

# FFY2019 RESOURCE GUIDE



## MANDATORY ~ ACTION REQUIRED CONTRACT REQUIREMENT

**October 11-12, 2018**

Network providers are required to provide a description of their agency and program activities for the online Family Service Resource Guide available on the PSSF website. This resource guide is used by county DFCS and other local agencies to identify community-based supports and services available for families.

In addition, each agency/organization is required to review and/or provide up-to-date contact information for their agency and program(s) to facilitate seamless communications between FFY2019 network providers, the technical assistance team and the Department.

1. Go to [www.pssfnet.com](http://www.pssfnet.com) and log into “FFY2019 Award & Contract Information” using the same Username and Password used to access your award information.

If your agency has more than one PSSF-funded program, you must log in for each program separately using the corresponding username and password.

2. **Select the link at the top of the page for 'Resource Guide'** and follow the instructions. Complete Part 1, Part 2 and Part 3, carefully reviewing all fields and updating with new or corrected information.

**Part 1** – Confirm/update this information as it will be used to communicate important programmatic and contract information to your agency throughout the contract year.

The PSSFWeb Users section cannot be edited. If any changes need to be made to this information, the Executive Director or Primary Contact should complete a PSSFWeb User Change Request form (accessible from the PSSFWeb Users tab on the main menu).

**Part 2** – Provide a written description of your agency and program including your mission, target population, referral criteria, expected outcomes, etc. This information will be made available through the online resource guide to aid county departments and other agencies searching for supports and services for families.

**Part 3** – Provide information on whether or not your agency provides parent education, parenting or parent coaching. If these services are part of your FFY2019 Service Delivery Schedule, additional information is requested.

As your agency’s representative at the PSSF FFY2019 Contractors Meeting, it is your responsibility to share this IMPORTANT information with the appropriate individuals at your agency to ensure that this task is completed during the timeframe specified.

If you have questions or experience difficulty logging in, please contact the PSSF Technical Assistance Team at [communications@pssfnet.com](mailto:communications@pssfnet.com).

Resource Guide “edit” function will only be available: **October 11-12, 2018**  
You will not be able to access any other PSSFWeb functions until October 18, 2018.