Section 334.12.

e) A list of the providers of each of the proposed services and a description of the procedures for case planning/case management which demonstrate continuity of service and assurance of accountability for each case.

f) A budget which details direct and indirect costs of service provision, units of service to be provided, unit costs and administrative costs.

g) A plan for evaluation by the local board or local service system of its effectiveness and efficiency in achieving its goals.

h) An indication of local financial or in-kind support and the applicants' plan to increase local financial and in-kind support.

i) A statement that all state funds will be used to supplement rather than supplant other local funds available for these services. This section should demonstrate that maximum use is made of existing resources.

j) Proposed membership and bylaws of the local board or local service system.

k) Assurance of compliance with all local board or local service system rules, procedures and standards.

l) Identification of the service area(s) which the applicant proposes to serve.

m) Cooperative support as evidenced by a working agreement or letter of understanding with police departments and/or juvenile courts in the service area.

n) A Table of Organization and a flow chart diagraming the service system.

o) A statement of the experience of the providers in providing the services.

p) Cooperative agreements as evidenced by a working agreement or letter of understanding with Department Regions.