

NOTICE OF FORM CHANGE NO. 04-261

DATE

09/13/2004

TO:
County Welfare Director
Supply Clerk / Forms Coordinator

FROM:
Forms Management Unit
(916) 657-1907

Community Care Licensing District Offices
 Private and Public Adoption Agencies

District Attorney
 Other

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your Department of Social Services County Forms Catalog.

FORM NUMBER AND TITLE FC 24 (8/04) Certification By County Welfare Department For The Reimbursement of Title IV-E Funds For Pre-Placement Prevention

ORDER UNIT MASTER ONLY	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	DATE OF FORM 8/04	REPLACES	<input type="checkbox"/> Obsolete

REQUIRED FORM-

 No Change Permitted

REQUIRED FORM-

 Substitute Permitted With Prior DSS Approval Recommended Form

UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT:

Department of Social Services Warehouse
P.O. Box 980788
West Sacramento, CA 95798-0788

 Other:**FORMS DISPOSITION AND SPECIAL INSTRUCTIONS**

DISPOSITION OF OLD SUPPLY

 Use until exhausted Destroy

USE NEW FORM

 When supply available in DSS Warehouse Use new form effective immediately.

USE FORM IN ACCORDANCE WITH

 All County Letter No. 04-32 Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE

Attached is a Reproducible Copy

8-1/2" x 11", 2 page form.

CERTIFICATION BY COUNTY WELFARE DEPARTMENT FOR THE REIMBURSEMENT OF TITLE IV-E FUNDS FOR PRE-PLACEMENT PREVENTION

Introduction

The purpose of this certification is to establish guidelines associated with the claiming of Title IV-E reimbursement for administrative activities, to provide a written agreement from county welfare departments (CWD) that they will adhere to all applicable provisions associated with Title IV-E reimbursement of administrative activities, and to establish the effective date of execution.

General Provisions

The county certifies that:

- All applicable federal policy announcements, Departmental Appeals Board decisions, federal and state statutes, and all county letters and information notices will be reviewed prior to developing a proposal. Counties shall agree to assume responsibility for ensuring all applicable provisions are met.
- Reimbursement for administrative activities shall only be claimed for those children reasonably viewed as candidates for Title IV-E foster care.
- The county shall ensure the status of each child is reviewed periodically but no less frequently than once every six months to determine the child's continued eligibility as a candidate for foster care.
- The county shall adhere to the three acceptable methods for documentation of a candidate for foster care.
- The county shall seek reimbursement only for those Title IV-E administrative activities provided in 45 CFR 1356.60(c).
- Title IV-E reimbursement of administrative activities must cease at the point the child is no longer considered a candidate for foster care.
- When a multi-agency team is established, a written agreement shall be developed between the CWD and the public agency(ies) which contains at a minimum those items outlined in All County Letter 04-32, Attachment A.
- The county shall assume oversight responsibility for all activities associated with pre-placement prevention.

Fiscal Provisions

- Ensure appropriate billing procedures are established that require the contractor to maintain books, records, documents and other evidence pertaining to costs and expenses of the contract.
- Ensure appropriate time study procedures are in place to identify all allowable activities.
- Establish appropriate cost allocation process for public agency overhead costs.
- Ensure that the public agency's records will be open for audit and review by county, state and federal agencies, including the California Department of Social Services (CDSS).
- Ensure the memorandum of understanding between the CWD and public agency contains language that the county is responsible for any audit exceptions.

Instructions

Send the original signed and dated certification form to the CDSS at the address provided below. Once the certification form is received by CDSS, a letter of acknowledgement will be sent to the county which will indicate the earliest date in which claiming may begin.

The certification shall remain in effect unless CDSS has determined that the county has not complied with the terms and conditions as specified in this document. Should this occur, CDSS will have the option to void the certification and withhold funding.

Send original to: California Department of Social Services
 Eligibility and Funding Unit
 Attention: County Certification Form
 744 P Street, M.S. 9-71
 Sacramento, CA 95814-6413

I CERTIFY THAT I HAVE READ AND AGREE TO THE PROVISIONS OUTLINED IN THIS CERTIFICATION DOCUMENT AND THAT THE CLAIMING PERIOD OF TITLE IV-E REIMBURSEMENT OF ADMINISTRATIVE COSTS WILL BEGIN NO EARLIER THAN THE DATE INDICATED ON THE LETTER OF ACKNOWLEDGEMENT RECEIVED FROM CDSS. ADDITIONALLY, THE COUNTY ASSUMES FULL RESPONSIBILITY OF ANY FUTURE AUDIT DISALLOWANCES ASSOCIATED WITH THE CLAIMING OF SUCH ACTIVITIES UNDER THIS AGREEMENT:

County Welfare Director Signature

Date

County