

**THIRD AMENDMENT TO AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR FOR
INDEPENDENT LIVING PROGRAM**

Santa Barbara County
Department of Social Services

Third Amendment

This is a *Third Amendment* (Third Amendment to the Agreement) to the Agreement for Services of Independent Contractor, by and between the **County of Santa Barbara** (COUNTY) and **Family Care Network, Inc.** (CONTRACTOR).

WHEREAS, on May 2, 2023, the COUNTY approved the Agreement for Services with Independent Contractor, BC#22-268, (Agreement) with CONTRACTOR for the provision of Independent Living Program services;

WHEREAS, the initial term of the Agreement commenced on July 1, 2023 and expired on June 30, 2024;

WHEREAS, on June 11, 2024, the COUNTY approved First Amendment to the Agreement with CONTRACTOR to extend the initial term for one additional year commencing on July 1, 2024, through June 30, 2025 (First Extension Period);

WHEREAS, on June 24, 2025, the COUNTY approved Second Amendment to the Agreement with CONTRACTOR to extend the initial term for one additional year commencing on July 1, 2025 through June 30, 2026 (Second Extension Period); and

WHEREAS, the parties now desire to amend the Agreement to decrease the contract amount.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows.

The Agreement is amended as follows:

1. EXHIBIT A, Statement of Work, is amended as attached.
ILP
2. Section A of **EXHIBIT B** of the Agreement is amended to state in its entirety:
 - A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$ **275,000** for the period of July 1, 2023 through June 30, 2024 and not to exceed \$275,000 for the period of July 1, 2024 through June 30, 2025, *and not to exceed \$115,000 for the period of July 1, 2025 through June 30, 2026.*
3. Section B of **EXHIBIT B** is amended to state in its entirety:
 - B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, as defined in **EXHIBIT B-1** (Line Item Budget) for the period of July 1, 2023 through June 30, 2024, **EXHIBIT B-2** (Line Item Budget) for the period of July 1, 2024 through June 30,

2025, and **EXHIBIT B-3 (Updated August 2025)** (Line Item Budget) for the period of July 1, 2025 through June 30, 2026. Invoices submitted for payment that are based upon **EXHIBIT B-1, B-2 or B-3 (Updated August 2025)**, as applicable, must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.

4. Section D of **EXHIBIT B** is amended to state in its entirety:
 - D. Monthly, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **Exhibit B-1, B-2 or B-3 (Updated August 2025)**, as applicable, shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
5. Replace **EXHIBIT B-3** with **EXHIBIT B-3 (Updated September 2025)**, Line Item Budget for Fiscal Year 2025/2026 as attached.

In all other respects, the Agreement remains unchanged and shall remain in full effect.


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Third Amendment to the Agreement between the **County of Santa Barbara** and **Family Care Network, Inc.**

IN WITNESS WHEREOF, the parties have executed this Third Amendment to the Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: 
Deputy Clerk

COUNTY OF SANTA BARBARA:

By: 
Laura Capps, Chair
Board of Supervisors

Date: 11-4-25

RECOMMENDED FOR APPROVAL:

Department of Social Services

Signed by:
By: 
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Department Head

CONTRACTOR:

Family Care Network, Inc.

DocuSigned by:
By: 
D2D34695675A47A...
Authorized Representative

Name: Jeff Carlson

Title: Chief Executive Officer


APPROVED AS TO FORM:

Rachel Van Mullem
County Counsel

DocuSigned by:
By: 
561262F0B51A41B...
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

Signed by:
By: 
02BA147EF6A84DE...
Deputy

APPROVED AS TO FORM:

Greg Milligan, ARM
Risk Management

Signed by:
By: 
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Risk Management

EXHIBIT A

STATEMENT OF WORK

CONTRACTOR shall provide Independent Living Program (ILP) Services (ILP Services) in partnership with Child Welfare Services (CWS) to approximately 160 CWS and Probation eligible youth under the jurisdiction of the Santa Barbara County Juvenile Court. The number of youth participating in ILP or receiving ILP Services may fluctuate with placement changes and youth entering/exiting foster care.

I. BACKGROUND

The purpose of the ILP is to assist eligible youth in transitioning from foster care to self-sufficiency. ILP will provide services such as: assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities.

Youths who meet these criteria requirements can be under the jurisdiction of COUNTY CWS or the COUNTY Probation Department. Youths who emancipate are eligible for the ILP up to age 21 as Aftercare Services, a component of the ILP.

The total eligible youth participating in the ILP shall be as follows:

Total Eligible Youth	Santa Barbara/ South County	Lompoc/ Mid-County	Santa Maria/ North County	Out-of-County
160	20	40	80	20

The figures above may fluctuate with placement changes and youth entering/exiting Foster Care.

II. ELIGIBILITY REQUIREMENTS

This section sets forth the eligibility requirements for the youth's participation in the ILP ("Eligible Youth"). The age eligibility requirements for youths participating in ILP is 16 years of age up to the day prior to 21st birthday. ILP is optional for youth who are 14 to 15 years of age. Eligible Youth must also meet at least one of the following criteria pursuant to the California DSS Manual of Policies and Procedures for CWS Program, Independent Living Program, Section 31-525, which informs the Santa Barbara County ILP:

1. Were/are in foster care under the jurisdiction of the juvenile court, any time from their 16th to their 19th birthday.
2. Were/are 16 years of age up to 18 years of age in receipt of the Kinship Guardianship Assistance Payment Program assistance.
3. Were former foster youth who were adopted after their 16th birthday.
4. Were former dependent children of the juvenile court pursuant to Welfare and Institutions Code section 300, placed with a non-related legal guardian, whose guardianship was ordered on or after the youth's 8th birthday.

5. Eligible Youth can be under the jurisdiction of COUNTY CWS or the COUNTY Probation Department.

III. ILP SERVICES

CONTRACTOR shall provide ILP Services which shall be based on Positive Youth Development, Best Practices, and Wraparound principle/practices, as customarily defined for purposes of providing ILP Services.

ILP Services shall include, at the minimum, the following: initial competency assessments, individual/group educational opportunities, and targeted case management addressing the Eligible Youth's Transitional Independent Living Plan (TILP) goals.

CONTRACTOR shall provide educational opportunities both through formal trainings and direct hands-on or virtual services.

CONTRACTOR shall provide, based on the identified needs of the Eligible Youth and goals documented in the TILP, the following core services, which shall be a component of ILP Services (Core Services):

1. Money Management – CONTRACTOR shall teach or counsel Eligible Youth on:
 - a. Understanding and utilizing wages;
 - b. Maintaining and balancing a checkbook;
 - c. Organizing and preparing a budget;
 - d. Bill paying;
 - e. Banking (nearby locations, pros and cons, etc.);
 - f. Taxes and payroll deductions;
 - g. Preparing taxes (withholding and refunds);
 - h. Savings accounts;
 - i. Establishing and using credit; and
 - j. Purchasing a car (new/used).
2. Job Skills/Career Planning – CONTRACTOR shall counsel Eligible Youth on:
 - a. Career planning;
 - b. Obtaining a work permit;
 - c. Job-seeking including filling out an application;
 - d. Writing an effective resume;
 - e. Interview skills including interpersonal skills;
 - f. Job maintenance including employment expectations;
 - g. Conflict resolution; and
 - h. Discrimination.
3. Educational Planning – CONTRACTOR shall counsel, provide, or inform Eligible Youth on:
 - a. Linking career goals and education needs;
 - b. College preparatory courses;
 - c. Vocational training courses;
 - d. Tutoring services;
 - e. GED preparation/testing;
 - f. Laws relating to minimum educational requirements;
 - g. College and beyond;

- h. Paying for education (e.g. financial aid, Chaffe grant, etc.); and
 - i. Educational Opportunity Program/Extended Opportunity Programs and Services.
- 4. Health and Counseling Services – CONTRACTOR shall teach, counsel, or inform Eligible Youth on:
 - a. Food and nutrition;
 - b. Communication skills;
 - c. Sexuality and medical services including teen pregnancy;
 - d. Counseling and referral services;
 - e. Substance abuse and rehabilitation;
 - f. Depression and suicide prevention;
 - g. Peer pressure;
 - h. Mental health services and counseling referrals;
 - i. Health rights of Lesbian Gay Bisexual Transgender and Questioning (LGBTQ) foster youth; and
 - j. Resources available for LGBTQ youth.
- 5. Living Independently – CONTRACTOR shall teach or counsel Eligible Youth on:
 - a. Housing;
 - b. Utilities;
 - c. Home management;
 - d. Landlord and tenant rights (including LGBTQ housing rights);
 - e. Home security; and
 - f. Utilizing public transportation.
- 6. Resource Listing and Training – CONTRACTOR shall teach, counsel, or inform Eligible Youth on:
 - a. Obtaining a social security card/number;
 - b. Obtaining medical history records;
 - c. Obtaining a birth certificate;
 - d. Recreational activities;
 - e. Peer support groups;
 - f. Transportation services;
 - g. Crisis/emergency hotlines; and
 - h. Department of Motor Vehicles services.
- 7. Mentor Relationships – Eligible Youth shall be provided with personal and emotional support through:
 - a. Mentors to be provided by CONTRACTOR and promotion of positive interactions with dedicated adults; and
 - b. Encouraging the Eligible Youth's care provider to become an active participant in preparing the Eligible Youth for independent living.

CONTRACTOR shall integrate the following components into their service delivery:

- 1. Aftercare/Transition Programs – Programs for Eligible Youth to assist with housing and employment.
- 2. Transportation – Providing transportation so that Eligible Youth are able to attend ILP sponsored activities, as funding permits.

3. Job Training - Training can include workshops, contracted services through the Workforce Investment and Opportunity Act, county employers and county resources.
4. Involvement of care providers – Care providers of Eligible Youth will be encouraged to be an active participant in the youth's ILP plan through such activities as attending meetings, providing transportation to activities and events, and assisting with the completion of ILP goals.
5. Integration of Existing Services - Collaboration with other service providers and community resources to offer an array of comprehensive services based on individual needs.
6. Survival skills – Eligible Youth will be able to identify their own values, ask for assistance and keep safe.
7. Interpersonal/Social Skills – Counseling Eligible Youth to be able to identify communication strengths/weaknesses, manage peer pressure, develop appropriate relationships, and develop problem solving skills.
8. Computer skills - Eligible Youth shall demonstrate computer literacy skills.

IV. DUTIES AND RESPONSIBILITIES

A. CONTRACTOR shall:

1. Implement a culturally sensitive ILP that meets required state and federal regulations.
2. Develop an individual file on each participating Eligible Youth that is available for review by COUNTY staff. The file shall include a copy of the TILP, a chronological list of all contacts with a summary of topics discussed or services provided, a copy of all evaluations sent to the COUNTY social worker or probation officer, and a list of all workshops and activities the Eligible Youth attended.
3. Develop and coordinate periodic workshops or other learning activities for Eligible Youth which minimally includes:
 - a. Develop workshop/learning activity curriculum based on ILP core services.
 - b. Provide an annual schedule of proposed workshops and learning activities.
 - c. Utilize an identified assessment tool pre and post workshop to assess the Eligible Youth's understanding of the workshop/learning activity curriculum presented.
 - d. Inform all Eligible Youth, caregivers, all Foster Family Agency (FFA), and group homes about the times and locations of upcoming workshops.
 - e. Secure an appropriate location for the workshops.
 - f. Keep records of workshop attendance by Eligible Youth.
4. Provide emotional, practical and social support to Eligible Youth to learn the daily living competencies, to complete high school or the General Education Diploma (GED), to attend vocational schools or higher education, to find and maintain employment, to maintain stable placement, and in the Aftercare Program to find and maintain housing.

5. Involve caregivers as a partner in preparing Eligible Youth for the transition to independence.
6. Provide youth with linkages to mentors and/or dedicated adults to enhance their support network.
7. Coordinate appropriate services with all approved Transitional Housing Program providers.
8. Provide support to Eligible Youth (18 to 21 years of age) in the Aftercare Program to obtain services leading to self-sufficiency. Responsibilities shall include all major components of the ILP for Eligible Youth 14 to 18 years of age (optional for Eligible Youth ages 14 to 15 but mandatory for Eligible Youth ages 16 to 18), including initial assessment, case management, and invitations to workshops, incentives.
9. Provide the COUNTY social worker or probation officer assigned to the Eligible Youth's case a written progress and participation report on a quarterly basis.
10. Work in conjunction with the COUNTY to hold emancipation conferences for all participating Eligible Youth, at a minimum, at the six and three month mark prior to the Eligible Youth's emancipation date to assist in adequately planning for the transition to Eligible Youth's independence.
11. Establish multi-level communication strategies to connect with the broadest number of program youth regarding program services and activities.
12. Work with the COUNTY to develop/enhance proposed contract monitoring tools via Excel to assist in providing the necessary detail for state and county level reporting requirements which requires the CONTRACTOR to:
 - a. Provide all required information for the State mandated quarterly and annual reports to the COUNTY ILP liaison.
13. Participate in contract meetings to discuss and resolve any issues that may arise in coordinating services with the COUNTY or in the course of delivering services to the Eligible Youth.
14. Services under this Agreement may be provided virtually, via telephone communication, or in-person. The mode of service delivery shall be determined on a case-by-case basis, taking into consideration the specific needs of the client and the availability of program funding.

B. COUNTY shall:

1. Provide COUNTY staff person to serve as liaison to ILP program staff.
2. Provide referrals of all ILP Eligible Youth.
3. Assure that TILP for all child welfare Eligible Youth are entered into the County's CWS/Case Management System (CMS) computer system.
4. Forward the TILP and a needs assessment for all referred Eligible Youth.

5. Provide address changes for all participating Eligible Youth to ensure continued program participation.
6. Provide ILP regulatory information as it becomes available.
7. Complete the State quarterly and annual report with statistical information provided by the CONTRACTOR.
8. Work in conjunction with the CONTRACTOR to develop/enhance proposed contract monitoring tools to assist in providing the necessary detail for State and county level reporting requirements.
9. Work in conjunction with the CONTRACTOR to hold emancipation conferences for all participating Eligible Youth minimally at the six and three month mark prior to the Eligible Youth's emancipation date to assist in adequately planning for the transition to independence.
10. Hold contract meetings to discuss and resolve any issues that may arise in coordinating services with the CONTRACTOR or in the course of delivering services to the ILP Eligible Youth.

V. PERFORMANCE MEASURES/OUTCOMES

A. CONTRACTOR shall:

- i. Provide individual and group life skills development to all eligible and participating youth/young adults referred to the ILP programs and report those numbers as a percentage of those served and not served.
- ii. Eighty percent (80%) of participants shall be provided information about creating and following a budget, understanding responsible banking behavior, understanding credit use and debt, and how sales and income taxes are part of daily living. This will be demonstrated through attendance in Financial Literacy training classes or one on one case management.
- iii. Eighty percent (80%) of participants will be provided with information and support related to housing, including how to locate and acquire housing, live successfully with roommates, secure and maintain utilities, and perform basic home maintenance. This will be demonstrated through participation in Life Skills training classes or one-on-one case management.
- iv. Eighty percent (80%) of participants will engage in job readiness activities including preparing a resume, completing a master job application, and receiving information on job skills and career planning techniques such as job search strategies, interview practice, barrier identification, career path planning, and appropriate workplace behavior. These activities will be provided through participation in Job Skills and Career Planning classes/workshops or through individualized case management.
- v. Eighty percent (80%) of participants will develop essential life skills including basic meal preparation, personal hygiene, time management, and effective communication. This will

be demonstrated through participation in Life Skills training classes or individualized case management.

- vi. Ninety percent (90%) of eligible participants will obtain a High School Diploma or GED and be provided with higher education or vocational guidance, including information on educational goals, funding opportunities, support services, and referrals to a college counseling or planning provider.
- vii. Eighty percent (80%) of participants shall have a mentoring relationship, including at least one (1) permanent adult connection outside of their professional team who shall be able to support them after services have ended. This shall be measured through client communication with their ILP case manager.
- viii. Eighty percent (80%) of participants shall be provided family planning and health services and be provided information about how to access those services.

VI. REPORTING REQUIREMENTS

- A. Additional reporting requirements may be added as needed and in consultation with the CONTRACTOR to ensure compliance with all regulatory reporting requirements.

VII. GENERAL CONTRACT PROVISIONS

- A. CONTRACTOR shall obtain prior written approval from COUNTY, prior to purchasing any furniture, equipment, electronic data processing (EDP) hardware or software funded through this Agreement. CONTRACTOR shall return to COUNTY upon expiration or termination of this Agreement all furniture, equipment, EDP hardware or software purchased or provided to CONTRACTOR under this Agreement.

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EXHIBIT B-3
(Updated September 2025)
LINE ITEM BUDGET

Term Beginning: July 1, 2025

Term Ending: June 30, 2026

A. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) ¹	Budget for Contract Term
Direct Service Positions		
ILP Program Supervisor	0.3575	\$ 26,300.00
ILP Case Manager (Bilingual)	1.5	\$ 96,500.00
Administrative Positions		
Program Management	0.01	\$ 1,950.00
Clerical Support	0.01	\$ 650.00
Sub-Total Salaries:		\$ 125,400.00

¹ FTE = Amount of time employee works on this program. State as decimal based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit	Full-Time Equivalent (FTE) ¹	Budget for Contract Term
Direct Service Staff		
ILP Program Supervisor	0.3575	\$ 4,865.50
ILP Case Manager	1.5	\$ 17,852.50
(18.5%: R Tax 7.5%, WC 1%, Health 8%, 403B 2%)		
Administrative Staff		
Program Management	0.01	\$ 360.75
Clerical Support	0.01	\$ 120.25
(18.5%: R Tax 7.5%, WC 1%, Health 8%, 403B 2%)		
Sub-Total Employee Benefits		\$ 23,199.00
Percentage Benefits		18.5%
TOTAL SALARIES AND EMPLOYEE BENEFITS		\$ 148,599.00

B. SERVICES AND SUPPLIES**1) Services - List any consultant(s) or contract services**

Name of Consultant(s)/Contract Services	Budget for Contract Term
Independent Audit	\$ 541.00
Sub-Total Services	\$ 541.00

2) Supplies

Item	Budget for Contract Term
Office Expense	\$ 500.00
Program Expense	\$ 800.00
Telephone and Data	\$ 700.00
Sub-Total Supplies	\$ 2,000.00
TOTAL SERVICES AND SUPPLIES	\$ 2,541.00

C. OPERATING EXPENSES

Item	Budget for Contract Term
Equipment Expense	\$ 1,500.00
Maintenance	\$ 370.00
Other Admin	\$ 1,010.00
Insurance	\$ 500.00
Training	\$ 100.00
Supplies	\$ 80.00
Technology Expense	\$ 4,200.00
Mileage	\$ 6,400.00
Other - Shared Administration	\$ 42,700.00
Total Operating Expenses	\$ 56,860.00
GRAND TOTAL LINE ITEM BUDGET	\$ 208,000.00
Minus Match	\$ (93,000.00)
TOTAL BEING REQUESTED	\$ 115,000.00

D. REVENUE

List all of your organization's current and projected sources and amounts of revenue.

Revenue Source	Revenue Expiration Date	Budget for Contract Term
ILP Contract with DSS Santa Barbara	6/30/2026	\$ 115,000
General Donations (also included on match tab)	6/30/2026	\$ 93,000
Total Revenue		\$ 208,000.00

E. TEN (10) Percent Cash or In-Kind Match Minimum

List all of your organization's current and projected sources and amounts of matching funds for the services your agency is applying to provide.

Source of Matching Funds	Dates funds will be available	Match Amount for Contract Term	Projected or Confirmed
General Donations	7/1/2025	\$93,000	Confirmed
Total Match		\$ 93,000.00	