

# ACF

Administration  
for Children  
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Office of Family Assistance

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3. Originating Office: Office of Family Assistance

4. Subject: Addressing Program Access When Promoting Availability of Services

## INFORMATION MEMORANDUM

**TO:** All Promoting Responsible Fatherhood grantees

**SUBJECT:** Equal Program Access in Promoting Responsible Fatherhood programs

**REFERENCES:** Program Access Statement contained in the Promoting Responsible Fatherhood Program Announcements

**PURPOSE:** To ensure that recruitment activities and materials that promote the availability of Federally-funded Responsible Fatherhood programs are consistent with the Program Access mandate that services be available to all eligible persons, regardless of gender.”

**INFORMATION:** As part of the winning partnership between the Office of Family Assistance (OFA) and your organization, open communication between our agency and your organization remains a top priority in our joint commitment to effective Responsible Fatherhood services. In a prior Information Memorandum (IM), dated April 18, 2007, we reminded Responsible Fatherhood grantees of their obligation to provide equal access to services consistent with the “Program Access” section of the program announcements. We reiterated the requirement that no eligible persons be denied services on the basis of their gender. Consistent with the intent of that Program Access provision, this IM provides that any recruitment activities and materials promoting the availability of OFA-funded Responsible Fatherhood services, conducted or developed from the date of this IM, must be consistent with the Program Access requirement that eligible persons may receive services regardless of their gender. Because equal access requirements also apply to eligible persons, regardless of race, age, disability, or religion, recruitment activities and materials similarly should be consistent with these requirements.

This means that any materials designed to be individually distributed, posted or expressed in order to promote the availability of OFA-funded

Responsible fatherhood services, such as fliers, pamphlets, advertisements, public service announcements (PSAs) and similar items, must include the following eligibility statement: **“These services are available to all eligible persons, regardless of race, gender, age disability, or religion.”** This statement must be placed in the text, or expressed in the PSA, in a manner that is reasonably apparent to the reader or listener.

When various materials promoting the availability of services are designed only to be collectively distributed or posted together, such as sheets to be distributed in a single folder, this eligibility statement may be stated once provided it is reasonably apparent to anyone receiving the materials.

In addition, recruitment activities, including but not limited to, outreach, briefings, presentations, counseling, referrals of individuals from other programs, and other activities, should be consistent with the Program Access requirement that these services are available to all eligible persons, regardless of race, gender, age disability, or religion.

We emphasize that this requirement does not change the scope of your projects or the focus of your outreach efforts. As indicated in the program announcement: “The scope of these projects can be broad and comprehensive or narrow and targeted to specific populations. Target populations may include one or more of the following groups: married fathers, single or unmarried fathers, cohabitating fathers, young or teenage fathers, and new fathers or fathers-to-be.” Accordingly, from the beginning of this program, particular populations such as those identified in the announcement may be targeted by any outreach efforts that you use to promote the availability of services. Additionally, the title, curricula, and Responsible Fatherhood focus of your projects should remain consistent with the program announcement and your applications as approved by OFA. This IM does not affect these measures. Rather, this IM will help ensure that all grantees consistently implement the Program Access mandate in recruitment activities and materials that promote the availability of services.

We continue to expect all grantees to comply with this and other applicable requirements since a violation of this IM, or any other award term or condition, raises serious implications for any grantee and may jeopardize continued funding for programs that fail to comply. Grant recipients are responsible for managing and monitoring their projects to ensure compliance with all Federal laws, regulations, and other terms and conditions that are applicable to their award. Your Federal Project Officers (FPO) will continue to oversee all projects through various means, including site visits.

**INQUIRIES TO:**

If you have any questions regarding the above, please do not hesitate to contact the FPO identified in your award package.

*Kath Bradley for Sidonie Squier*  
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Sidonie Squier  
Director