The Governor's Family Violence Council
Abuse Intervention Program (AIP)
Certification

February 2020

Application Submission Deadline: Monday, April 10, 2020

Governor's Office of Crime Prevention, Youth, and Victim Services
Contact: Rebecca Allyn
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The Governor's Family Violence Council Abuse Intervention Program (AIP) Certification

General Instructions

The Governor's Family Violence Council (FVC) Abuse Intervention Program (AIP) Certification Process is intended to certify AIP's for inclusion in the Administrative Office of the Courts Bench Book for Maryland Judges. This manual is used by judges to refer abusers to appropriate intervention programs. Whether or not a program is certified has no bearing on whether they are able to operate in the State of Maryland. Programs that do not meet the qualifications for certification may still operate in the same capacity they were operating in prior to applying for certification; however, programs that do not meet the qualifications will not be eligible for placement in the Bench Book for Maryland Judges.

The Application Instructions will provide applicants with pertinent information regarding the development and submission of the Abuse Intervention Program Certification Application. Applications and supporting documents must be submitted electronically to Rebecca Allyn, Victim Services Program Manager, Governor’s Office of Crime Prevention, Youth, and Victim Services, at Rebecca.allyn@maryland.gov NO LATER THAN 3:00 P.M. ON MONDAY, APRIL 10, 2020.

Please do not mail applications. Incomplete applications will not be accepted.

Certification Timeline

Applications are due to the Governor’s Office of Crime Prevention, Youth, and Victim Services by Monday, April 10, 2020. Applications will be reviewed for completeness. Applicants will receive a letter of acceptance or denial in May or June. Certification is valid for three years from the date of certification.

Audit Process

During the three-year period after certification, the FVC may audit a certified program to ensure compliance with the Guidelines. At any time during normal business hours, and as deemed necessary by the certifying body (the FVC), the certified AIP shall make available to the Victim Services Program Manager or any of their authorized representatives, any of the program’s records for inspection and audit.
Domestic Violence Abuse Intervention Program
Application for Certified Compliance with Maryland Guidelines for Abuse Intervention Programs

Programs that certify compliance with state guidelines for abuse intervention programs and meet the requirements of this application will be included in the Governor’s Family Violence Council’s list of recommended abuse intervention programs.

___________________________________________

PROGRAM CERTIFICATION
Information gathered in this section is for identifying and contact purposes. Should you receive certification, this information will be sent to the Administrative Office of the Courts for entrance into the bench book.

Application Period: _______2020-2023_________ Date: ______________________________

Name of Abuse Intervention Program (AIP): ______________________________________________________________________

AIP Program Director: _______________________________________________________________________________________________

AIP Address: _______________________________________________________________________________________________________

Name of Parent Organization: ______________________________________________________________________________________

Executive Director: __________________________________________________________________________________________________

Address if different from above AIP Address: __________________________________________________________________________

Name of Contact to appear in Judge’s Bench Book: _______________________________________________________________

AIP Phone: __________________________ Fax: __________________________

Program Website: __________________________ Email: __________________________

Fee for your program: __________________________ Program Hours of Operation: _________________

What type of organization is your parent organization?

_____ For profit  _____ Not for profit  _____ Government agency

Counties (City) Served*: ________________________________________________________________________________________

* Note: Programs serving multiple counties with the same staff may submit a single application but programs operating in multiple counties with different sites and staff must complete different applications for each site.
2.0 DEFINITION OF ABUSIVE BEHAVIOR AS IT OCCURS IN INTIMATE PARTNER VIOLENCE

As you complete your application, please keep in mind the following definition of intimate partner violence as is stated in the Guidelines:

Any criminal offense where the offender and the victim are or have been married, in an intimate relationship, including dating and same sex relationships, or have a child together, or where the victim qualifies for a protective order or an intimate partner peace order.

Abusive behavior in intimate partner violence is defined as follows:

- Abuse is a pattern of coercive control directed toward the victim.
- Abusive behavior involves the use of physical harm, emotional harm, or intimidation to control the victim's thoughts, feelings or actions.
- Abusive behavior results in a living environment of fear which infringes upon the victim's basic rights and freedoms.

The following criteria are directly related to the Maryland State Guidelines for Abuse Intervention Programs and are required for certification. Where requested, please provide supporting documentation with this application. In areas where supporting documentation is requested, but not provided, it will be determined that the program does not meet the requirement. Please note: When program policies are requested, please only submit those pages pertinent to the policy requested. Do not send copies of entire policy manuals with your application. If a policy or form addresses multiple guidelines, only submit one copy.

3.0 OPERATING STANDARDS

3.1 Victim Confidentiality

Indicate whether you have a policy and/or protocol for the following items and attach a copy of the policy and/or protocol and any relevant forms or supporting documentation:

A. Victim confidentiality

B.  
   i. Child abuse reporting
   
   ii. Vulnerable adult and elder abuse reporting
   
   iii. Victim notification of child abuse, vulnerable adult and elder abuse reporting

C. Separation of files
   
   Name of file supervisor: ________________________________
   
   Address of file supervisor: ________________________________
   
   Professional License Type and #: __________________________

   Please note: When program policies are requested, please only submit those pages pertinent to the policy requested. Do not send copies of entire policy manuals with your application. If a policy or form addresses multiple guidelines, only submit one copy.
3.2 Intake Process
Indicate whether you have a policy and/or protocol for the following items and attach a copy of the policy and/or protocol and any relevant forms or supporting documentation:

A. Notify courts that an applicant or participant is not amenable to the program's services and make appropriate recommendations.

B. Notify courts that a referred abuser failed to contact your program within the specified time.

C. Conduct screenings and intake within 10 days of contact by the applicant.

D. Develop a history and profile of the abuser's violent behavior based on descriptions from criminal justice agencies, the victim(s), treatment programs, and other relevant persons or agencies.

Indicate whether you collect the following items from applicants/participants and attach a copy of the appropriate forms to demonstrate this.

i. Abuser's full name;
ii. Address;
iii. Victims name and contact information;
iv. History of substance abuse;
v. History of mental/behavioral health, including diagnoses, hospitalizations, treatment and medications;
vi. Assessment for homicidal or suicidal threats or ideation;
vii. Description of referring incident;
viii. Information on possession and access to weapons, and any history of threat or actual use of weapons.

Indicate whether you have a policy and/or protocol for the following items and attach a copy of the policy and/or protocol and any relevant forms or supporting documentation to your application:

E. i. Secure a waiver of confidentiality from the abuser to allow communication with the victim and, if possible, the current partner and all previous partners with whom the participant has children about incidents of abuse and abuser's participation in the program.

ii. Attempt to provide information to victims about services available to maintain safety, as well as educational and counseling resources.

F. Secure a waiver of confidentiality from the abuser to allow the certifying body to audit, monitor and evaluate program records and group activity to ensure program compliance with Guidelines.

G. The AIP shall either provide or refer abusers for treatment services to address factors contributing to the abusive behavior. The AIP will secure from the abuser a reciprocal release of information to allow for an exchange of information with relevant service providers.
H. A contract, specifying the responsibilities of both the program and the abuser, that reflects the following:

   i. The duration of the program.
   ii. Agreement on fee rates and payment requirements.
   iii. Agreement to stop all forms of violence.
   iv. Agreement to refrain from drug and alcohol use while attending group meetings.
   v. Conditions resulting in program non-compliance and the consequences thereof.

3.3 Victim Safety
Indicate whether you have a policy and/or protocol for the following items and attach a copy of the policy and/or protocol and any relevant forms or supporting documentation to your application:

A. The AIP shall send information about local resources available to the victim unless the victim is asked not to be contacted. The list of resources must include:

   i. Legal services;
   ii. Emergency shelter;
   iii. Counseling services;
   iv. 24-Hour hotline;
   v. Children’s therapeutic resources

B. The AIP shall provide information about the effectiveness of AIPs in general and, if available their own specific AIP.

C.  
   i. The AIP shall attempt to inform the victim about the abuser’s attendance unless the victim requests not to be informed.

   ii. Effort to contact the victim must be made to vary time and day of attempts in order to increase the likelihood of contact. If contact information in available, at least three attempts should be made to reach the victims by phone. All attempts must be documented.

D.  
   i. The AIP shall evaluate the abuser’s lethality & warn victims determined to be at high risk.

   ii. The AIP shall establish a “duty to warn” procedure directing staff to warn the victim and/or notify the police if a direct threat is made against the victim or another person.

E. The AIP shall have clearly written policies and procedures to define how partners/victims may file grievances and describe any and all steps of the grievance process.

3.4 Program Format
Indicate whether you have a policy and/or protocol for the following items and attach a copy of the policy and/or protocol and any relevant forms or supporting documentation to your application:

A. All AIP group members shall be referred or volunteer based on an incident or history of perpetrating partner violence. Cases solely involving other types of conflict are not appropriate for AIP groups and should not be included.
B. Group members should be of the same gender.

C. Program curriculum will be predominantly focused on issues of intimate partner violence. Please attach a Table of Contents and outline of the program curriculum.

D. i. Programs providing groups sessions must meet a minimum time requirement of 32 hours of group time extended over at least 20 weeks. The AIP shall have clearly written absence policies.

ii. Programs providing individual sessions must meet a minimum time of 16 meeting hours extended over at least 12 weeks.

E. All AIP group members shall be given the opportunity to provide participant feedback to the AIP.

4.0 DISCHARGE CRITERIA

4.1 Program Completion
Indicate whether you have a policy and/or protocol for the following items and attach a copy of the policy and/or protocol and any relevant forms or supporting documentation to your application:

A. Participants shall be considered to have completed the program upon fulfilling the requirements set forth in the program contract.

B. If a participant perpetrates a new, documented incident of abuse, the AIP will re-evaluate the case and a new service plan and discharge requirements may be created.

4.2 Program reporting responsibilities
Indicate whether you have a policy and/or protocol for the following items and attach a copy of the policy and/or protocol and any relevant forms or supporting documentation to your application:

A. The AIP shall notify the court, corrections, probation or other court monitor of the abuser’s attendance and participation and make appropriate recommendations when necessary.

B. i. The AIP shall notify the victim of the abuser’s completion of or termination from the program, unless the victim requests not to be informed. Notification shall include, at a minimum, whether the abuser has complied with the court order.

ii. The AIP shall advise the victim that program completion cannot guarantee their safety and may not reduce abusive behaviors.
5.0 PROGRAM STAFFING

Indicate whether you have a policy and/or protocol for the following items and **attach a copy of the policy and/or protocol and any relevant forms or supporting documentation** to your application:

A. i. Staff employed by the AIP shall be violence free in their own lives.

   ii. No AIP shall hire an individual who has been an intimate partner abuser unless the program director is satisfied that the prospective staff member has successfully completed a certified AIP and has since remained violence free for a minimum of three years.

B. Staff employed by the AIP shall not use drugs and shall not use alcohol to the extent that it impairs the individual’s ability to function in a responsible, professional manner.

C. The program should strive to employ staff who represent the cultural diversity of the community being served, provide services to culturally diverse groups, and comply with the requirements of the Americans with Disabilities Act.

D. Volunteers and intern staff must be supervised on site at all times by a paid staff member.

E. Participants who complete the program and are invited to serve as mentors or facilitators in the program will always be supervised by paid staff members on site.

Indicate whether you have a policy and/or protocol for the following items and **attach a copy of that policy and/or protocol and any relevant forms or supporting documentation** (e.g., job descriptions, organizational charts, etc.) to your application:

F. i. At least one of the group facilitators in every session must have a minimum of a Bachelor’s level human service degree.

   ii. Every program must have an individual with a Masters’ level clinical license that can provide supervision for program staff.

   iii. Intake staff without advanced degrees must be supervised by a staff member with a minimum of a Bachelor’s degree in a human service field.

   iv. Within six months of hire all group facilitators and individual counselors must have a minimum of 30 hours of training from a comprehensive intimate partner violence victim service agency, as defined by Code of Maryland Regulations, on dynamics of intimate partner violence and its effects on children. Please see the attached list of COMAR Regulated Agencies for further clarification. **Please attach documents verifying completion of such training for all staff hired on or after 01/01/2009. These documents are required for all AIP staff.**

   v. Before facilitating or co-facilitating any group sessions, all group facilitators and individual counselors must have a minimum of 30 hours of training specific to working
with perpetrators of intimate partner violence from an abuse intervention program certified in its state. Please attach documents verifying completion of such training for all staff hired on or after 1/01/2009. These documents are required for all AIP staff.

6.0 COMMUNITY COLLABORATION

All programs will make reasonable and prudent attempts to create working relationships with the following community resources:

A. Intimate partner violence victim services as defined by the Code of Maryland Regulations (COMAR) within the programs jurisdiction or county. Services must include shelter, legal services, and a 24 hour hotline/helpline. **Attach a supporting letter from the appropriate community partner as part of your application.** If a working relationship does not exist please attach an explanation.

B. Mental health – Programs must have a policy demonstrating a screening process and protocol for addressing issues of mental health and a list of local service providers. **Attach a copy of that process and protocol as part of your application.**

C. Substance Abuse – Programs must have a policy demonstrating a screening process and protocol for addressing issues of mental health and a list of local service providers certified by the Alcohol & Drug Abuse Administration. **Attach a copy of that process and protocol as part of your application.**

D. Intimate Partner Violence Coordinating Council- The program or a representative of its agency will attend at least half of the meetings scheduled by its local Domestic Violence Coordinating Council (DVCC) annually. **Attach a copy of the policy and/or protocol or supporting documentation.**

E. Parole & Probation – Provide a minimum of monthly updates on participants supervised by the Division of Parole & Probation. **Attach a copy of that process and protocol as part of your application.**

LETTERS OF SUPPORT

Attach two required letters of support for your program, detailing the relationship between your program and the organization. **At least one of these letters must be from a comprehensive victim service agency as defined by COMAR** (This is the same letter as required in Section 6.0.a.). Certification will not be granted without this letter of collaboration, even if letters from other sources are provided. If the program is unable to obtain a letter of support from the comprehensive agency in the same jurisdiction then a letter of support from another county will be accepted. Please see the attached list of COMAR Regulated Agencies for further clarification. **If the victim service agency is employed by your parent organization, please provide a third letter of support from outside of your program and parent organization.**
Please be sure to attach all specific documents listed in this application or your application will be considered incomplete.

STATISTICAL INFORMATION
Information requested in this section is for state data gathering purposes only. The answers to these questions have no bearing on program certification but must be completed.

Organizational Structure

1. How long has your parent organization been in operation?
   a. Less than 1 year _______
   b. 1-3 years _______
   c. 3-5 years _______
   d. More than 5 years _______

2. What is the primary mission/purpose of your parent organization?
   ____________________________________________________________
   ____________________________________________________________

3. Please attach an organizational chart of the parent agency to this application.

Abuse Intervention Program Information

1. How long has your abuse intervention program been in operation?
   a. Less than 1 year _______
   b. 1-3 years _______
   c. 3-5 years _______
   d. More than 5 years _______

2. How many participants has your program served during the past three years (or since its inception if operating less than three years)?

3. Do you offer the following interventions?
   a. Group _____
   b. Individual _____
   c. Both _____

4. How many abuse intervention groups does your program run per week? ______________

5. What is the average enrollment in each group? ______

6. How many participants has your program counseled individually during the past three years (or since its inception if operating less than three years)? ______________

7. Approximately what percentage of your participants is court mandated to attend? _______%
8. What percentage of participants successfully complete the program? ________%

9. Please attach an organizational chart of the abuse intervention program to this application.

10. Please attach a mission/philosophy statement for the abuse intervention program.

11. Please attach the fee schedule used by the abuse intervention program.

**Staffing**

1. How many group facilitators currently work in your program? _______

2. How many other direct service staff members currently work in your program? _______
   a. What are their job titles? __________________________________________

3. Are there any vacancies?
   a. Yes ______
   b. No ______
   c. If yes, please note length of vacancy and plans for rehiring.

4. What is the average time your group facilitators have been working in abuse intervention?
   a. Less than 1 year ______
   b. 1-3 years ______
   c. 3-5 years ______
   d. More than 5 years ______

5. What is the average time your other direct service staff have been working in the field of domestic violence?
   a. Less than 1 year ______
   b. 1-3 years ______
   c. 3-5 years ______
   d. More than 5 years ______
Application Checklist

The following is intended as a helpful tool for completing your certification application. Use this checklist to ensure you provided all requested documentation. These items **must** be submitted for the application to be considered a complete certification application. **Please note:** When program policies are requested, please only submit those pages pertinent to the policy requested. **Do not** send copies of entire policy manuals with your application.

Attach the appropriate program policy, procedure and/or form(s) to demonstrate the following:

### 2.0 DEFINITION OF ABUSIVE BEHAVIOR AS IT OCCURS IN INTIMATE PARTNER VIOLENCE

No documentation required.

### 3.0 OPERATING STANDARDS

#### 3.1 Victim Confidentiality
- [ ] Victim confidentiality
- [ ] Child abuse reporting
- [ ] Vulnerable adult and elder abuse reporting
- [ ] Victim notification of child abuse, vulnerable adult and elder abuse reporting
- [ ] Separation of abuser and victim files

#### 3.2 Intake Process
- [ ] Court notification for applicant or participant that is not amenable
- [ ] Court notification for referred abuser’s failure to contact
- [ ] Conducting screenings/intakes within 10 days of contact
- [ ] History and profile of abuser’s violent behavior
- [ ] Intake/Applications that collect the following information:
  - Abuser’s full name,
  - Address,
  - Victim name & contact information,
  - History of substance abuse,
  - History of mental/behavioral health,
  - Assessment for homicidal or suicidal threats or ideation,
  - Description of referring incident,
  - Information on possession and access to weapons and history of threat or actual use of weapons.
- [ ] Waiver of confidentiality allowing communication with the victim and, if possible, the current partner and all previous partners with whom the participant has children.
Waiver of confidentiality allowing the certifying body to audit, monitor, and evaluate program records and group activity to ensure program compliance with the Guidelines.

Provide/refer abusers for treatment services to address factors contributing to the abusive behavior and secure a reciprocal release of information from the abuser to allow for an exchange of information with relevant service providers.

Information to victims about services available to maintain safety.

Contract specifying the responsibilities of the program and the abuser including:

- Duration of the program,
- Agreement on fee rates and payment requirements,
- Agreement to stop all forms of violence,
- Agreement to refrain from drug & alcohol use while attending,
- Conditions that result in non-compliance and the consequences thereof.

### 3.3 Victim Safety

Sending information about local resources available to the victim. Information shall include:

- Legal services,
- Emergency shelter,
- Counseling services,
- 24-Hour hotline,
- Children's therapeutic resources.

Provide victims with information about the effectiveness of AIPs in general and, if available your own specific AIP.

Attempt to inform the victim about abuser’s attendance.

Varying the time and day of attempts to contact the victim and making at least three attempts.

Evaluation of the abuser’s lethality and procedure for warning victims determined to be at high risk.

“Duty to warn” procedure if a direct threat is made by a participant.

Clearly written policies and procedures to define how partners/victims may file grievances and all steps of the grievance process.

### 3.4 Program Format

All group members shall be referred or volunteer, based on an incident or history of perpetrating partner violence.

Group members should be of the same gender.

Table of Contents or outline of the program curriculum.

Programs providing groups sessions meet a minimum time requirement of 32 hours of group time extended over at least 20 weeks and/or,

Programs providing individual sessions meet a minimum time of 16 meeting hours extended
over at least 12 weeks.

☑ The AIP shall have clearly written absence policies.
☑ All AIP group members are given the opportunity to provide participant feedback.

4.0 DISCHARGE CRITERIA

4.1 Program Completion

☐ Participants shall be considered completed the program upon fulfilling the requirements set forth in the program contract.
☐ If a participant perpetrates a new, documented incident of abuse, the AIP will re-evaluate the case and a new service plan and discharge requirements may be created.

4.2 Program reporting responsibilities

☐ Notify the court, corrections, probation or other court monitor of the abuser’s attendance and participation and make appropriate recommendations when necessary.
☐ The AIP shall notify the victim of the abuser's completion of or termination from the program.
☐ Advise the victim that program completion cannot guarantee safety and may not reduce abusive behaviors.

5.0 PROGRAM STAFFING

☐ Staff employed by the AIP shall be violence free in their own lives.
☐ No AIP shall hire an individual who has been an intimate partner abuser unless the program director is satisfied that the prospective staff member has successfully completed a certified AIP and has since remained violence free for a minimum of three years.
☐ Staff employed by the AIP shall not use drugs and shall not use alcohol to the extent that it impairs the individual's ability to function in a responsible, professional manner.
☐ Employ staff who represent the cultural diversity of the community being served, provide services to culturally diverse groups, and comply with the requirements of the Americans with Disabilities Act.
☐ Volunteers and intern staff must be supervised on site at all times by a paid staff member.
☐ Participants who complete the program and are invited to serve as mentors or facilitators in the program will always be supervised by a paid staff member on site.
☐ At least one of the group facilitators in every session has a minimum of a Bachelor’s level human service degree.
☐ Have an individual with a Masters’ level clinical license that can provide supervision for program staff.
☐ Intake staff without advanced degrees are supervised by a staff member with a minimum of a Bachelor’s’ degree in a human service field.
☐ Documents verifying completion of 30 hours of training from a comprehensive intimate partner violence victim service agency, as defined by Code of Maryland Regulations, on
dynamics of intimate partner violence and its effects on children for all staff hired on or after 01/01/2009.

Documents verifying completion of 30 hours of training specific to working with perpetrators of intimate partner violence from an abuser intervention program certified in its state for all staff hired on or after 01/01/2009.

6.0 COMMUNITY COLLABORATION

☐ A letter of support from an intimate partner violence victim services as defined by the Code of Maryland Regulations (COMAR) within the program' jurisdiction or county. If a working relationship does not exist please attach an explanation.

☐ A screening process and protocol for addressing issues of mental health and a list of local service providers

☐ A screening process and protocol addressing issues of mental health and a list of local service providers certified by the Alcohol & Drug Abuse Administration.

☐ The program or a representative of its agency will attend at least half of the meetings scheduled by its local Domestic Violence Coordinating Council (DVCC) annually

☐ Monthly updates on participants supervised by the Division of Parole & Probation.

LETTERS OF SUPPORT

☐ Letter of support detailing the relationship between your program and a comprehensive victim service agency as defined by COMAR. 

This is the same letter as required in Section 6.0.a.

☐ If this agency is your parent organization provide an additional letter of support detailing the relationship between your program and another community program.

☐ Letter of support detailing the relationship between your program and another community program.

STATISTICAL INFORMATION

☐ Organizational chart of the parent agency

☐ Organizational chart of the abuser intervention program

☐ Mission/philosophy statement for the abuse intervention program

☐ Fee schedule
I, ______________________________________________, state that the responses I have provided in this application are true and reflect the routine practice of this program. I further state that I have reviewed the Operational Guidelines Abuse Intervention Programs in Maryland (hereinafter referred to as the Guidelines), and the abuse intervention program I represent meets the requirements set forth in the Guidelines.

I agree that this program will continue to abide by the requirements set forth in the Guidelines. Should this program cease to meet the requirements set forth in the Guidelines, I or another responsible officer and/or agent of the program will notify, in writing, the Governor’s Family Violence Council (FVC) that the program no longer complies with the Guidelines. I understand that the information in this application may be subject to review at the discretion of the Administrative Office of the Courts and the FVC.

I understand that participation in the certification process for abuse intervention programs is voluntary.

______________________________________  ____________________________________________________
Signature                                      Name of Abuse Intervention Program

______________________________________  ____________________________________________________
Print Name                                    Name of Parent Organization

______________________________________  ____________________________________________________
Title                                          Date
COMAR Regulated Agencies

Below is a list of the Office of Grant Management (OGM) Programs that provide domestic violence services per COMAR regulations (07-06-04).

Allegany County: Family Crisis Resource Center

Anne Arundel County: YWCA of Annapolis and Anne Arundel County

Baltimore City: House of Ruth MD-Baltimore

Baltimore County: Family Crisis Center of Baltimore County

Baltimore County: Turnaround, Inc.

Calvert County: Calvert County Health Department-Crisis Intervention Program

Caroline (Dorchester, Kent, Queen Anne's and Talbot Counties): Mid-Shore Council on Family Violence

Carroll: Family and Children's Services of Central Maryland (Carroll County Office)

Cecil: Cecil County DSS-Domestic Violence/Rape Crisis Program

Charles: Center for Abused Persons

Frederick: Heartly House

Garrett: The Dove Center (Domestic Violence/Sexual Assault Resource Center)

Harford: Spouse Abuse/Sexual Assault Resource Center (SARC)

Howard: HopeWorks of Howard County

Montgomery: Montgomery DHHS-Abused Persons Program

Prince George's: Community Crisis Services, Inc.

St. Mary's: Southern Maryland Center for Family Advocacy

Washington: CASA, Inc.

Wicomico (Worcester and Somerset): Life Crisis Center