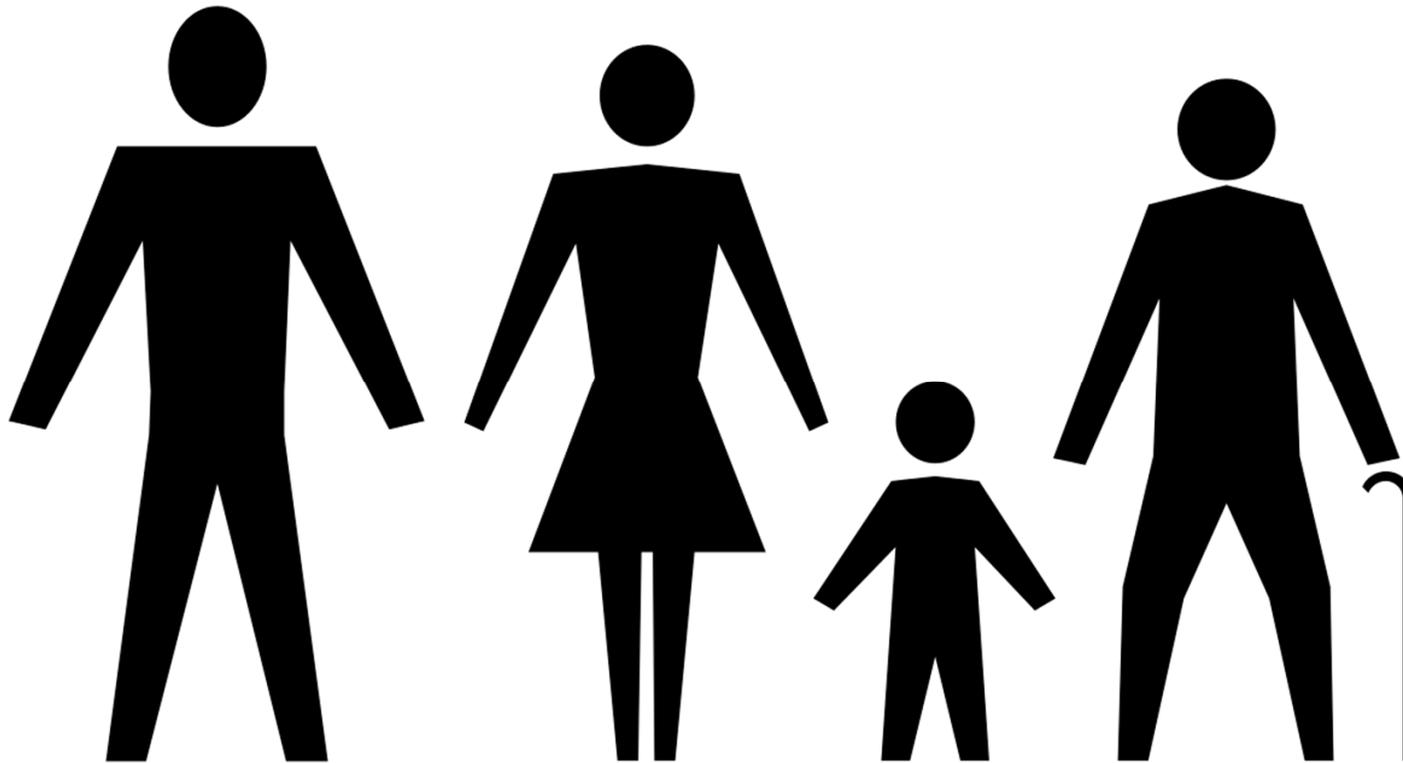


TITLE IV-E COUNTY CONTRACTS





Title IV- E OVERVIEW

- Title IV, one of 20 titles of the Social Security Act, addresses grants to States for aid and services to needy families with children and for child welfare services. Specifically, Title IV-E provides financial assistance to States for payments and expenses related to:
 - Specific children who are eligible under Title IV-E
 - Foster care maintenance
 - Administrative costs necessary for the proper and efficient placement of the child
 - Administration of the state plan for training staff and foster parents.



What is the Department of Family and Protective Services’ (DFPS) Role?

In Texas, Title IV-E of the Social Security Act is administered by DFPS. DFPS is the single state agency responsible for the IV-E program.

DFPS is responsible to both the federal and state government for ensuring that 100% of the money involved in the contract is IV-E allowable and that it is serving the purpose of carrying out the intent of the IV-E program.





Purpose of Title IV-E

- Title IV-E funding was established to enable each state to provide, in appropriate cases:
 - Children who otherwise would have been eligible for assistance from Aid to Families With Dependent Children (AFDC), as the AFDC program existed on July 16, 1996
 - Adoption assistance for children with special needs



County Child Welfare Services Contracts

Texas counties can establish and maintain child welfare boards (Texas Family Code [§264.005](#) *External Link*)

- Child welfare boards work closely with local DFPS staff to serve the needs of children in substitute care. DFPS contracts with Texas counties to receive federal reimbursement under Title IV-E for the cost of providing certain goods and services to children who meet Title IV-E eligibility criteria.



DFPS Responsibilities

- Implements a standard outreach program
- Informs each county that federal funds are available to pay for the costs of providing child protective services within the county
- Provides technical assistance on request to a county seeking federal funds
- Designates regional staff to implement the program
- Designates a statewide coordinator to coordinate the activities of the regional staff and develop methods of providing information to counties



DFPS Responsibilities

- Develops a database that:
 - Identifies DFPS and county personnel involved with the outreach program; and
 - Contains information on the date and type of assistance provided by DFPS to each county
- Ensures that a record is maintained of the amount of funding each county receives directly from the federal government for child protective services, in consultation with the Legislative Budget Board



County Child Welfare Services Contracts

Title IV-E County Contracts are contract agreements between DFPS and a county government.

There are three primary types of county contracts:

- 1) County Child Welfare Services contracts (financial)**
- 2) County Child Welfare Services contracts (non-financial)**
- 3) County Legal Services contracts**



County Child Welfare Services Contracts

Types of Title IV-E Contracts Managed by DFPS	Brief Description
County Child Welfare Services (CWS) contracts (financial)	Executed with a county government to establish and maintain a child welfare board and allow for the reimbursement of eligible Title IV-E expenditures for the child welfare board and/or foster children
County Child Welfare Services (CWS) contracts (non-financial)	Executed with a county government to establish and maintain a child welfare board. These non-financial contracts allow DFS to recognize child welfare boards and give them the right to receive DFPS confidential information but not allow for reimbursement.
County Legal Services contracts	Executed with a county government to allow for the reimbursement of eligible Title IV-E expenditures for the child welfare board and/or foster children



CWS AND LEGAL CONTRACTS

Costs directly related to the administration of the foster care program are deemed allowable if they:

- are necessary and reasonable;
- are incurred while providing proper and efficient services to children who are eligible under Title IV-E; and
- are in accordance with OMB A-87, [45 CFR §95.507](#), and 45 CFR [§1356.60](#).





CWS AND LEGAL CONTRACTS ADMINISTRATIVE ACTIVITIES

Allowable administrative activities include:

- Referral to services
- Preparation for and participation in judicial determinations
- Placement of the child
- Development of the case plan
- Case reviews
- Case management and supervision
- Recruitment and licensing of foster homes and institutions
- A proportionate share of related DFPS overhead
- Costs related to data collection and reporting





CWS CONTRACTS ALLOWABLE EXPENDITURES

1. Administrative costs
2. Training cost
3. Foster Care Maintenance costs





CWS CONTRACTS

ALLOWABLE EXPENDITURES

1. Administrative Costs

- salaries
- fringe benefits
- travel
- supplies
- equipment
- other operating expenses



CWS CONTRACTS

ALLOWABLE EXPENDITURES

2. Training Costs

- salaries
- fringe benefits
- travel



CWS CONTRACTS ALLOWABLE EXPENSES

3. Foster Care Maintenance Costs

➤ food

➤ clothing

➤ daily supervision - limited

➤ school supplies

- Required classroom supplies, such as notebooks, pens, and paper
- Art supplies
- Necessary school clothing, such as gym uniforms
- Locker and towel fees
- Rental or purchase of school band musical instruments
- Band uniforms
- Regular after-school activity fees, such as volleyball, basketball, and chess club
- School activity fees, such as those required for a class project or a field trip

➤ personal incidentals



CWS CONTRACTS ALLOWABLE EXPENSES

3. Foster Care Maintenance Costs (continued)

➤ personal incidentals

- Personal hygiene products
- Cosmetics
- Over-the-counter medications
- Special dietary foods
- Infant and toddler supplies, including high chairs and diapers, car seats
- Allowances (counties are encouraged to set a limit)
- Gifts for birthdays, special occasions, and holidays
- Graduation expenses, such as the cost of buying a senior ring, cap, and gown
- Reasonable and occasional costs for such items as tickets or other admission fees for sporting, entertainment, or cultural events
- Fees related to clubs, such as the Boy Scouts of America or the Girl Scouts of the USA
- Special lessons, including horseback riding
- Miscellaneous items such as stamps, envelopes, writing paper, film, and the cost of film development for a personal camera
- Reasonable travel provided for the child to visit parents, siblings, relatives, or other caretakers at home or at other appropriate locations, such as a DFPS office (or other location deemed appropriate by DFPS) when it is not possible or appropriate for the child to go home.
- Funeral costs (*Before funeral costs are incurred, the county checks with DFPS to be sure the costs are reimbursable. If not paid by the child's parents, reasonable and necessary costs are paid by DFPS in accordance with 8512 Burial Services for Children in DFPS Conservatorship, in the DFPS Child Protective Services Handbook.*)



CWS CONTRACTS

UNALLOWABLE EXPENSES

- Drug screening
- School tuition
- Expenses related to the Texas Court Appointed Special Advocates (CASA) program
- Specialized assessments, such as psychiatric, medical, or educational assessments
- Travel costs for the biological parent or other relative visiting with the child
- Costs of social services provided to the child, the child's family or foster family which provide counseling or treatment to ameliorate or remedy personal problems, behaviors or home conditions



CWS CONTRACTS

UNALLOWABLE School Supply Expenses

- Music lessons for band instruments
- After school enrichment
- Private school tuition, even if court-ordered
- Fees for summer school
- Driver's education fees (*Before the expense is incurred, the county checks with the DFPS regional coordinator for the Preparation for Adult Living, or PAL, program to determine whether the regional PAL program can pay for the expense.*)
- GED related expenses (*Before the expense is incurred, the county checks with the DFPS regional coordinator for the Preparation for Adult Living, or PAL, program to determine whether the regional PAL program can pay for the expense.*)



COUNTY LEGAL CONTRACTS

Texas counties are mandated to represent DFPS in child abuse and neglect cases. *Texas Family Code* [§264.009](#)

- County attorneys or district attorneys who represent DFPS in child abuse and neglect cases may receive compensation for doing so by way of contracts for Title IV-E County Legal Services. Reimbursable expenditures include costs incurred to carry out the proper and efficient administration of the Title IV-E state plan.



COUNTY LEGAL ALLOWABLE EXPENDITURES

Administrative

- salaries
- fringe benefits
- travel
- supplies
- equipment
- other operating expenses



COUNTY LEGAL ALLOWABLE SALARY EXPENDITURES

Legal

Attorney

District or County Attorney

Appellate attorney

Assistant district attorney

Assistant county attorney

Assistant criminal district attorney

Compliance officer (attorney)

CPS unit chief attorney

Criminal district attorney

Deputy division chief

Division chief

Supervising attorney

Support

Administrative clerical staff

Legal clerk

Paralegal

Receptionist

Secretary

Legal secretary

Law clerk

Interpreter (hired and paid by county attorney)



COUNTY LEGAL ALLOWABLE ADMINISTRATIVE EXPENDITURES

- Other operating expenses that are reimbursable include but are not limited to the following:
 - Citations by publication
 - Legal mediation fees
 - Expert witness fees
 - Telephone (purchase and service costs)
- Training
 - salaries
 - fringe benefits
 - travel expenses



COUNTY LEGAL UNALLOWABLE EXPENSES

- costs that are not reimbursable include but are not limited to the following:
 - Salaries for court employees
 - Attorney ad-litem fees
 - Guardian ad-litem fees
 - Expenses related to Texas Court Appointed Special Advocates (CASA) program
 - Filing fees
 - Other costs associated with the normal functioning of a court
 - Costs already allocated to cost allocation for federal assistance programs



CWS AND LEGAL COUNTY TRAINING

- Who is eligible to receive training under the contracts?
 - Current or prospective foster or adoptive parents
 - Employees of child care institutions that are approved or licensed by the state and provide state licensed or approved care to foster children who receive Title IV-E assistance
 - Relative caregivers
 - Staff members of agencies providing services to children receiving title IV-E assistance
 - Staff members of child abuse and neglect courts personnel
 - Agency attorneys, attorneys representing children or parent; guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts.



CWS AND LEGAL COUNTY ALLOWABLE TRAINING EXPENDITURES

- Title IV-E training costs are the costs associated with attending or participating in Title IV-E approved training
- Training costs are reimbursable at the enhanced 75 percent match rate only for training designed to prepare DFPS employees and limited other trainees to carry out the allowable administrative functions

Allowable Administrative Functions must meet the following criteria

- be necessary and reasonable;
- incurred while providing proper and efficient services to children who are eligible under Title IV-E; and
- are in accordance with OMB Uniform Guidance, 45 CFR §95.507, and 45 CFR §1356.



**CWS AND LEGAL COUNTY
TRAINING EXPENSE
REQUIRED DOCUMENTATION**

1. Requested training should be included in the Budget for given Fiscal Year.
2. Training must be documented on Form 9321 Title IV-E Training Expense Documentation (which can be provided by your contract manager).
3. Training requires **prior approval** by the Federal Funds Division
4. Individuals requesting training **should be** providing Title IV-E services



CWS AND LEGAL COUNTY ALLOWABLE TRAINING

(Attachment A Form 9321)

Title IV-E Allowable Training Activities Foster Care Assistance Program

Under Section 474(3)(A) of the Social Security Act and 45 CFR 1356.60

Allowable activities for which a 75% match rate may be claimed under 45CFR Part 1356.60	
1	Eligibility determinations and re-determinations
2	Fair hearings and appeals
3	Rate setting
4	Referral to services
5	Preparation for and participation in judicial determinations
6	Placement of the child
7	Development of the case plan
8	Case reviews
9	Case management and supervision
10	Recruitment and licensing of foster homes and institutions



**Title IV-E Allowable Training Activities
Foster Care Assistance Program**

Under Section 474(3)(A) of the Social Security Act and 45 CFR 1356.60

Closely related activities for which a 75% match rate may be claimed under 45 CFR 1356.60	
11	Social work practice, such as a family centered practice and social work methods, including interviewing and assessment
12	Cultural competency related to children and families
13	Title IV-E policies and procedures
14	Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations, if the training is not related to how to conduct an investigation of child abuse and neglect
15	Permanency planning, including using kinship care as a resource for children involved with the child welfare system
16	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services
17	Effects of separation, grief and loss, child development, and visitation
18	Communication skills required to work with children and families
19	Activities designed to preserve, strengthen, and reunify a family, if the training is not related to providing treatment or services



**Title IV-E Allowable Training Activities
Foster Care Assistance Program**

Under Section 474(3)(A) of the Social Security Act and 45 CFR 1356.60

Closely related activities for which a 75% match rate may be claimed under 45 CFR 1356.60

20	Assessments to determine whether a situation requires a child's removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. Training on how to conduct specialized assessments, such as psychiatric, medical, or educational assessments, are not permitted
21	Ethics training associated with a Title IV-E state plan requirement, such as the confidentiality requirements in §471(a)(8) of the Social Security Act
22	Contract negotiation, monitoring, or voucher processing related to the Title IV-E program
23	The Adoption and Foster Care Analysis and Reporting System (AFCARS), the Statewide Automated Child Welfare Information System (SACWIS), or other child welfare automated system functionality that is closely related to allowable administrative activities in accordance with 45 CFR §1356.60(d) that the State of Texas has chosen to claim as Title IV-E training, rather than as SACWIS developmental or operational costs (see AT-ACF-OISM-001)
24	Independent living and the issues confronting adolescents preparing for independent living consistent with §477(b)(3)(D) of the Social Security Act and the Child Welfare Policy Manual (CWPM), Section 3.1H, Q/A #1
25	Foster care candidate determinations and pre-placement activities directed toward reasonable efforts in 471(a)(15) of the Social Security Act, if the training is not related to providing a service
26	Training on referrals to services, not how to perform the service



**Title IV-E Allowable Training Activities
Foster Care Assistance Program**

Under Section 474(3)(A) of the Social Security Act and 45 CFR 1356.60

Closely related activities for which a 75% match rate may be claimed under 45 CFR 1356.60

27	Grievance procedures
28	Negotiation and review of adoption assistance agreements
29	Post-placement management of subsidy payments
30	Home studies
31	A proportionate share of the development and use of adoption exchanges
32	Evidence-based practice: Training on the importance of using evidence-based techniques for case planning and modifying agency culture to support and sustain evidence-based practice.
33	Screening and assessment: How to use of screening and assessment tools to develop the child's case plan.
34	Protective factors: Introduction to the concept of risk and protective factors and prevention; effective strategies for prevention; overview of strategies to target and encourage development of protective factors.



**Title IV-E Allowable Training Activities
Foster Care Assistance Program**

Under Section 474(3)(A) of the Social Security Act and 45 CFR 1356.60

Closely related activities for which a 75% match rate may be claimed under 45 CFR 1356.60

35	Resilience: Strategies for minimizing the traumatic experience of placement(s) for children, including facilitating attachment and promoting stable relationships.
36	Relational competence: An overview of the role of relational competence in family relationships.
37	Child social and emotional development and well-being: Principles of child growth and social, emotional, physical, and intellectual development.
38	Trauma: An overview of trauma, including definitions, key terms related to trauma and the long term impact of trauma experiences; the ways that trauma may impact children's functioning and well-being at various stages of development; the impact of secondary trauma on caregivers and providers; and restoring developmentally appropriate functioning general descriptions of effective treatments and strategies for addressing traumatic reactions.
39	Cultural competence: How to assess and serve the needs of children without bias and ensure their safety, including how to parent youth struggling with issues related to sexual orientation, gender identity and/or gender expression.



**Title IV-E Allowable Training Activities
Foster Care Assistance Program**

Under Section 474(3)(A) of the Social Security Act and 45 CFR 1356.60

Activities for which a 50 % match rate may be claimed under 45 CFR 1356.60

Must be allocated proportionally across all benefiting programs

(May include Title IV-E Foster Care and Adoption Assistance, Title IV-B, Subparts 1 and 2)

40	State agency personnel policies and procedures
41	Job performance enhancement skills (for example, writing, basic computer skills, time management)
42	First aid, CPR, or facility security training
43	General supervisory skills or other generic skills needed to perform specific jobs training
44	Ethics unrelated to the Title IV-E state plan
45	Team building and stress management training
46	Safe driving



CWS AND LEGAL COUNTY UNALLOWABLE TRAINING

(Attachment A Form 9321)

Title IV-E Unallowable Training Activities

Training topics *not* claimable at a Title IV-E match rate

Topics that are not claimable must be included in the Title IV-B state plan, but must not be included in state university contracts. (General Revenue, Title XX, Title IV-B, Subparts 1 and 2, TANF or Other)

If the training covers . . .		the training is <i>not</i> claimable because . . .
47	how to address or treat problematic behaviors or other issues related to the child or family	it supports the delivery of social services rather than the administration of the Title IV-E state plan
48	conducting child abuse and neglect investigations	the specialized skills taught in such a training are required for staff activities that occur before a child enters foster care or adoption, and even before a child becomes a candidate for foster care
49	child welfare or social services that are not related directly to Title IV-E programs or the administration of the Title IV-E state plan	it supports the delivery of social services or otherwise does not relate directly to Title IV-E programs or the administration of the Title IV-E state plan
50	worker retention and worker safety	it does not relate directly to Title IV-E programs or the administration of the Title IV-E state plan



CWS AND LEGAL COUNTY TRAINING EXPANSION

Fostering Connections to Success and Increasing Adoptions Act of 2008 expanded *who* could be trained. ***NOTE: Eligible training topics remained unchanged.***

Additional Eligible Trainees Include:

- ✓ CASA volunteers
- ✓ contracted child placement providers
- ✓ members of the staff of abuse and neglect courts
- ✓ agency attorneys
- ✓ attorneys representing children or parents
- ✓ guardians ad litem
- ✓ other court-appointed special advocates representing children



CWS AND LEGAL COUNTY BILLING REQUIREMENTS

All billings must be submitted for reimbursement by the time limit specified in the contract.

The county must submit bills:

- quarterly; and
- within one quarter of the quarter in which services were provided.

To submit bills, the county uses the following:

- Form **4116 State of Texas Purchase Voucher**
- The completed billing worksheets supplied by the DFPS Federal Funds Division

To claim federal financial participation in expenditures under state plans approved under Title IV-E, states must adhere to the two-year (**eight-quarter**) time limit established in 45 CFR, Part 95, Subpart A



CWS AND LEGAL COUNTY DOCUMENTATION REQUIREMENTS

A county must maintain and submit supporting documentation for each claim. Supporting documentation must:

- be substantiated by the appropriate invoices or receipts;
- represent actual expenses (not estimates); and
- be reflected in the county’s accounting system.



CWS AND LEGAL COUNTY DOCUMENTATION REQUIREMENTS

Documentation Requirements for Administration Salaries and Fringe Benefits

The county must maintain timesheets for each employee for whom the county wishes to claim reimbursement.

- Timesheets must include all of the following:
 - The employee's name
 - The date the work was performed
 - The number of hours the employee worked on each task
 - A description of the work performed
 - The mileage the employee is claiming, if any
 - The employee's signature certifying the accuracy of the data submitted



CWS AND LEGAL COUNTY DOCUMENTATION REQUIREMENTS

Documentation Requirements for Administration Travel and Training

The county must maintain and submit copies of receipts, with the exception of meal receipts, for all actual travel expenses.

- Travel receipts must provide all of the following:
 - The name of the employee
 - The date the expense was incurred
 - The purpose of the expense
 - A list of itemized charges
- The documentation of costs for a training or conference must include a copy of the agenda or brochure.
- The documentation of mileage should include the following in a spreadsheet:
 - Name of Individual x miles traveled x mileage rate which is currently set at .50 per mile (Per State Comptroller's Office)



CWS AND LEGAL COUNTY DOCUMENTATION REQUIREMENTS

Documentation Requirements for *Materials and Supplies, Equipment, and Other*

For all costs submitted for reimbursement in the cost categories of Materials and Supplies, Equipment, and Direct Other, the county must maintain receipts and invoices that include all of the following:

- The **date** of purchase
- The **items** purchased
- The county's name
- An **itemized list** of the charges



CWS AND LEGAL COUNTY DOCUMENTATION REQUIREMENTS

Documentation Requirements for *Materials and Supplies, Equipment, and Other*

For all costs submitted for reimbursement in the cost categories of Materials and Supplies, Equipment, and Direct Other, the county must maintain receipts and invoices that include all of the following:

- The **date** of purchase
- The **items** purchased
- The county's name
- An **itemized list** of the charges