

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** HSA

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**ServiceNow Number:** DHRPSC0006072

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** Independent Living Skills Program (ILSP) provides outreach and individualized support to current and former foster youth ages 16–21 to help them transition successfully to adulthood. Services include educational guidance for high school and post-secondary goals, employment readiness, housing assistance, and financial literacy.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$7,402,745

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**PSC Duration (Months):** 48

## Funding

**Funding Source:** Federal Funds, City Funds

**Special circumstances related to funding:** No

## Scope of Work

**Clearly describe scope and detail the services to be performed:** All services should be grounded in the Integrated Core Practice Model (ICPM), which promotes cross-system collaboration among child welfare, behavioral health, probation, and education partners to ensure holistic, family-centered support <https://www.cdss.ca.gov/inforesources/the-integrated-core-practice-model/about-icpm> and focused on the four (4) pillars of education, employment, permanency, and independent living. All services are voluntary, trauma-informed, and culturally and socio-economically responsive.

Contractor will use team-based and evidence-informed intervention strategies that support individualized and customized one-on-one engagement, including:

Comprehensive initial and bi-annual psychosocial needs assessment

Youth-directed goal setting

Experiential and distance learning opportunities

Bi-annual action planning

Resource and referral coordination

Service and team coordination

Advocacy for youth needs and goals

ILSP services must align with the National Youth in Transition Database (NYTD)

<https://acf.gov/cb/fact-sheet/about-nytd> and meet all applicable federal and state requirements.

At a minimum, services shall include:

Independent Living Needs Assessment

Individualized assessment to identify strengths, needs, and goals.

Education Support

Academic assistance for secondary education completion.

Post-secondary education support, including college or vocational training guidance.

Financial aid navigation for scholarships, grants, and loans.

Career Preparation & Employment Services

Career exploration and job readiness training.

Employment programs and vocational training opportunities.

Financial Literacy & Resource Management

Budgeting and money management skills.

Consumer education and financial planning.

Housing & Home Management

Housing education and referral services.

Training in home management and daily living skills.

Room and board financial assistance, as applicable.

Health Education & Risk Prevention

Education on physical and mental health, wellness, and safety.

Life Skills Development

Time management and organizational skills.

Social skills and interpersonal communication.

Parenting skills and family support education.

Healthy relationships and marriage education.

Mentoring & Supportive Services

Structured mentoring programs.

Supervised independent living arrangements, where appropriate.

Transportation Assistance

Support for access to education, employment, and essential services.

Financial Assistance Administration

Provide and track financial assistance for education, room and board, and other approved supports in compliance with program requirements.

**Why are these services required and what are the consequences of denial?:** These services are required under the Foster Care Independence Act of 1999 (Public Law 106-169), which mandates support for current and former foster youth in their transition to adulthood. Youth leaving foster care often face significant challenges, including lack of stable housing, limited educational attainment, and minimal financial and social support. Without these services, many

are at high risk of homelessness, unemployment, poverty, and involvement with the criminal justice system. Denial of services would undermine federal and state objectives, reduce opportunities for youth to achieve self-sufficiency, and increase long-term social and economic costs to the community. Providing these supports is essential to promote positive outcomes and fulfill legal requirements for assisting vulnerable youth.

**Has your department contracted out these services in the last three years?:** Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

**How many contracts?:** 1

**Why have you not hired City employees to perform the services?:** ILSP services are mandated under the Foster Care Independence Act of 1999 (Public Law 106-169) and related state mandates, which obligate counties to provide comprehensive supports to foster youth transitioning to adulthood, but compliance alone isn't enough, these services have to be delivered in a way that actually works for youth. We also know from years of research that relationship based, integrated support leads to the best outcomes for transition age foster youth. Studies, including a 2011 MSW thesis focused on post emancipation experiences and a 2022 systematic review of programs nationwide, consistently show that young people do better when they have one stable, trusted provider who can support them across education, housing, employment, and the day-to-day challenges of adulthood. When services are spread across multiple departments or handled by rotating staff, that continuity is lost, and so is the trust needed to keep youth engaged.

It's also important to acknowledge that many youth who have been involved in child welfare need a break from working with people they perceive as part of "the system." City staff, even in supportive roles, are still seen as system representatives. Contracting ILSP services creates a buffer that helps youth reengage on their own terms while still receiving the support they are entitled to.

ILSP's service model also requires a level of flexibility that current HSA classifications can't realistically provide. City roles are built around clinical assessment, traditional schedules, and defined scopes of practice. ILSP, on the other hand, needs staff who can meet youth in the evenings and on weekends, provide support outside the county, and offer mentoring that goes well beyond standard case management. Child Welfare staff are already fully tapped, and taking on ILSP's specialized work would require building entirely new roles and infrastructure, something that isn't financially or operationally feasible right now.

For all these reasons, contracting with a specialized provider remains the most effective and realistic way to meet federal and state requirements, uphold NYTD responsibilities, and deliver services in a way that actually works for youth. A one stop, relationship based contracted model preserves the consistency, cultural responsiveness, and mobility that transition age youth need, and that are proven to help them move successfully into adulthood.

## Board and Commission Approvals

**Will any contracts under this PSC require department Commission approval:** Yes

**Provide details related to contracts for which dept comm approval required:** This contract will be submitted for approval by Human Services Commission

**Will any contracts under this PSC require Board of Supervisors approval:** No

## Justification

**Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:**

No

**Q2 - Does performing these services cause a conflict of interest?:** No

**Q3 - Are these proprietary services City is not authorized to do?:** No

**Q4 - Does City lacks necessary facilities/equipment?:** Yes

**Q4a) What facilities or equipment does the City lack that contractor possesses?:** Dedicated, youth-focused site in San Francisco with flexible hours

A permanent, easily accessible facility located near major public transportation, operating weekdays, evenings, and weekends, and open year-round (including school holidays and summer), so youth and caregivers can access services when they are available.

Multi-purpose space for large and small groups

Configured rooms to host workshops and events, plus private offices for one-to-one coaching and counseling, quiet study areas, and a reception/resource zone to support concurrent activities without disruption.

Technology-enabled resource center

High-speed internet; computers; printers, copiers, scanners, fax and phones; secure workstations for applications, resumes, financial aid, and housing searches; and scheduling/case-tracking systems to manage classes, drop-in hours, and individualized services.

Life-skills teaching amenities

On-site equipment such as a demonstration kitchen for budgeting and meal preparation classes; storage for supplies (interview clothing, school materials, hygiene kits); and space outfitted for mock interviews and employment-readiness workshops.

Accessibility and safety infrastructure

Americans with Disabilities Act compliant entrances, restrooms, and paths of travel; trauma-informed furnishings and design; controlled entry, cameras, and clear safety protocols that support evening and weekend programming.

Mobile and remote outreach capacity

Vehicles or transportation access and portable equipment (laptops, tablets, hotspots) to reach youth placed outside the county and to provide remote emergency support when the center is closed.

Language access tools and materials

On-site and remote interpretation capacity and multilingual materials to deliver programming in English, Spanish, Chinese, Russian, Tagalog, and Vietnamese.

Rapid emergency aid mechanisms

Systems and processes to quickly disburse limited direct aid for immediate needs (housing, food, clothing, transportation, basic supplies) with appropriate tracking and accountability.

**Does the dept plan to acquire the facilities/equipment to perform the services?:** No

**Explain why:** No, the Department does not plan to acquire the facilities or equipment needed to perform these services. The Independent Living Skills Program requires a dedicated, youth-focused site with flexible hours, multi-purpose spaces for large and small groups, and specialized amenities such as technology-enabled resource centers, life-skills teaching areas, and trauma-informed design. Establishing and maintaining such facilities would require significant capital investment, ongoing operational costs, and staffing infrastructure that the Department does not currently have. Contracting with a provider that already possesses these facilities, and equipment ensures compliance with federal and state mandates, timely service delivery, and accessibility for youth and caregivers without creating additional financial and logistical burdens for the City.

**Additional information to support your request (Optional):**

**Union Notifications**

**Job Class(es):** 2930 - Behavioral Health Clinician, 2918 - HSA Social Worker, 2913 - Program Specialist, 9705 - Emp & Training Spec 4, 2916 - Social Work Specialist, 9703 - HSA Emp & Training Spec II

**Labor Unions:** 535 - SEIU 1021, 790 - SEIU, Local 1021, Misc

**Labor Union Email Addresses:** PSCreview@seiu1021.org, PSCreview@seiu1021.org

**Union Review Sent On:** 3/20/2026

**Union Review End Date:** 3/30/2026

**Union Review Duration Met On:** 3/30/2026

