



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

112483

DATE: November 18, 2025

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Leonard G. Townes, Commissioner  
Department of Social Services

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with Family Services of Westchester, Inc. to provide Recreational Respite Services, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$510,090.

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Authorization is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement (DSS6002-26) with Family Services of Westchester, Inc. ("FSW"), to provide recreational respite services, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$510,090, to be paid on a monthly basis pursuant to an approved budget and subject to appropriation (the "Agreement").

The proposed Agreement will provide respite care and services which are mandated services pursuant to 18 New York Code of Rules and Regulations §§ 423 (19), 435.1, 435.2, 435.3 (a) & (b). Respite care and services include the provision of brief and temporary care and supervision of children for the purpose of relieving parents or foster parents of the care of such children or foster children when the family or foster family needs immediate relief in order to be able to maintain or restore family functioning.

These services also provide relief for foster parents from the stress of providing care for a severely handicapped or emotionally disturbed foster child or for a foster child with a chronic or recurring illness. The proposed Agreement will help to relieve caregivers' stress, will help to reduce the likelihood of child abuse and maltreatment, and will support family functioning. The services to be provided will include traditional respite beds, recreational respite activities and early childhood respite services and activities. The traditional respite beds will be provided at a per diem cost. Both the Department and the FSW recognized this is not the preferred method of respite. However, when

necessary, this service will be available. The Recreational Respite program will serve children ages 6-18 including providing assessments of the youths' interest, skills and hobbies and matching the youth to group activities including, but not limited, to ice skating, bowling, hiking, cultural events, community events and weekend trips; providing two supervised activities per month. The Early Childhood respite provides services and supports for children 0 - 5 years of age and their parents. These services include, but are not limited to, the provision of an in home individualized parent assessment. The assessment identifies areas to promote and encourage healthy attachments, reduce isolation in the community, support and empower parents to identify and establish community based supports, services and programs to reduce the stressors of parenting and build natural community and family supports and respite opportunities.

The Agreement will serve the public purpose of helping children who are at risk of foster care placement obtain services to help maintain and/or restore family functioning. This in turn has the goal of reducing the need for foster care placements and thereby, saving taxpayer funds.

Based on the Performance Measurement Indicators, the Department is able to report that from January 1, 2025 through September 30, 2025, Family Services of Westchester, Recreational Respite (Youth program), with a yearly capacity to serve 60 families, has served 59 families and 103 children. During this period, 100% of children demonstrated an improvement in communication and/or social skills as reported by school staff, by recreational respite staff and/or community-based providers. 81% of progress notes have been entered within 5 business days. Recreational Respite expanded its program to include foster care children to meet the gap in services and reduce the need for replacements. Family Services of Westchester, Early Childhood Respite, with a yearly capacity to serve 40 families, has served 26 families and 51 children. During this period, 90% of families demonstrated an improvement in parent/child relationships and interaction. 90% of progress notes have been entered within 5 business days. Early Childhood Respite expanded their program to include foster care children to meet the gap in services and reduce the need for replacements.

The procurement of this Agreement is exempt from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xiv thereof. This contract is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as there is no federal funding for this program.

A resolution is annexed hereto, which I recommend for your favorable consideration.

LGT/MBG/ms

Attachment

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is hereby authorized to enter into an agreement (DSS6002-26) with Family Services of Westchester, Inc. to provide recreational respite care, for the period of January 1, 2026 through December 31, 2026, for an amount not to exceed \$510,090, to be paid on a monthly basis pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions necessary to implement this Resolution.

**1. Account to be Charged/Credited:**

| Fund | Dept. | Major Program,<br>Program &<br>Phase<br>Or Unit | Object/<br>Sub-<br>Object | Trust<br>Account | Dollars   |
|------|-------|---|---------------------------|------------------|-----------|
| 101  | 22    | 8900  | 5960                      |                  | \$510,090 |

**2. Budget Funding Year(s):** 2026

Start Date: January 1, 2026 End Date: December 31, 2026

(must match resolution)

**3. Funding Source:**

|                        |       |              |     |  |  |
|------------------------|-------|--------------|-----|--|--|
| Federal                | 0%    | CFDA#(s)     | N/A |  |  |
| State                  | 63.7% | State ID#(s) | N/A |  |  |
| Operating/<br>Tax Levy | 36.3% |              |     |  |  |
| Capital                | N/A   |              |     |  |  |

**4. Total NTE:** \$510,090

(must match resolution)