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**MEMORANDUM**

TO: Eli Segal
Office of National Service

FROM: Peter Edelman
Counselor to the Secretary

SUBJECT: Report to the President on Departmental Service Initiatives

We are pleased to share with you highlights of the Department's current activities relating to community service and to describe emerging opportunities to enlarge our agenda in this area. In researching this information we have discovered numerous projects which, though in most cases not operated directly by the Department, nonetheless offer great potential to foster community service at local levels. We recognize exciting possibilities for more effective development, leadership and coordination of these and additional programs.

I. SUMMARY INFORMATION**A. Agency-Sponsored Programs**

The National Health Service Corps (NHSC) of the Public Health Service is currently the model Department program demonstrating an ethic of service in a medically underserved community in exchange for educational financial assistance, although the total number of participants in the program is still quite modest. Recently the NHSC concept of community service has become a media icon through its portrayal on the popular TV series, *Northern Exposure*. The NHSC had 1,256 participants as of September, 1992, about 75% of whom were physicians or medical students, and the rest other health professionals. The program is currently funded at \$120 million, with about 400 new scholarships each year.

The Head Start Program, now funded at \$2.7 billion, currently has a very strong mandatory community service/volunteerism component. Head Start requires that each local program contribute 20% of the cost of the program, and volunteer time is counted toward this requirement. During the 1991-1992 school year about 606,000 persons, mostly parents, grandparents, aunts and uncles of Headstart children contributed thousands of hours of volunteer time; a number of health care professional and other community organizations also volunteered services, space and materials for local programs. The Department has entered a \$.4 million contract with the Ad Council to develop attractive advertising in an aggressive bid to increase the number of parental and professional volunteers in Headstart programs.

The National Youth Sports Program is a \$9.4 million program funded by the Office of Community Service within the Administration for Children and Families. Grants are made to the National Collegiate Athletic Association (NCAA) to contract with 173 colleges and universities in 44 states to provide a comprehensive developmental and instructional sports program for approximately 70,000 low income children and youth. The program makes extensive use of community volunteers to help give information concerning career and educational opportunities, study habits, drug and alcohol prevention, and nutrition; volunteers also assist in insuring that each child in the program receives a complete medical examination.

The Legal Counsel for the Elderly Money Management Program is a project that was jointly sponsored on an expanded basis by the American Association for Retired Persons (AARP) and the Administration on Aging. Volunteers are recruited, trained and monitored by AARP after it is determined by a Social Security Administration field office that a recipient needs a representative payee because he or she is mentally or physically disabled, severely forgetful, or confused. Volunteers keep an accurate record of all financial transactions, maintain control over the benefits, sign all checks for the client's expenditures, and spend the client's money in his/her best interest on food, shelter, utilities, medical care and personal needs. This project is active in 58 cities and counties within 20 states.

B. Employee Voluntary Programs

A recent non-exhaustive survey of employee volunteer activity reported that about 5,637 DHHS employees in the regions and headquarters spent some 111,696 volunteer hours per year in various community activities. The reported activities were very diverse, ranging from work in food kitchens and holiday gift drives to mentoring programs and blood drives. Much of the volunteer work is performed on employees' personal time. A sample of the more popular activities included the following:

- participation in national health initiatives such as the American Red Cross Blood Drive, the Race for the Cure for Breast Cancer, the March of Dimes WALK AMERICA, and the Walk for Multiple Sclerosis;
- participation in the several Partnership in Education Program's Adopt-A-School projects which pair federal agencies with local elementary and secondary schools. Department employees act as tutors and mentors to individual students, and present special enrichment material in classrooms and assemblies. Employees in several Department agencies have served in the program in Bell Multicultural High School, and in Brent Elementary School in Washington; Baltimore employees adopted the Calvin Rodwell and Edmondson Heights Elementary Schools in Baltimore; other schools around the country have been adopted, as well. In 1991 a very special Partnership program was established at Eastern High School of Washington, D.C., with the organization of the Health and Human Services Academy, a thematic "school-within-a-school" to prepare Eastern students for careers in health and human service industries, and in public service. Social Security employees in numerous cities have started Student Mentoring Programs in local school systems.
- participation in patient-related fundraising and support activities. Over 850 employees within the National Institutes of Health contributed between 3000 and 4000 volunteer hours toward many activities designed to entertain, house, and give financial support to patients of the NIH Clinical Center, particularly children with cancer. Programs such as Project Zest, the Children's Inn at NIH, and Special Love-Camp Fantastic, among others, provide gifts, parties, celebrity visits, home-baked cookies and other amenities for patients.
- participation in food collection and distribution projects, voter registration drives, senior citizen, and other civic volunteer projects too numerous to specify.

C. Total Amount Spent on Service Initiatives

We have provided some approximate funding levels for the strongest agency-sponsored programs outlined in Part A of this report. However, there are numerous other programs in the Department that are managed at the state or local level and which depend upon volunteer service or contributions to meet in-kind requirements or to operate effectively (e.g., the Court-Appointed Special Advocate programs, sponsored by the Office of Child Abuse and Neglect and managed by county and state agencies, often employ volunteer guardians ad litem to assist juveniles; also, community action agencies in 36 states receiving Community Service Block Grants reported in 1990 that 14,007,312 volunteer hours were donated to them); however, these programs vary widely across localities.

Thus, funding amounts for volunteer segments of these and other Department programs are extremely difficult to calculate for several reasons: first, most DHHS programs are funded through state agencies rather than directly, and although at the local level volunteer activity is an integral program component, it is difficult to ascertain how much of DHHS funding is spent to support community service or volunteer activity; secondly, Department grant requirements do not currently require community service as a condition of program support; and finally, with respect to employee programs, volunteer activity is rarely monitored or costed out, although we are exploring better methods to capture this information.

D. Ideas for Program Development

We are exploring program development opportunities in several areas and are studying these possibilities:

1. **Find ways to expand the service programs that presently exist in the Department.** We could establish a new "Health for America Corps" (for young people aged 17 to 25), and/or a "Primary Care Intern Program" (for high school students), within the Public Health Service as a complement to the existing National Health Service Corps. These programs could allow young people to work in community and migrant health centers, and in Indian Health Service sites. This could give young people excellent exposure to health professions, and could serve to ease their entry into academic study and careers.

We might also consider formalizing the community service component required for federal financial assistance and loans. For instance, we could require that health professions education loans be conditioned on school-time participation in community service activities; or we could require that educational institutions participating in such loan programs establish community service curricula.

2. **Find ways to support future participants in a National Service Initiative.** DHHS can operate in several ways to support such an Initiative:
 - insure that low-income participants have access to HHS-funded health facilities (e.g., community and migrant health centers);
 - distribute information on national service to youthful beneficiaries of DHHS programs;

- insure that participants have access to DHHS training and technical assistance centers for use in their work;
 - provide participants with independent living skills training; health and nutritional counseling and information; and prevention services related to high risk behavior (e.g., alcohol, tobacco or other drug abuse, etc.), related to their personal care or for use in their work.
3. **Develop effective methods to encourage, chart and reward employee volunteer activity.** We could modify a program within the Local Area Network to request that employees who participate in Department-sponsored or other volunteer programs to so indicate in a simple LAN entry. In this way we could keep track of person-hours expended and other details and necessities of an employee program.

HHS - The Honorable Donna Shalala Agency Sponsored Year-Round Programs

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AGENCY MISSION: Responsible for the nation's human concerns, including income security for children and families, and the disabled; services for the aging; health research and services.

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
The National Health Service Corps CONTACT: Craig Hostetter (301) 443-3030	This program offers funding for health professions education in exchange for service in medically underserved communities.	N/A	\$120 million	1,256	Varied	\$796 per month plus tuition and books	N/A	Indian Health Clinics and Community Health Centers
The Head Start Program CONTACT: Joseph Matola	Child Development Program (volunteer time counts toward the statutory 20% matching funds requirement)	N/A	\$2.7 billion	721,168 children	3-5 years old	Volunteer hours are credited at minimum wage rates.	N/A	N/A
Eastern High School Health and Human Services Academy CONTACT: Paul Johnson (202) 690-7358	This is a thematic school-within-a-school which emphasizes education, values, constructive employment and careers in various modes of the health and human services industries.	N/A	\$70,000 for staffing \$30,000 for equipment	200	13-18 years old	None	N/A	Cooperation agreements with the Department of Defense

HHS - The Honorable Donna Shalala Agency Sponsored Summer Programs

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National Youth Sports Program CONTACT: Jacqueline Lemire (202) 401-9342	A grant program sponsored jointly with the NCAA to provide summer instruction in sports, hygiene, and health education to disadvantaged youths.	Summer	\$9.4 million	70,000	10-16 years old	N/A	N/A	NCAA
Summer Jobs for Eastern High School Students CONTACT: Paul Johnson (202) 690-7358	Employment of Eastern Health and Human Services Academy students in various health professions.	N/A	\$45,000	30	High school juniors and seniors	\$1,5000 per student	N/A	N/A

HHS - The Honorable Donna Shalala
Voluntary Program which Support the Department's Mission

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The AARP Elderly Money Management Program CONTACT: Dr. Al Dunk (202) 619-0441	Volunteer program which assists mentally or physically disabled elderly people with bill paying and money management.	N/A	None presently; grant funds expired in 1992	1,736	Over 65 years old	N/A	N/A	State and community-based agencies
The SHARE Program DIVISION: Health Resources and Services Administration CONTACT: Jackie Painter (202) 443-2063	A volunteer program to assist senior citizens in nursing homes and who live independently.	N/A	N/A	Unknown	Varied	None	N/A	N/A
Toiletries for New Moms DIVISION: Health Resources and Services Administration CONTACT: Jackie Painter (202) 443-2063	Collects soaps and personal hygiene items for distribution to new mothers.	N/A	N/A	Unknown	Varied	None	N/A	N/A

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Rockville City Thanksgiving Dinner DIVISION: Health Resources and Services Administration CONTACT: Jackie Painter (202) 443-2063	Annual Thanksgiving dinner for homeless people co-sponsored by HRS Volunteer and the City of Rockville, MD.	N/A	N/A	Unknown	Varied	None	N/A	City of Rockville, MD
The Martin Luther King, Jr. Annual Dinner DIVISION: Health Resources and Services Administration CONTACT: Jackie Painter (202) 443-2063	Dinner and ceremony honoring Reverend King for homeless and needy people.	N/A	N/A	Unknown	Varied	None	N/A	N/A
Project ZEST DIVISION: National Institutes of Health CONTACT: Andrea Rander	Provides recreational and self support programs for children in Washington, D.C. homeless shelters	N/A	N/A	Unknown	Varied	None	N/A	N/A
Friends of the Clinical Center DIVISION: National Institutes of Health CONTACT: Andrea Rander	A volunteer program to coordinate fund-raising and other support for patients and their families	N/A	\$17,000 raised by volunteers	Unknown	Varied	None	N/A	N/A

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The Children's Inn at the National Institutes of Health DIVISION: National Institutes of Health CONTACT: Andrea Rander	A 36-room house for chronically ill children who are undergoing treatment at HHH, and their families	N/A	N/A	Unknown	Varied	None	N/A	N/A
Special Love-Camp Fantastic DIVISION: National Institutes of Health CONTACT: Andrea Rander	Program to give recreation and family support for children and their families, providing sports events, celebrity visits, ski parties, picnics, etc.	N/A	N/A	Unknown	Varied	None	N/A	N/A
Miriam's Kitchen DIVISION: Administration for Children and Families CONTACT: Jacqueline Lemire (202) 401-9342	A food program for homeless people	N/A	N/A	Unknown	Varied	None	N/A	N/A
Watsonian Society Dinner for AIDS patients	Weekly program of meal delivery for AIDS patients	N/A	N/A	Unknown	Varied	None	N/A	N/A

HHS - The Honorable Donna Shalala Employee Voluntary Activities

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Boy Scouts/Girl Scouts DIVISION: Administration for Children and Families CONTACT: Jacqueline Lemire (202) 401-9342	Employees volunteer leaders for scouting programs; assist scouts with badge and recreational programs.	N/A	N/A	Unknown	Varied	None	N/A	N/A
Partnerships in Education Program DIVISION: Centers for Disease Control CONTACT: Don Berreth (404) 639-3286	(Adopt-a-School Program) Volunteers adopted Tilson Elementary School in Atlanta, and Dorsey Elementary School in Morgantown, WV.	N/A	N/A	Unknown	Varied	None	N/A	N/A
Christmas Toy Drive DIVISION: Centers for Disease Control CONTACT: Don Berreth (404) 639-3286	Volunteers collected toys for 750 children in DeKalb and Fulton counties in Georgia.	N/A	N/A	Unknown	Varied	None	N/A	N/A

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Project Plus DIVISION: National Institutes of Health CONTACT: Andrea Rander	A literacy program co-sponsored with ABC-TV.	N/A	N/A	Unknown	Varied	None	N/A	ABC-TV
Partnerships in Education DIVISION: National Institutes of Health CONTACT: Allison Rander	Employees have adopted Takoma Park Elementary School and Seneca Valley High School.	N/A	\$17,000 raised by volunteers	Unknown	Varied	None	N/A	N/A
Race for the Cure DIVISION: Administration for Children and Families CONTACT: Jacqueline Lemire (202) 401-9342	Employee/public race/walk.	N/A	N/A	Unknown	Varied	None	N/A	N/A
Walk for Multiple Sclerosis DIVISION: Administration for Children and Families CONTACT: Jacqueline Lemire (202) 401-9342	Employee/public race/walk.	N/A	N/A	Unknown	Varied	None	N/A	N/A

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Walk America-March of Dimes DIVISION: Administration for Children and Families CONTACT: Jacqueline Lemire (202) 401-9342	Employee/public race/walk.	N/A	N/A	Unknown	Varied	None	N/A	N/A
American Red Cross Blood Drive DIVISION: Administration for Children and Families CONTACT: Jacqueline Lemire (202) 401-9342	Employee/public race/walk.	N/A	N/A	Unknown	Varied	None	N/A	N/A
Partnership in Education DIVISION: Health Care Financing Administration CONTACT: Kathy Clay (410) 966-5562	Employees volunteer in the Adopt-a-School Program. Adopted Calvin Rodwell and Edmondson Heights Elementary School.	N/A	N/A	Unknown	Varied	None	N/A	N/A

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Harvest for Hungry DIVISION: Health Care Financing Administration CONTACT: Kathy Clay (410) 966-5562	A Maryland statewide food bank.	N/A	N/A	Unknown	Varied	None	N/A	N/A
Partnership in Education Program DIVISION: Office for Civil Rights CONTACT: Marcella Haynes (202) 619-0671	Employees volunteer in the Adopt-a-School Program. Adopted the Bell Multi-cultural Program and Brent Elementary School; tutored and mentored students, and presented enrichment materials and programs.	N/A	N/A	Unknown	Varied	None	N/A	N/A
The Washington Humane Society DIVISION: Office for Civil Rights CONTACT: Marcella Haynes (202) 619-0671	Animal safety and adoption	N/A	N/A	Unknown	Varied	None	N/A	N/A
Teens for Tots DIVISION: Office for Civil Rights CONTACT: Marcella Haynes (202) 619-0671	Program encouraging teen volunteers to collect toys for and mentor younger children.	N/A	N/A	Unknown	Varied	None	N/A	N/A