

**Purchased Client Services Contract  
Bilateral Amendment  
Service Type: PAL Services**

**Contract # 23963583**

**Amendment #14-01**

This AMENDMENT (Amendment) of Contract # 23963583 (Contract) is entered into by and between the Texas Department of Family and Protective Services (DFPS or the Department) and Texas Juvenile Justice Department [TJJD] (Receiving Agency).

## **1. Purpose**

This Contract is for Preparation for Adult Living services. Section 1.36 of the Contract stipulates that it may only be modified through a written amendment and it has been amended 1 times.

The parties agree to amend the following Sections in this Contract to:

- 1.1** Incorporate new or revised federal or state laws, regulations, rules or policies;
- 1.2** Correct minor clerical errors; and
- 1.3** Add Section 13 to require the Receiving Agency to receive approval from their DFPS contract manager before the Receiving Agency can dispose of records related to children in DFPS conservatorship.

## **2. Effect of Amendment on Contract**

- 2.1.** Unless otherwise modified as provided in this Amendment, the terms and conditions of the Contract will remain in full force and effect.
- 2.2.** Section 5 of this Contract is deleted in its entirety and the following provision is substituted for the same:
  - 5.1** Services shall be paid upon the receipt of properly completed invoices from Performing Agency. In accordance with Texas Government Code Chapter 771, Receiving Agency shall reimburse Performing Agency for services satisfactorily performed from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Agency payable to Performing Agency.
  - 5.2** The Receiving Agency must seek payment or adjustment to payments in accordance with the time limit specified in 45 CFR 95.1 (Code of Federal Regulations). This subpart establishes a two-year (eight quarter) time limit for a State to claim Federal financial participation in expenditures under State plans approved under Title IV-E and Temporary Assistance for Needy Families (TANF). Any bill or amended bill, which is submitted to DFPS later than seven quarters after the end of the quarter of the expense, will not be processed unless DFPS determines that submission for payment of the bill to the federal government can be executed in a proper and timely fashion.
- 2.3.** Section 13 of this Contract is amended by renumbering it to Section 14.

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- 2.4. Section 13 is amended to provide that this Section's heading will be "Records Retention" and the following information is added to this Section:

**13. Records Retention.**

**THE PERFORMING AGENCY MUST NOT DISPOSE OF RECORDS PERTAINING TO CHILDREN IN THE RECEIVING AGENCY'S CONSERVATORSHIP BEFORE PROVIDING THE RECEIVING AGENCY'S CONTRACT MANAGER WRITTEN NOTICE OF ITS INTENT TO DISPOSE OF RECORDS AND RECEIVING WRITTEN APPROVAL FROM THE RECEIVING AGENCY'S CONTRACT MANAGER.**

- 2.5. Section 14.2 Suspension, Ineligibility, and Voluntary Exclusion of the Contract is deleted in its entirety and the following provision substituted for same:

**14.2**

**Suspension, Ineligibility, and Voluntary Exclusion.**

Federal Law (2 CFR 180, 2 CFR 376, and Executive Orders 12549, 13224, and 12689) requires DFPS to screen each covered Receiving Agency to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Receiving Agency certifies the following:

- 14.2.1** That Receiving Agency and Receiving Agency's principals are, to the best of its knowledge and belief, not on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this solicitation or any resulting contract.
- 14.2.2** That Receiving Agency will not knowingly enter into any subcontract with an entity who is on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction. Receiving Agency will also not knowingly enter into any subcontract with an entity whose principals are on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- 14.2.3** That Receiving Agency will include this section regarding debarment, suspension, ineligibility, and voluntary exclusion, and the specially designated nationals list without modification in any subcontracts or solicitations for subcontracts.

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**2.6. Section 14.3 Drug Free Workplace Certification** of the Contract is amended to correct a clerical error by deleting the strikethrough language as indicated below:

- 14.3.3** Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement;
- 14.3.4** Notifying the employee in the statement that, as a condition of employment under the grant, the employee will—
- 14.3.5** Notifying the agency in writing, within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice will include the identification number(s) of each affected grant;
- 14.3.6** Taking one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted.

The parties to this Contract have duly executed this Amendment to be effective August 30, 2013 through August 31, 2014.

**Texas Department of Family  
and Protective Services**

**Receiving Agency**



Signature  
Printed Name: Colleen McCall  
Title: Director of Field

Signature  
Printed Name: Mike Griffiths  
Title: Executive Director

1-22-14

1-13-14

Date

Date

**FISCAL YEAR 2014 PREPARATION FOR ADULT LIVING (PAL)  
PLAN OF OPERATION-ATTACHMENT A  
IAC # 23963583**

**Background:** The John H. Chafee Foster Care Independence Program of Title IV-E of the federal Social Security Act (42 USC §§677) provides states with flexible funding that will enable programs to be designed and conducted to prepare youth for adult life when they leave foster care. Services, benefits, resources and supports are provided to help youth become healthy, productive adults. The program makes efforts to connect youth to community resources they will need in adulthood.

The Texas Department of Family and Protective Services (DFPS) Preparation for Adult Living (PAL) program provides services and benefits to help prepare young people to live independently when they leave foster care. The PAL Program is designed to serve the following young people:

- (1) Those who are at least 16 years old and likely to remain in foster care until at least age 18; and
- (2) Those who are younger than 21 years old and who left foster care when they were at least age 18.

DFPS desires to make PAL Life Skills Training available to Title IV-E eligible youth who have been placed into foster care by the Texas Juvenile Justice Department (TJJD) or a county juvenile probation department and have a Child Service Plan with the permanency goal of Another Planned Permanent Living Arrangement (APPLA) subsection APPLA Independent Living or APPLA Community Care which is when a youth will be in a Title IV-E placement until they turn age 18. Youth will receive training in each of the following core areas:

- Financial Management
- Health and Safety
- Housing and Transportation
- Job Readiness
- Life Decisions/Responsibilities
- Personal/Social Relationships

To ensure the smooth implementation of PAL services to eligible youth.

**A. TJJD agrees :**

- (1) To identify a TJJD contact person for coordinating PAL services with DFPS;
- (2) To provide program coordination via teleconferences, meetings and correspondence with DFPS as necessary to help ensure the success of service provision to PAL eligible youth;
- (3) To provide an updated list of the Title IV-E eligible youth, who have been placed

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in foster care by the Texas Juvenile Justice Department or a county juvenile probation department and have a Child Service Plan with the permanency goal of Another Planned Permanent Living Arrangement (APPLA) subsection APPLA Independent Living or APPLA Community Care which is when a youth will be in a Title IV-E placement until they turn age 18. The list of probation youth (by county) or state youth shall include the following information:

1. the youth's name;
2. DFPS person id;
3. date of birth;
4. date placed;
5. date Title IV-E certified;
6. date referred to DFPS;
7. date discharged;
8. Title IV-E placement address;
9. placement phone number;
10. facility or caregiver name;
11. county Title IV-E Coordinator's name (if applicable);
12. county Title IV-E Coordinator's phone number (if applicable); and
13. TJJD contact person for state youth

(4) To provide state general revenue funds in an amount not to exceed \$2,500, as the required twenty percent (20%) match, for up to \$10,000 of PAL training services. TJJD shall pay this match amount to DFPS within 30 days after TJJD receives the interagency Transaction Voucher (ITV) and supporting documentation from DFPS.

(5) To facilitate DFPS Preparation for Adult Living Staff obtaining at least monthly access (by phone or in person) to Title IV-E TJJD/probation eligible youth who took the National Youth in Transition Database (NYTD) survey when they were age 17 and selected to take the NYTD follow up survey when they turn age 19 and 21. TJJD will provide DFPS Preparation for Adult Living Staff known locating information for those youth who have left TJJD care and have been selected to take the follow up NYTD survey at age 19 and 21.

(6) To facilitate DFPS Preparation for Adult Living Staff obtaining access to Title IV-E TJJD/probation eligible youth to take the National Youth in Transition Database (NYTD) survey within 45 days of their 17<sup>th</sup> birthday during the period of October 1, 2013 to September 30, 2014.

**National Youth in Transition Database:** The data collection system developed by the Administration for Children and Families (ACF) to track the independent living services provided to Children and to develop outcomes that measure the States' performance in preparing

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Children for their transition from foster care to independent living.

More information is available at:

[http://www.dfps.state.tx.us/Child Protection/Transitional Living/nytd.asp](http://www.dfps.state.tx.us/Child_Protection/Transitional_Living/nytd.asp)

**B. DFPS agrees:**

- (1) To provide PAL Life Skills Training services for up to 25 statewide Title IV-E eligible youth referred by TJJD State Office contact person.
- (2) To provide PAL program coordination via teleconferences, meetings and correspondence including progress reports.
- (3) To provide verification of attendance at PAL Life Skills Training on a quarterly basis to appropriate identified TJJD contact person for dissemination and
- (4) To provide Federal Financial Participation only as funding is available for these PAL Life Skills Training Services, not to exceed a \$10,000 allocation for fiscal year 2014.