

Hello,

OCYF has scheduled the following training dates to assist county agencies on how to review the contract documentation for the OCYF Bulletin 3170-09-01 Out-of-Home Placement Service – Contract Documentation.

Tuesday, April 28, 2009 – 8:00 a.m. to 5:00 p.m. – Northwest Location

**Bainbridge Technology Center
18282 Technology Dr.
Meadville, Pennsylvania 16335
(Directions Attached)**

Wednesday, April 29, 2009 – 8:00 a.m. to 5:00 p.m. – Western Location

**Westmoreland County Courthouse
2 North Main Street
Greensburg, Pennsylvania 15601**

(Conference Room is located near the main entrance and will be marked.)

(Note: All persons entering the courthouse must pass through a metal detector
All packages, briefcases, bags, obsess and purses will be opened,
inspected or passed through an x-ray machine.)

Friday, May 1, 2009 – 8:00 a.m. to 5:00 p.m. – Northeast Location

**PennState Cooperative Extension - Lackawanna County
200 Adams Avenue, Lower Level
Scranton, Pennsylvania 18503-1695**

(The conference room is located on the lower level. Take a left when exiting the elevator and continue down a long hall. The room will be marked. A map with the building location, parking accommodations and one-way streets marked is attached.)

(Note: All persons entering the PennState Cooperative Extension – Lackawanna County must pass through a metal detector. All packages, briefcases, bags, obsess and purses will be opened, inspected or passed through an x-ray machine.)

Tuesday, May 5, 2009 – 8:00 a.m. to 5:00 p.m. – Central Region Location

Site location has not been confirmed.

Thursday, May 7, 2009 – 8:00 a.m. to 4:00 p.m. – Southeast Location

**Norristown State Hospital
1001 Sterigere Street
Norristown, Pennsylvania 19401-5399**

(Multipurpose Room, Building 33 – Turn left when entering the Norristown State Hospital grounds. Signs will be posted guiding you to Building 33.)

The full-day trainings will cover how to review the excel forms for both Group Home/Institutional and Foster Family Providers. It is advised that you read OCYF Bulletin 3170-09-01 prior to the training as well as understand the basic principles about Appendix A - Foster Family Providers and Appendix B - Institutional Residential Facilities forms. This training is designed to be highly interactive and your participation will be greatly welcomed.

OCYF - Contract Documentation Review Team

Attachments

Directions to Bainbridge Technology Center
(Also the site of Crawford County Human Services)

From Route 77 (Centerville, Spartansburg, Townville) and From Route 27 (Titusville)

- **ROUTE 77:** Follow Rt. 77 to Meadville. At the bottom of the hill, you will come to a traffic light. Turn right onto Washington Street.
- **ROUTE 27:** Follow Rt. 27 to Meadville. Go straight at the first traffic light on Washington Street.
- At the next intersection, proceed straight onto State Street. You will see the Medicine Shoppe on the right hand side.
- State Street will change into North Street. Continue driving straight through all the lights on North Street until you reach a "T". Turn left onto Water Street.
- Proceed straight through 2 traffic lights.
- At the 3rd light bear to the right onto Arch Street. The Downtown Mall will be on your right.
- Go straight at the next light onto Mead Avenue.
- At the stop sign turn right onto Rt. 102 (Cussewago Road).
- Turn right onto the 2nd street (Dunham Road). Vernon Fire Department will be at this intersection.
- At the traffic light go straight.
- Follow Dunham Road around the sharp left turn to the stop sign.
- At the stop sign turn right onto Mosiertown Road.
- Turn right into the Bainbridge Technology Center parking lot.

From Route 322 and Route 19 (Conneaut Lake, Espyville, Linesville)

- Follow Route 322 to Meadville; proceed straight through 4 traffic lights - Walmart, Sheetz, Kmart, and Country Fair.
- At the next intersection turn left onto Rt. 102 (Cussewago Road) through Kerrtown. Dairy Queen will be on your left and Sheetz will be on your right.
- Just past The Boot Box, bear to the left (before the bridge).
- Turn right onto the 3rd street (Dunham Road). Vernon Fire Department will be at this intersection.
- At the traffic light go straight.
- Follow Dunham Road around the sharp left turn to the stop sign.
- At the stop sign turn right onto Mosiertown Road.
- Turn right into the Bainbridge Technology Center parking lot.

From Harmonsburg Road (Linesville, Harmonsburg, Conneautville, Springboro)

- Follow Harmonsburg Road to Rt. 102 (Cussewago Road). Lubiniecki Welding will be on your left.
- Turn right onto Rt. 102.
- Just past the Vernon Fire Department, turn left onto Dunham Road.
- At the traffic light go straight.
- Follow Dunham Road around the sharp left turn to the stop sign.
- At the stop sign turn right onto Mosiertown Road.
- Turn right into the Bainbridge Technology Center parking lot.

From Route 6/19 (Saegertown, Cambridge Springs, Venango)

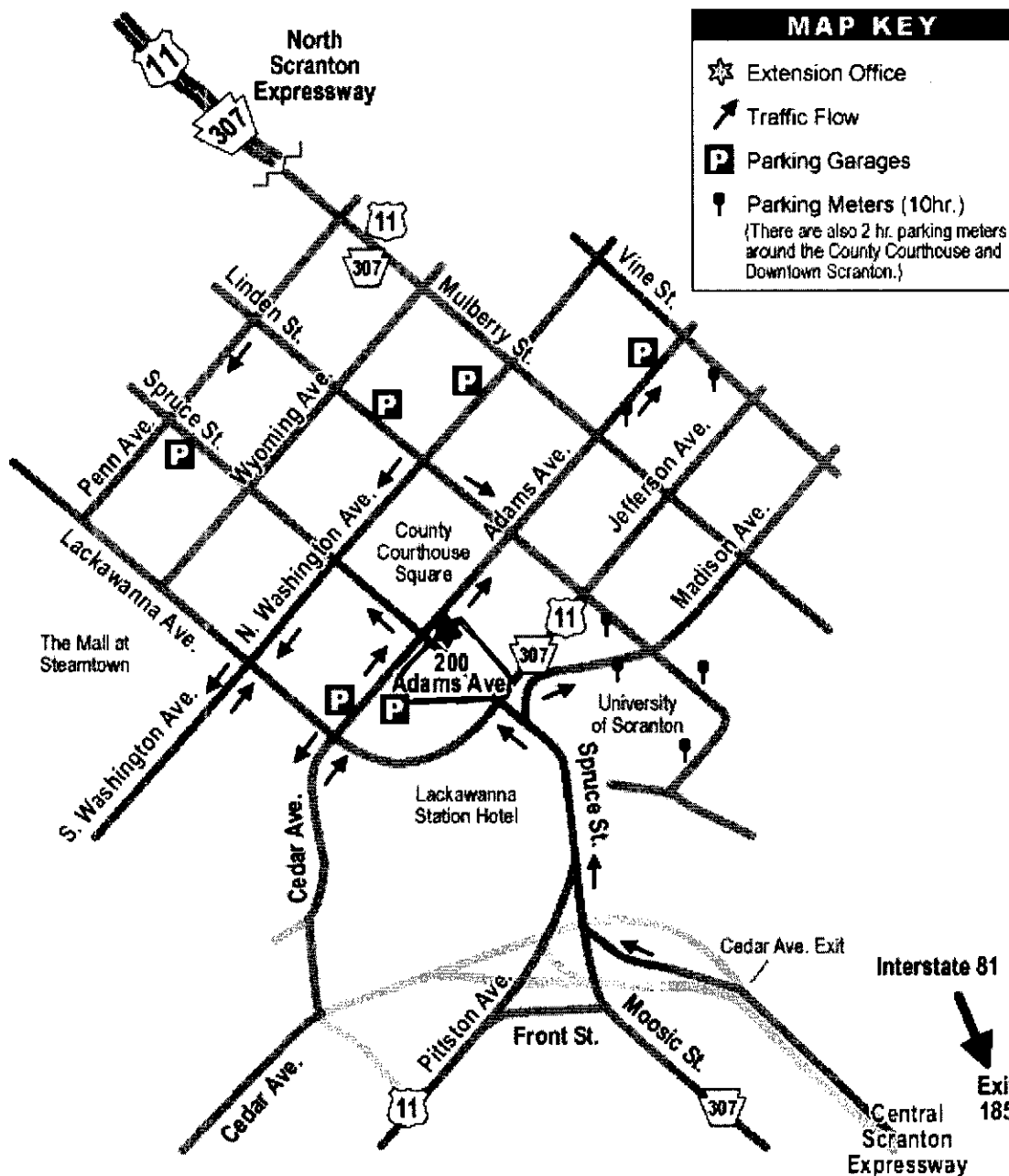
- Follow Rt. 6/19 through Saegertown; after passing Meadville Forge, bear right onto Rt. 6/19 Bypass.
- Turn left onto Mead Avenue at the 2nd traffic light.
- At the stop sign turn right onto Rt. 102 (Cussewago Road).
- Turn right onto the 2nd street (Dunham Road). Vernon Fire Department will be at this intersection.
- At the traffic light go straight.
- Follow Dunham Road around the sharp left turn to the stop sign.
- At the stop sign turn right onto Mosiertown Road.
- Turn right into the Bainbridge Technology Center parking lot.

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