

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