



Reach For Your Potential, Inc.

2026 Services Handbook

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Introduction

Reach For Your Potential, Inc. has been serving Iowa City and the surrounding area since 1990. While we are steadily growing, we still maintain a small agency feel. Reach For Your Potential strives to enhance the lives of those we serve by providing services that are meaningful and help individuals work towards having greater choice, independence, and control over their lives. RFYP respects and promotes the dignity of the members.

Individualized, person-centered services and measurable goals are uniquely designed from the results of the identified preferences and assessment data which are driven by the individual. The service team works together to support the member's desires. If RFYP does not provide a specific service that a member desires, a referral will be made to the appropriate agency. Otherwise, services are provided directly by RFYP staff. If requested by members or guardians, the Executive Director, Program Directors, and Service Coordinators are available to provide assistance, information, and/or referrals about resources available to assist the persons served and guardians in making financial, legal, residential, health care, or other major life decisions.

Supported Community Living and Home Based Habilitation programs serve three populations: individuals with Intellectual Disabilities (ID), Brain Injury (BI) or Chronic Mental Illness. Day Habilitation services serve individuals with Intellectual Disabilities. Individuals must first be approved for the ID or BI Waiver, Habilitation funding or Disability Action Point funding. Fees for all programs are paid through Medicaid for individuals on the ID or BI Waiver, Habilitation funding, Disability Action Point funding or individuals can choose to private pay if they are not approved for the any of the afore mentioned funding. Referrals are accepted through various case management services including Managed Care Organizations, Disability Action Point Integrated Home Health and personal referrals.

Mission Statement

Through personalized care and assistance, Reach For Your Potential, Inc. provides comprehensive residential and day habilitation services for adults with disabilities. Our goal is to help you reach your personal best.

Philosophy

Our fundamental goal is to assist adults with developmental disabilities lead productive and fulfilling lives. We believe in the importance of such human values as trust, fairness, cooperation, responsibility and caring. Staff members need to exhibit these values in their relationships with one another, with members and others.

RFYP Services

Hourly Supported Community Living

Hourly services are provided to individuals within their own home and in the community by RFYP staff. Services are provided to the individual based on the individual's needs and personal schedule. Service hours are available 7 days per week during times that the individual would like

staff. Staff can assist individuals with services such as advocacy and self help skills, bill paying, grocery shopping, managing medication, household chores, and other specific goals that the individual chooses.

24 Hour Supported Community Living

RFYP provides 24 Hour Supported Community Living (SCL) services to adults on the ID or BI Medicaid Waiver. RFYP services and staff are available 24 hours per day, 7 days per week. Services take place in residential homes and within the Iowa City community. The number of roommates depends on the size of the home services are provided in. Placement of roommates depends on the individuals' personalities and preferences. All of the homes are safe, affordable, and accessible. One of the goals of SCL is to increase independence and involvement in the community by giving members greater choices and control over their lives. The services include assistance with home skills, advocacy, transportation, activities of daily living, personal cares, medication management, financial management including payee services, a variety of other on-going supports and the use of staff supports and natural supports.

Day Habilitation Services

Day Habilitation services assist individuals in achieving satisfying and rewarding connections and relationships within their communities. The RFYP Day Habilitation program takes place at 1705 S. 1st Ave. in Iowa City and within the greater community. All services are directly provided by RFYP staff. The Day Habilitation operates Monday through Friday, 8am-4pm to meet the needs of the persons served. Services provided combine medical monitoring, daily living skills training, and active community involvement to support the individual's development of interpersonal relationships, pre-employment skills, and/or educational development. Natural supports and staff support assist persons served to have more choices and control over their daily and leisure time activities. Participants have the opportunity to explore new areas of interest; become more involved within their communities; develop communication and interpersonal skills; and set and pursue personal goals. Day Habilitation Services are available to enhance and support the individual's social development, interpersonal relationships, self-help, and community living skills. These rich experiences and supports can increase self-advocacy, active lifestyles, and slow the decline associated with aging. Day Habilitation activities and Individual Service Plans are established based on member preferences and identified needs to help persons served advance their skills and pursue their goals, interests, and passions.

Home Based Habilitation

Home Based Habilitation Services are designed to assist adults with disabilities and/or chronic mental illness in acquiring, retaining and improving the self-help, socialization and adaptive skills necessary to reside successfully in community-based settings. Services provided in the person's home and community and are available 24 hours per day, 7 days per week based on the needs and schedule of the person served. Typical examples include but are not limited to assistance with medication management, scheduling and attending medical appointments, self care and maintaining mental health treatment, transportation, budgeting, grocery shopping, home living skills, personal hygiene skills, etc.

Member Rights

Members have the same basic and fundamental rights of non-disabled persons. RFYP ensures the rights of members are honored both at home and in the community. Members always have the right to informed consent, informed refusal, expression of choice, and the option to withdraw from any service at any time. Some of these rights may be restricted for health and safety reasons. Prior to restricting these rights due process must be utilized. Members can expect to receive the following rights:

- * Enter and use all areas of my home
- * Use the telephone when I want
- * Have visitors at my house
- * Check and review my mail
- * Privacy in my home
- * Choose who to share my information with
- * Have my personal items
- * Manage my money
- * Choose who to share my information with
- * Have my personal items
- * Manage my money
- * Manage my own medications
- * Participate in meetings about me and choose my goals
- * Participate in activities in my community
- * Be involved with choosing my services
- * Have the right vote
- * Speak my thoughts anytime
- * Express my sexuality
- * Go to my church and practice my religion
- * Decide where I live and who lives with me
- * Make decisions about my medical care
- * Choose healthy and nutritious food
- * Avoid medications or use objects that restrict my choices
- * To be free from people hitting me, hurting me, yelling at me
- * People will respect my privacy and dignity at all times
- * Participate in meaningful daily activities of my choice
- * Seek employment and have a job I like
- * Look at my files and ask questions anytime
- * Have access to all information about investigations about me
- * All legal rights that all people have

Admission, Transition, and Discharge Criteria and Procedures

Admissions Criteria and Procedures

The admission process starts with a referral to RFYP from a Case Manager, family member, friend, guardian, or any person involved in the care of an individual. Most individuals are approved for services through the ID or BI Waiver, Habilitation funding or Disability Action Point funding; however, some individuals may privately pay for services. After a referral is made,

the Program Director will give the referral source forms to complete and requests certain documents so RFYP can get an accurate picture of the needs, desires, and strengths of the individual. Depending on the information gathered, the individual's desires, and the openings within the agency, RFYP will work with the team to move at the pace the individual is comfortable with for a move in and/or start date. A person centered assessment is completed prior to writing the Initial ISP to gather information on the person's desired outcomes, strengths, abilities, personal preferences, necessary accommodations, and/or any other important factors in the member's life. This assessment will assist the member and his or her team to develop individualized goals.

Transition Criteria and Procedures

If a current member would like to transfer to a new location, program, and/or service, the member or guardian needs to communicate this to the RFYP Service Coordinator or Administrative staff. RFYP will do its best to honor that request and support the member in making the transition as smooth as possible. RFYP respects the individual preferences and accommodates the changing needs and desires of the clients.

Discharge Criteria and Procedures

If an individual would like to discharge from RFYP services and begin pursuing other residential or day programs in the area, RFYP will work together with the individual, guardian, and entire Interdisciplinary Team (IDT) to make the discharge go as smoothly as possible. If needed, RFYP will assist the IDT with finding a new service provider for the individual and remain supportive to the client throughout the process. RFYP requires a 30 day notice if an individual decides to pursue services with another provider and discharge from the agency. RFYP will also provide a 30 day notice of any involuntary discharge.

RFYP Staff

Reach For Your Potential employs over 230 people. A majority of our employees are Direct Care staff. However, there are other staff who work within the agency to develop and implement top notch services. All services are provided directly by RFYP staff.

Direct Care Staff

Direct Care staff are responsible for the day-to-day delivery of services, ranging from on-going supports like cooking and self-cares to working on specific goals. Direct Care staff responsibilities vary greatly in connection with which individuals they work with. Some individuals require constant supervision and complete physical care assistance and some only require verbal reminders and monitoring to complete their daily tasks. Staff are expected to be dependable and care for the individuals with patience and attention to their individual needs and wants. Staff are assigned based on the needs and the preferences of the members, their work availability, and personality to ensure a good fit. Day Habilitation Direct Care staff deliver services to members participating in Day Hab services as described in the member's Individual Service Plan. Each staff is assigned to work with a group of members and is responsible for all of the needs of each of the members including assistance with activities of daily living, in-house activities, goal work, and community outings.

Facilitator

Facilitators are responsible for ensuring that the day-to-day routines of the residential location are running smoothly. They often work with individuals to develop individualized menus and grocery lists, identify preferred leisure activities, sign up for and participate in community outings, shop for supplies and groceries, assist with bill paying and banking, track necessary documentation of services, and provide oversight to Direct Care staff. The Facilitator communicates regularly with the Service Coordinator to provide and receive updates on the home and the members who live there. The Day Habilitation Facilitators provide Direct Care support, plan and schedule in-house activities and community outings, implement Individual Service Plans and make sure goals are worked on, supervise staff, provide staff training, complete paperwork, and complete daily documentation.

Service Coordinators

Service Coordinators (SC) are responsible for the overall coordination of RFYP services for each individual on their caseload. They are responsible for overseeing the implementation of the Individual Service Plan, communicating with family and/or guardians other providers, working closely with RFYP's medical team, and supervising Direct Care staff and Facilitators.

The SC is the central point of contact for the service delivery team to ensure everyone remains informed about the preferences, choices, and personal interests of the person served, family, and guardian. The SC ensures the person served is an active participant in their service planning at all times. If requested by the member, guardian, and/or service team, the SC, Program Directors, and Executive Director are available to provide assistance, information, and/or referrals about resources available to assist any team member with making financial, legal, residential, health care, or other major life decisions. RFYP has a comprehensive knowledge of resources available to the member and the family/guardians. RFYP can make arrangements with external resources to provide care options and settings that meet the needs of the persons served.

The SC receives input from the member, the staff, other providers, and team members and uses the feedback to ensure quality services. The SC remains available to the member and their team for regular updates, interaction, and communication starting with orientation to services for new members, through the duration of services, to transition plans and/or discharging from services if needed including providing referral information. The SC will work cooperatively to reduce any disruption in services for a member who is admitted temporarily to another setting outside of RFYP. For any service needed that RFYP cannot provide, a referral will be made to the appropriate agency or medical provider to ensure needed services are received for the member and/or guardian/family including medical services.

Member Financial Assistants

Our Member Financial Assistants work with individuals to manage their money, balance their checkbooks, and assure that they are meeting the requirements of Social Security, Medicaid, Iowa City Housing Authority, and other financial resources. They assist with securing and maintaining benefits for which the member is eligible.

Administration

The Executive Director exercises general oversight in the areas of service delivery, strategic planning, communication with the Board of Directors, employment issues, and overall functioning of the agency.

The Human Resources Director oversees the employment and training of all RFYP personnel. In addition, the HR Director ensures that RFYP employment policies and procedures are in compliance with all accreditors.

There are three Program Directors. One Program Director supervises and oversees the communication and operations for the Residential program to ensure quality SCL and HBH services for individuals served and oversees and completes the admission process for new members. The second Program Director supervises the Medical and Maintenance departments. The third Program Director oversees the operations of the Day Habilitation program and the Quality Assurance team.

The Financial Director oversees the agency finances, payroll, and payee services. Member Financial Assistants are supervised by the Financial Director.

Medical Team

The Medical Team schedules and accompanies individuals to their medical appointments, works with staff in all programs to deliver appropriate health care treatment and training. The medical team is involved in on-going medical care to the extent required by the individual and service planning team. This involvement ranges from monitoring medication distribution to attending and tracking all medical appointments. They oversee medication distribution, use of medical equipment, and communication with medical service providers and families/guardians to ensure the highest quality services.

The Medical Team is available to members, guardians, and families for training and advocacy on health care related issues, medications, local physicians, specialty clinics, health care resources, insurance issues, etc. Guardians are welcome to accompany the Medical Team Assistant to appointments or call with any questions or concerns. Members of the medical team also participate in the agency after-hours on-call rotation and are available to assist with medical concerns Monday-Friday after 5:00 PM and on the weekends from Friday at 5:00 PM until Monday at 8:00 PM.

RFYP Health Care Coordinator

The Health Care Coordinator is responsible for leading all of the medical trainings, having continuous follow up on health issues, making recommendations on health related concerns, assisting with member cares, and overseeing the administration of medications. The Health Care Coordinator supervises the Medical Team staff and collaborates with all RFYP staff to ensure the highest quality for medically related services for the members. Additional individualized services and/or referrals that are available to members, guardians, and families are:

- Education on end of life support services including Hospice services
- Supports to deal with grief and loss
- Provision of medical supports to promote continuous care across all programming and environments to ensure community involvement
- Support for families including those who may have special needs themselves related to aging
- Advocacy for physical and psychological needs
- Health care funding needs and resources

CARF Accreditation

Reach For Your Potential, Inc. is proud to maintain a full 3 year accreditation from CARF International. CARF recognizes RFYP as an agency that meets and exceeds the standards for quality Supported Community Living and Day Habilitation services.

This is the highest level of accreditation that can be awarded to an organization. CARF is an independent, nonprofit accrediting body whose mission is to promote the quality, value, and optimal outcomes of services through a consultative accreditation process than centers on enhancing the lives of the persons served.

The RFYP Annual Management Report is available for review upon request. A modified version of the Annual Management Report is available for review on the RFYP website.

Aktion Club

Aktion Club is a community service club created specifically to assist adults with disabilities to get involved in their community. Aktion Club is lead by RFYP members. In addition to community service projects, Aktion Club also hosts a variety of social events on the weekends to provide opportunities for their members to enjoy their community together. Aktion Club was formed, structured, and run locally, but is supported by the Kiwanis International.

RFYP with the help of the Iowa City's Old Capital Kiwanis founded the **Reach For The Stars Aktion Club** in May of 2008. The club's meetings, fund raisers, and social events are coordinated by the individuals who participate in the club with the assistance of an RFYP advisor.

Aktion Club believes that through its service to the community it will also teach the community more about adults with disabilities with the hope that it will bring our community closer together.

Reach For The Stars Aktion Club Anthem:

Together we can Reach For the Stars, together we can open minds and hearts!
We serve others in our community, development has no disability!
United we can never fail, together we are one, united we can change the world!
Together we shine like the sun!

Community Living

Life Choices/Responsibilities

As a provider of services to adults with disabilities, our first obligation is to the individual we serve and to respect their freedom of choice. RFYP strives to offer the member greater choices, autonomy over life decisions, and development of skills for successful community living. RFYP has a responsibility to implement the individual's ISP, respect the individual's rights and restrictions, and advocate as needed. ISPs are reviewed at least twice per year to ensure the best individualized services are being administered, as well as providing multiple opportunities for the members to understand and articulate their needs.

If necessary, a Behavior Intervention Plan can be developed to provide RFYP staff with specific guidelines outlining interventions to address appropriate responses to maladaptive behavior. RFYP trains staff on positive interventions and being proactive to prevent any behavioral issues.

Rent/Utilities

Individuals are responsible for paying their own rent and utilities. RFYP offers payee services to assist with this task. Individuals can make choices about phone, internet, and cable services. Some members receive rental assistance through Section VIII Housing, HCBS Rent Subsidy, or other various assistance programs.

Food/Food Assistance

Individuals are responsible for purchasing their own groceries. Most individuals shop with some degree of staff support. Individuals can decide to develop individualized weekly menus and grocery lists to aid in budgeting and healthy eating. Upon admission, Reach For Your Potential will provide assistance in applying for Food Assistance through the Iowa Department of Human Services. This monthly supplemental resource varies depending on the individual's monthly income.

Recreational Activities

RFYP schedules and coordinates activities and provides staff support for individuals to participate in activities of their choice. Individuals are responsible for paying for community activities they attend. There are many individuals we serve that are involved in organized activities through the Iowa City Recreation Center, Special Olympics Iowa, West Music and Camp Courageous. Members are encouraged to participate in recreational activities with other RFYP members and community members to increase interpersonal relationships, self advocacy, and communication skills.

Furnishings

Individuals are responsible for furnishing their home. If they are not able to obtain sufficient furnishings, Medicaid Waiver services may be able to provide assistance. This is a process that RFYP and the individual's case manager may assist with. Individuals can decorate their homes and rooms to their liking. Roommates can work together to make sure individual preferences are taken into consideration.

Visits/Time Away

RFYP maintains no restrictions on visits or time away from an individual's home. If restrictions are placed on visitors, that will be done upon agreement by the service planning team and implemented by RFYP staff. RFYP does request that the Service Coordinator be given advanced notice so that RFYP can adjust activity schedules, pack medications, and make staffing arrangements.

Day-to-Day Living

Schedule

The day-to-day schedule of the individual depends on their personal schedules including school, work, and day program. Every RFYP member has a different schedule and RFYP will provide

staff to meet the needs of the individual. We strive to maximum individual choice opportunities in determining the flow of their home life. We also understand the importance of a structured schedule for many of the individuals we work with, so we aim to maintain a predictable lifestyle with respect their individual schedules and staffing needs.

Activities of Daily Living

Individuals are responsible for all activities of daily living to the best of their ability. RFYP staff members assist individuals with completing cooking, cleaning, laundry, personal cares, etc. without losing sight of the goal of greater independence.

Medication

Many of the individuals we serve take regularly scheduled medications. All staff who provide direct care are certified medication managers and assist individuals in taking their medications. All medications (including OTC, vitamins, and supplements) must be prescribed by a doctor in order for RFYP staff to administer the medication. If an individual administers their own medications, it is identified in their ISP. RFYP provides the level of support that is necessary for ensuring that individuals maintain healthy lifestyles.

Transportation

We encourage individuals to be as independent as possible in meeting their transportation needs. Some individuals arrange transportation through Iowa City Transit bus system, Johnson County SEATS para transit bus system, or through local taxi services. Reach For Your Potential maintains a fleet of vehicles to meet the members' transportation needs as needed. Most staff are approved to drive the agency vehicles to ensure members are actively participating in events within their community.

Hiring & Training

Hiring

RFYP follows a formal hiring process. Prospective employees complete an application and schedule an interview if appropriate. The application process involves State of Iowa criminal background checks, dependent adult/child abuse registry checks, OIG and SAMS background checks. These checks are completed upon hire and annually thereafter. The HR department collects information on applicants by performing reference checks on all potential employees. This helps to ensure RFYP hires quality employees. All new hires must complete the agency's orientation class, medication manager class, and a specific training process. If current employees wish to transfer to a new position within the agency, a letter of interest should be submitted to HR. HR will reply to the letter of interest in a timely manner to discuss the qualifications and responsibilities of the position of interest.

Training

Direct Care staff are trained at orientation and on site with the individuals that they will be working with. They are trained by the Service Coordinator and/or Residential Facilitator on member-specific needs. New staff work at least 10 training shifts with other staff before working on their own. All staff trainings are documented and tracked to ensure staff have been appropriately trained on the needs of the members.

RFYP offers monthly trainings including but not limited to First Aid/CPR, Blood Borne Pathogens, Mandatory Reporting of Child and Dependent Adult Abuse, Lifting and Repositioning, using a Lift Van properly, Confidentiality, Individual Rights/Restrictions, Positive Behavior Supports, Crisis Prevention Intervention, Insulin and Medication Administration Certification, Dental Hygiene, Dementia and Age Related Decline, a history of disability, and traumatic brain injury. Training on individualized cares are completed as needed based on the needs of the members.

Communication

Communication amongst families, guardians, Case Managers, other providers, individuals, and RFYP staff is crucial to providing quality services and to ensure that the member is receiving the assistance necessary to meet their needs and desires. If RFYP cannot provide a specific service, a referral will be made to meet the needs of the member. There are different levels of communication ranging from Direct Care staff, to Facilitators, to Service Coordinators, to Medical Staff, and to Administrative Staff.

The vast majority of communication is with the SC. Any questions about the member's home, service provision, access to other services, or staff issues should be directed to the SC. Some day-to-day questions can be directed to the Facilitator, such as a need for household items or for informal "status" reports. Medical questions can be directed to the Medical Team or the Service Coordinator.

Guardians, parents, members, stakeholders, etc. are welcome to contact Administrative Staff any time, especially if there are significant concerns, questions, feedback, or they have not been able to receive a satisfactory answer from other staff.

In the event of an urgent or emergent need after office hours, RFYP maintains an on-call system for Direct Care staff, RFYP members, and guardians. Phone numbers for Administrative Staff can also be made available to you, as needed, in cases of emergency. RFYP is available 24 hours per day, 7 days per week to assist with any urgent or emergent issues that may arise. RFYP personnel that are on call after office hours and on weekends are the Service Coordinators, Facilitators, medical staff, office staff, and administrative staff to ensure the needs of the members are met even when office hours are closed.

RFYP strives to maintain exceptional communication, assistance, and follow through. We rely on you to help us by communicating your needs, concerns and questions to the appropriate individuals.

Additional information, forms, handbooks, and Performance Summaries can be found on the RFYP website at www.RFYP.org.

Your Feedback Drives Agency Goals

RFYP values the feedback of members, guardians, and other stakeholders. RFYP distributes satisfaction surveys annually, upon discharge, and post-discharge. We encourage everyone to participate and provide feedback. This information drives the goals and future direction of the

agency. RFYP wants to ensure we are meeting the needs of all parties and seeking to continually improve.

Health & Wellness Promotion

Reach For Your Potential provides continuous, quality, and individually tailored services for the members based on their needs so they can thrive, overcome barriers, maintain community involvement, and live their best lives. RFYP provides supports to members and their families to drive positive health outcomes and improve health equity across multiple domains. RFYP implements collaborative, person-centered strategies to address disparities and develop sustainable and equitable business functions and service delivery to bring quality to life.

RFYP programming includes but not limited to:

- Wellness Exercise Program
- Accessible transportation
- Family involvement
- Service coordination
- On-staff medical team
- Health advocacy and education
- 24 Hour On-call system
- Social events (community and in-house)
- Access to healthy food options and nutritional support
- Safe, accessible, and affordable housing
- Employment supports
- Financial support and education

Activities and Community Integration

RFYP promotes community activities and provides transportation. Examples of a few of the activities include:

- Aktion Club: Car Washes, Park Clean Up, Food Drives, Holiday Parties, Bake Sales, Cards and Gifts to Children's Hospital and Nursing Homes, Dog Toys for Animal Shelter, Yearly Softball Tournament, Crafts
- Special Olympics Iowa
- Iowa City Recreation Department
- University of Iowa Best Buddies Program
- Camp Courageous—Week long camping and trips
- Camp Reese—Week long camping
- RFYP Holiday Parties
- RFYP Annual Party for Members and Families
- Iowa State Fair and Johnson County Fair
- Iowa City Art Festival, Jazz Festival, Soul Festival
- Iowa City Friday Night Concert Series and Music in the Park
- Iowa City Summer of the Arts Events
- West Music—Sound Reach Choir and Music Therapy
- University of Iowa Sporting Events
- Cedar Rapids Kernels Games
- Coralville Heartlanders Hockey Games

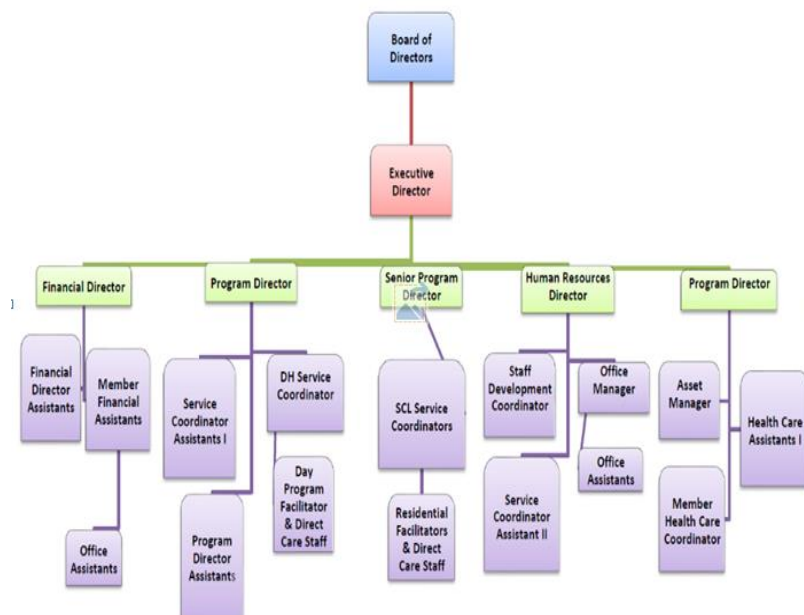
- Concerts
- Movies
- Community Theater
- Cultural and Religious Events
- Public Library
- Railroad Museum

Individualized Service Plans

The Individual Service Plan (ISP), is a plan outlining the member’s personal goals they wish to achieve and the supports needed to be as independent as possible in their home, community, work setting, and/or day program. The member and their team work together in the design and implementation of the goals identified by the member. The IDT can remain fluid and flexible based on the desires of the member, family/support systems, and/or the team members’ willingness to participate in this ongoing and dynamic process. The ISP is developed from components identified in the person-centered assessment process and input from the family/support system, guardians, case managers, RFYP, other providers, and/or other stakeholders.

Through this process the member, guardian(s), natural supports and providers determine goals and objectives that honor the member’s preferences, needs, strengths, desired outcomes, choices and abilities. In addition, the service delivery process must consider the member and family/support systems’ coping and problem solving skills, health care needs and status, financial and educational needs, communication styles and frequency preferences, social/cultural factors, and/or lifestyle choices. The development of the person-centered service plan takes into consideration the person’s health care needs, stage of disease progression, anticipated needs, and end of life decisions and plans. The process involves input and observations from natural supports and IDT members as the member desires or requires of their IDT. The member is actively involved in every step of developing the ISP. Service plan meetings are scheduled at the most convenient time for all IDT members and can be reviewed/revisited at any time. The components of the meeting are documented in a report form in an understandable format and the Service Coordinator is available at all times to clarify any components as needed.

Table of Organization



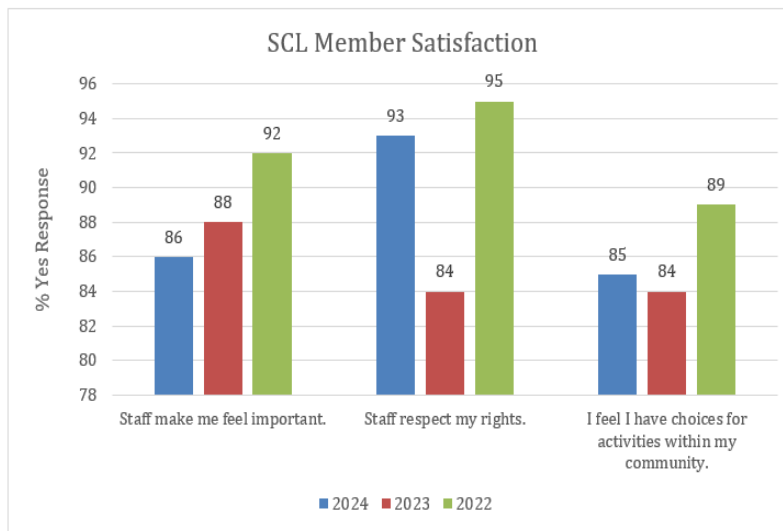
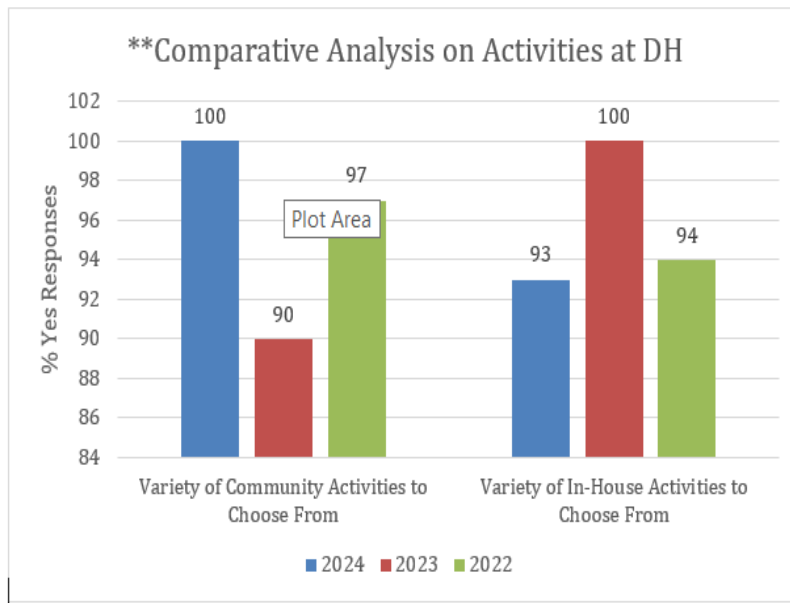
Contact

To make a referral for admission to the residential or day programs or if you would like additional information on RFYP services, you can contact: Diana Jones, Program Director at diana.jones@rfyp.org.

If you would like information on employment, you can contact: Kristine Tomash, Human Resources at kristine.tomash@rfyp.org.

If you would like to review forms, handbooks, or need additional information, please review our website at www.RFYP.org.

Satisfaction Survey Results



Related Entity Disclosure Statement

Reach For Your Potential owns and operates a childcare center, North Star Child Care Center, which is a separate program from the services seeking CARF accreditation.

While the childcare center is not part of our CARF-accredited services, this ownership relationship means the organizations share governance and oversight at the organizational level. This relationship does not affect eligibility for services or the quality of services provided within our CARF-accredited programs. Some administrative functions are shared across programs. The North Star Child Care Center operates under separate licensing requirements.

We share this information to support transparency and informed decision-making for members, families, guardians, staff, and other stakeholders. The disclosure statement is in the Services Handbook, Employee Handbook, RFYP website, and in the Policy & Procedure Manual.