

Title IV-E Federal Foster Care Reimbursement Program**E-2006-07 Biennium**

Effective date 09/01/2005

Latest Revision 09/01/2005

I. GRANT DESCRIPTION.

- A. The Title IV-E Federal Foster Care Reimbursement Program (Title IV-E Program) was established via an interagency agreement between the Commission and the Texas Department of Family and Protective Service (DFPS) to allow juvenile boards to recoup federal funds for providing services to eligible children and for administrative costs related to administering the Title IV-E Program. The funds to be distributed under the terms of this grant originate with the United States Department of Health and Human Services (DHHS) as the federal department administering the Catalog of Federal Domestic Assistance (CFDA) #93.658.

II. GRANT SPECIFIC DEFINITIONS.

- A. **Administrative Reimbursements.** Administrative reimbursements are reimbursements for those costs that are reasonable, allowable, properly allocated and relate to administering the Title IV-E Program and providing services to Title IV-E eligible children.
1. **Enhanced Administrative Reimbursements.** Reimbursements of expenditures for related services provided by allowable staff involved in Title IV-E related tasks with children that meet Title IV-E eligibility requirements. This reimbursement is based on a Cost Allocation Plan, a time study methodology and the eligibility rate.
 2. **Direct Administrative Reimbursements.** Reimbursements for salaries and other expenditures directly related to providing services to Title IV-E eligible children, Title IV-E certified children, or children being considered for Title IV-E benefits.
- B. **Certification Worksheet.** The form used by DFPS to notify juvenile probation departments, via the Commission, of the eligibility determination for children whose foster care assistance applications were submitted to DFPS.
- C. **DFPS Person Identification Number.** An eight-digit number assigned by DFPS to a child when they are determined to be eligible for Title IV-E benefits.
- D. **DFPS Budget for Purchase of Services.** Also referred to as the Budget Form 2030, this document is submitted by the Grantee at the start of each fiscal year of the biennium to estimate the total costs (i.e., administrative, foster care maintenance and supplemental child care costs) for which the Grantee will be seeking reimbursement.
- E. **Eligibility Rate.** The percentage of Title IV-E eligible children that can be applied to administrative costs for reimbursement from the Title IV-E Program. This rate is determined using an approved screening methodology.
- F. **Federal Medical Assistance Percentage (FMAP).** The percentage of a state's Medicaid expenditures, other than administrative and selected other items of cost, which the federal government will pay. The percentage varies by state in accordance with a statutory formula.
- G. **Foster Care Assistance Application.** The application required to be submitted to the Commission to determine a child's Title IV-E eligibility for foster care maintenance reimbursement. The Commission reviews the application and forwards it to DFPS for eligibility determination.
- H. **Foster Care Maintenance Reimbursement.** Reimbursement for substitute care costs incurred for Title IV-E certified children placed in a Title IV-E approved facility.
- I. **Juvenile Justice Services.** Juvenile justice services are services provided by or under the authority of the Grantee and provided by the juvenile probation department or other entity, including services contracted with third-party service providers, in response to a policy or directive instituted by the governing juvenile board or an order issued by a juvenile court and under the court's direction, including:

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1. Protective services;
 2. Prevention of delinquent conduct and conduct indicating a need for supervision;
 3. Diversion;
 4. Deferred prosecution;
 5. Foster care;
 6. Counseling;
 7. Supervision;
 8. Diagnostic, correctional and educational services; and
 9. Services provided by a juvenile probation department that are related to placement in an/or the operation of a non-secure residential program or a juvenile justice alternative education program.
- J. **Level of Care.** A rating based on an assessment of the services a child will need while in substitute care.
- K. **Level of Care Rate.** The per diem amount paid for a child's placement based on the child's level of care.
- L. **Screening Methodology.** A methodology used by the Grantee to screen children for Title IV-E eligibility and determine the eligibility rate.
- M. **Supplemental Child Care Costs.** Allowable expenditures incurred by the Grantee for children who meet Title IV-E eligibility criteria for costs not covered by the placement per diem rate.
- N. **Time Study Methodology.** A methodology used by the Grantee to determine the amount of staff time used to perform Title IV-E related activities. The two approved methods are Random Moment Sampling (RMS) and the Continuous Time Reporting System.
- O. **Title IV-E Approved Facilities.** Facilities licensed and/or approved by DFPS for Title IV-E participation.
- P. **Title IV-E Certified Child.** A child who has been determined by DFPS to have met all Title IV-E eligibility requirements and resides in a Title IV-E approved facility.
- Q. **Title IV-E Eligible Child.** A child who meets all Title IV-E eligibility requirements but who is not residing in a Title IV-E approved facility.
- R. **Title IV-E Fiscal Coordinator.** An employee of the Grantee's juvenile probation department designated to act as the Grantee's primary liaison between the Commission and the Grantee and all private consultants, providers, auditors and any federal or state agencies regarding the Grantee's Title IV-E reimbursements or other fiscal issues.
- S. **Title IV-E Program Coordinator.** An employee of the Grantee's juvenile probation department designated to act as the Grantee's primary liaison between the Commission and the Grantee and all private consultants, providers, auditors and any federal or state agencies regarding Title IV-E programmatic issues.
- III. **PERFORMANCE MEASURES.**
- A. **Goal.** The goal of the Title IV-E Federal Foster Care Reimbursement Program grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system.

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- B. **Program Objectives.** The objective of the Title IV-E program is to strengthen foster care services and ensure that children's needs for safety, permanency and well-being are met.
- C. **Program Performance.** Grantee performance under the grant shall be determined using the following measures:
 1. Standards compliance program monitoring score for Title 37, Texas Administrative Code (TAC) Chapter 347;
 2. The percent of juveniles in non-secure placement reimbursed with Title IV-E foster care maintenance reimbursements; and
 3. The percentage that the total foster care maintenance reimbursements represents of the total amount of reimbursements received during the fiscal year (i.e., foster care maintenance reimbursements, administrative reimbursements and supplemental child care costs).

IV. PROGRAMMATIC COMPONENTS.

- A. **Programmatic Standards.** The Grantee shall maintain compliance with all programmatic standards as outlined in Title 37 Texas Administrative Code (TAC) Chapter 347.
- B. **Training.** The Grantee shall ensure that appropriate personnel attend all mandatory Title IV-E trainings provided by the Commission. Reimbursements may not be processed if appropriate staff have not attended and completed all mandatory Title IV-E trainings.
 1. **Title IV-E Fiscal Coordinator Training.** The Title IV-E Fiscal Coordinator, or a designee approved by the Commission, shall attend annual training provided by the Commission.
 2. **Eligibility Screening Training.** All staff whose duties include screening children for Title IV-E eligibility shall receive eligibility training prior to screening children for Title IV-E eligibility and annually thereafter. This training shall be provided by the Title IV-E Fiscal Coordinator, a designee approved by the Commission, an approved consultant or the Commission.
 3. **Time Code Training.** All staff who will be participating in an approved time study shall receive time code training prior to participation in the study and annually thereafter. This training shall be provided by the Title IV-E Fiscal Coordinator, a designee approved by the Commission, an approved consultant or the Commission.
- C. **Placement Screening.** The Grantee shall develop and implement a procedure to screen all children placed outside the home by the juvenile court to determine whether all children meet the following Title IV-E eligibility criteria:
 1. Whether court orders used to remove the child from the home contain language required by TAC 347.05;
 2. Whether the child would have been eligible for AFDC at the time of removal from a specified relative; and
 3. Whether the child has been placed in a Title IV-E approved facility.
- D. **DFPS Budget for Purchase of Services.** The Grantee shall submit to the Commission a DFPS *Budget for Purchase of Services* [TJPC-FIS-28-04], also referred to as Budget Form 2030, at the start of each fiscal year of the biennium, with an estimate of the total costs (i.e., administrative foster care maintenance and supplemental child care costs) for which the Grantee will be seeking reimbursement. The Grantee shall not request Title IV-E reimbursement until this form is completed and submitted to the Commission.
 1. The Budget Form 2030 shall be signed by the chief juvenile probation officer.
 2. All costs included shall be allowable and reasonable.

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3. The Grantee shall submit a revised budget if actual amounts received vary more than 20% from the projection.
- E. **Foster Care Assistance Application.** The Grantee shall complete and submit to the Commission a *Foster Care Assistance Application* [TJPC-FED-11-04] for all children who meet the requirements described above in Section IV (C). The application shall be submitted within 30 calendar days of the child's actual placement date.
 - F. **Foster Care Maintenance Reimbursements.** The Grantee shall not claim foster care maintenance reimbursements until the receipt of the Certification Worksheet from DFPS, via the Commission, indicating that the child is Title IV-E certified.
 1. **Request for Reimbursement.** The Grantee shall use the *Request for Reimbursement/Corrections Form* [TJPC-FIS-04-06] to claim foster care maintenance reimbursements for Title IV-E certified children. The request shall be complete and accurate and shall be submitted to the Commission by the 10th of the month following the month in which services were provided. Any requests received after this date will be processed the following month. A separate form shall be completed for each month claimed.
 - G. **Supplemental Child Care Costs.** The Grantee shall submit the *Supplemental Child Care Costs Form* [TJPC-FIS-27-04] to claim supplemental child care costs for Title IV-E certified children. This form shall be submitted within one quarter of the end of each state fiscal quarter for which the Grantee is seeking reimbursement.
 - H. **Enhanced Administrative Reimbursements.**
 1. **Pre-Claim Documentation.** Prior to requesting enhanced administrative reimbursements, the Grantee shall submit the following documentation to the Commission:
 - a. **Implementation Plan.** The Grantee shall submit to the Commission an Implementation Plan for approval. The Grantee shall follow the procedures and requirements adopted in the Grantee's Implementation Plan incorporated by reference herein. The Grantee shall follow any procedures or requirements added to the Implementation Plan by the Grantee's own initiative if approved by the Commission. The Grantee shall include in its Implementation Plan the following documentation:
 - i. **Transmittal Letter.** The Grantee shall submit an original transmittal letter signed by the chief juvenile probation officer with the current date and contains the following mandatory language, "To the best of my knowledge, the enclosed Implementation Plan is true, correct, and an accurate reflection of allowable costs as incurred by [the Grantee's] juvenile probation department";
 - ii. **Screening Methodology.** The Grantee shall submit a screening methodology to determine the eligibility rate that can be applied to administrative costs for reimbursement from the Title IV-E Program. The Grantee shall include the screening forms that will be used to determine the eligibility rate; and
 - iii. **Time Study Methodology.** The Grantee shall submit a time study methodology approved by the Commission to account for staff time spent on Title IV-E related activities. The Grantee shall include sufficient detail to substantiate the Grantee's administrative claims, including, activity codes and definitions.
 - b. **Cost Allocation Plan.** The Grantee shall submit to the Commission an accurate Cost Allocation Plan (CAP) prepared in compliance with Office of Management and Budget (OMB) Circular A-87 and Code of Federal Regulations (CFR) Title 45, Section 1356.60 et. seq. The Grantee shall not be eligible to receive Title IV-E enhanced administrative reimbursements until its CAP has been reviewed and accepted by the Commission. Any subsequent addendum or other proposed change to the CAP shall be submitted to the Commission for review. The CAP shall include:
 - i. An organizational chart of the Grantee's juvenile probation department showing the structure of

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- each division whose costs will be claimed for reimbursement under the Title IV-E Program;
- ii. A list of all federal and non-federal programs performed, operated, administered or serviced by each division of the Grantee's juvenile probation department;
 - iii. A description of the activities performed by each division of the Grantee's juvenile probation department and the applicability to the Title IV-E Program;
 - iv. The estimated cost increase or decrease resulting from proposed changes to the Grantee's previous fiscal year's CAP;
 - v. A certification by a duly authorized official no lower than the chief financial officer of the governmental unit that the plan:
 - (-a-) Was prepared in accordance with OMB Circular A-87;
 - (-b-) Provides an identification of the unit rendering the service and the operating agencies receiving the service;
 - (-c-) Includes the items of expense included in the cost of the service;
 - (-d-) Designates the method used to distribute the cost of the service to benefited agencies; and
 - (-e-) Contains a summary schedule showing the allocation of each service to the specific agencies supported by the last audited comprehensive annual financial report. The comprehensive annual financial report shall be made available for review upon request by the Commission.
- c. **Indirect Cost Rate Proposal.** If claiming indirect costs, the Grantee shall submit to the Commission an accurate county-certified Indirect Cost Rate Proposal based on the information contained in the Grantee's CAP and in accordance with OMB Circular A-87 and 45 CFR Section 1356.60 et. seq. If the Grantee does not wish to claim indirect costs, the Grantee shall submit a letter signed by the chief juvenile probation officer attesting to this fact. The Grantee shall not be eligible to receive Title IV-E enhanced administrative reimbursements until its Indirect Cost Rate Proposal has been reviewed and accepted by the Commission or documentation of a decision not to claim these costs has been received. The Grantee shall include in its Indirect Cost Rate Proposal the following documentation:
- i. Any worksheets and other relevant data, cross-referenced and reconciled that is used by the Grantee to establish the indirect cost rate;
 - ii. The approximate amount of direct-based costs, as direct-based costs are defined by OMB Circular A-87; and
 - iii. A certification by a duly authorized official at a level no lower than chief financial officer of the governmental unit that submits the proposal that the plan has been prepared in accordance with OMB Circular A-87 and 45 CFR 1356.60 et. seq.
2. **Title IV-E Enhanced Administrative Claim.** The Grantee shall submit an approved Title IV-E enhanced administrative claim form within one quarter of the end of each state fiscal quarter for which the Grantee is seeking reimbursement. Claims not received within seven quarters of the quarter for which the Grantee is seeking reimbursement shall not be paid. The Grantee shall include in its Title IV-E enhanced administrative claim the following documentation:

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- a. **Cover Letter.** The Grantee shall include an original cover letter signed by the chief juvenile probation officer with the current date and contains the following mandatory language, "To the best of my knowledge, the enclosed Title IV-E enhanced administrative claim is true, correct, and an accurate reflection of allowable costs as incurred by the [Grantee's] juvenile probation department for the quarter being claimed."
 - b. **Indirect Cost Rate.** The Title IV-E enhanced administrative claim shall include the indirect cost rate as documented in the Cost Allocation Plan.
 - c. **Eligibility Rate.** The Title IV-E enhanced administrative claim shall include an eligibility rate determined by using the screening methodology included in the Implementation Plan and approved by the Commission. The eligibility rate shall be accurately recorded on the Title IV-E enhanced administrative claim. To determine this rate:
 - i. All children shall be screened for Title IV-E eligibility using an approved methodology; and
 - ii. Screening sheets shall be accurately completed.
 - d. **Reasonable Candidate Summary.** The Grantee shall include on the Reasonable Candidate Summary page of the Title IV-E enhanced administrative claim the following information:
 - i. The screening method used to determine the eligibility rate;
 - ii. The list of children whose screenings were completed during the quarter;
 - iii. The eligibility determination for each child; and
 - iv. The eligibility rate for the quarter being claimed.
 - e. **Time Study Methodology.** The Grantee shall use the approved time study methodology included in the Implementation Plan. The Grantee shall ensure that staff are accurately and correctly recording their time according to Commission guidelines. The results of the time study shall be accurately documented on the Title IV-E enhanced administrative claim.
 - f. **Administrative Costs.** The Grantee shall ensure that all costs documented on the Title IV-E enhanced administrative claim are reasonable, allowable and properly allocated and that sufficient documentation is available to substantiate all costs.
- I. **Direct Administrative Reimbursements.** The Grantee shall submit a Title IV-E direct administrative claim within one quarter of the end of each state fiscal quarter for which the Grantee is seeking reimbursement. Claims not received within seven quarters of the quarter in which the Grantee is seeking reimbursement shall not be paid. The Grantee shall include in its Title IV-E direct administrative claim the following documentation:
- 1. **Cover Letter.** The Grantee shall include an original cover letter signed by the chief juvenile probation officer with the current date that contains the following mandatory language, "To the best of my knowledge, the enclosed Title IV-E direct administrative claim is true, correct, and an accurate reflection of allowable costs as incurred by the [Grantee's] juvenile probation department for the quarter being claimed."
 - 2. **Administrative Costs.** The Grantee shall ensure that all costs included in the Title IV-E direct administrative claim are reasonable, allowable, and properly allocated and that sufficient documentation is available to substantiate all costs.
- J. **Reimbursable Costs.** The Grantee may request reimbursement for services that include foster care maintenance expenses, training and educational expenses for building skills necessary to perform functions directly related to the Title IV-E Program and for administrative and other expenses necessary for the administration of the Title IV-E Program. The Grantee shall ensure that any flat fees charged for

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reimbursement under the Title IV-E Program shall be reasonable and based upon a cost or price analysis made and documented in the Grantee's procurement files in accordance with 45 CFR Section 74.46. All claims under this grant shall only be made for expenditures made or incurred during the term of this grant. The Grantee shall be reimbursed only for allowable costs.

- K. Non-Reimbursable Costs.** The Grantee is not eligible to claim reimbursements if the basis of the claim has funding from any other federal source. In addition, the Grantee shall not request reimbursement for the following unallowable costs:
1. Any unallowable costs in OMB Circular A-87;
 2. Any unallowable costs in 45 CFR Section 1356.60;
 3. Any unallowable costs in Title 40 TAC Chapter 732;
 4. Social service costs;
 5. Medical expenses, including physical and mental examinations;
 6. Medications;
 7. Counseling;
 8. Testing/evaluation, including substance abuse testing;
 9. Homemaker or housekeeping services;
 10. Education expenses;
 11. Electronic monitoring costs;
 12. Detention costs or any associated costs;
 13. Cost of secure placement or any associated costs;
 14. Contingency fees; and
 15. Recreational expenses.
- L. Unallowable Reimbursements.** The Grantee shall repay the Commission all funds paid to the Grantee for ineligible administrative and foster care maintenance claims retroactive to the earliest date of ineligibility. The Grantee shall notify the Commission immediately when it is discovered a child has become ineligible for Title IV-E funding. In the event the Grantee shall repay funds, the Commission may exercise the following options:
1. The Commission may deduct the amount of federal recoupment from the next scheduled Title IV-E payment from the Commission to the Grantee;
 2. If the next scheduled payment is insufficient to satisfy the federal recoupment or all payments during a fiscal year have been made, the Grantee shall pay the Commission the required amount within 45 calendar days of the date of written notice from the Commission; or
 3. If the Grantee fails to reimburse the Commission for ineligible claims as detailed above, the Commission may withhold funds from any or all state grant programs funded by the Commission in which the Grantee participates until the arrearage is paid.
- M. Documentation.** The Grantee shall retain sufficient documentation to substantiate that all expenditures included in all claims for reimbursement are allowable, reasonable and properly allocated. This documentation shall be retained and available for review for five (5) years.
- N. Official Communications/Assistance.** The Grantee shall forward all inquiries, comments and correspondence regarding the Title IV-E Program directly to the Commission and to no other persons, entities, state or federal agencies. If the Grantee utilizes any private vendors to perform services related to submitting Title IV-E maintenance and administrative claims, all official communications with the Commission, both formal and informal, shall be initiated by either the Title IV-E Fiscal Coordinator or the Title IV-E Program Coordinator. The coordinators shall also act as the Grantee's primary representative in any meetings related to Title IV-E programmatic/fiscal issues and provide assistance as needed to Commission staff related to program or fiscal monitoring by any federal or state governmental entity or its designee.
- O. Privatization and Subcontracts.**

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1. **Subcontracts for Title IV-E Administration.** All subcontracts entered into by the Grantee or the Grantee's county shall be in writing stating that all subcontractors shall be subject to the General Grant Requirements and/or requirements specified herein as well as applicable Commission standards. The Grantee shall accept financial responsibility for the performance, nonperformance, errors and omissions of a subcontractor who entered into a contract for the provision of Title IV-E Federal Foster Care Program management.
2. **Title IV-E Eligibility for Facilities Not Under Contract with the DFPS.** In the event the Grantee seeks to assist a facility not currently under contract with DFPS in obtaining IV-E participation approval from DFPS, the Grantee shall provide or ensure that its subcontractor provides all the information required by the Commission's Title IV-E Program rules and regulations.
 - a. Residential programs operated by a juvenile board and administered by a juvenile probation department shall:
 - i. Complete any and all cost reports as requested by or on behalf of the Texas Health and Human Services Commission (HHSC) in the manner and time frame specified;
 - ii. Implement procedures to ensure compliance with DFPS licensing standards;
 - iii. Provide placement services at the service levels and rates determined by the review of the program's compliance with service level indicators to be monitored by the Commission. Information relating to service indicators and rates are contained in the *Level of Care Descriptions* [TJPC-FED-28-04] and the *Level of Care Rates* [TJPC-FED-27-04].
 - b. The juvenile board shall ensure that private facilities not under contract with DFPS shall:
 - i. Complete any and all cost reports as requested by or on behalf of the Texas Health and Human Services Commission (HHSC) in the manner and time frame specified;
 - ii. Implement procedures to ensure compliance with DFPS licensing standards;
 - iii. Provide placement services at the service levels and rates determined by the review of the program's compliance with service level indicators to be monitored by an independent party. The provider shall be responsible for contracting directly with the independent party for provision of these monitoring services. Information relating to service indicators and rates are contained in the *Level of Care Descriptions* [TJPC-FED-28-04] and the *Level of Care Rates* [TJPC-FED-27-04].

V. PROGRAMMATIC REPORTING.

- A. **Annual Reports.** None.
- B. **Quarterly Reports.** None.
 1. Grantee shall submit the *Periodic Case Review Quarterly Summary* [TJPC-FED-20-04] to the Commission no later than the 10th calendar day of the month following the end of each quarter.
- C. **Monthly Reports.** None.
- D. **Other Periodic Reports.** See Also General Grant Requirements.
 1. **Placement Information Discharge.** The Grantee shall submit the *Placement Information Discharge Form* (PID) [TJPC-FED-21-04] when any change occurs regarding a Title IV-E certified child's eligibility status, level of care rate or location within five (5) calendar days of the change.

VI. PROGRAMMATIC MONITORING.

- A. **On-Site Monitoring Visits.** See General Grant Requirements.

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- B. **Unannounced On-Site Monitoring Visits.** See General Grant Requirements.
- C. **Desk Audits.** See General Grant Requirements.
- D. **Other.** None.
- VII. **APPLICABLE LAW, POLICY AND PROCEDURE.** The Grantee shall comply with the following applicable state laws, federal laws and policies and procedures under this grant:
- A. **Applicable Standards.**
1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.**
 - a. Chapter 341 – Texas Juvenile Probation Commission.
 - b. Chapter 347 – Title IV-E Federal Foster Care Programs.
 - c. Chapter 349 – General Administrative Standards.
 2. **Texas Administrative Code (TAC) Title 40, Part 19 Department of Family and Protective Services.**
 - a. Chapter 732, Sections 732.240-256 – Contracted Services.
 3. **Texas Administrative Code (TAC) Title 1, Part 15 Health and Human Services Commission.**
 - a. Chapter 351, Section 351.13 – Substitute Care Provider Outcome Standards.
- B. **General Statutes.** See General Grant Requirements.
1. **Federal Law.**
 - a. Code of Federal Regulations (CFR) Title 45 – Public Welfare, *as amended*.
 - i. Title 45 Code of Federal Regulations 1356.60 –Requirements Applicable to Title IV-E.
 - b. Office of Management and Budget (OMB) Circular A-87, *as amended*.
 - i. Office of Management and Budget (OMB) Circular A-87 – Cost Principles for State, Local and Indian Tribal Governments.
 - c. Office of Management and Budget (OMB) Circular A-102, *as amended*.
 - i. Office of Management and Budget (OMB) Circular A-102 – Grants and Cooperative Agreements with State and Local Governments.
 - d. Office of Management and Budget (OMB) Circular A-133, *as amended*.
 - i. Office of Management and Budget (OMB) Circular A-133 – Audits of States. Local Governments and Non-Profit Organizations.
 - e. Social Security Act of 1935, *as amended*.
 - i. Title 42 United States Code 670 et. Seq. – Social Security Act, Title IV-E.
 2. **State Law.**
 - a. Texas General Appropriations Act.

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- b. Texas Government Code, Title 7, Uniform Grant and Contract Management.
 - i. Chapter 783 - Uniform Grant and Contract Management Act.
- C. **Policy and Procedure.**
 - 1. Texas Juvenile Probation Compliance Resource Manual, Volumes 1 - 2.
 - 2. State of Texas Governmental Title IV-B and PAL (Title IV-B and IV-E) Purchased Services Contract.

VIII. FINANCIAL COMPONENTS.

- A. **Allowable Expenditure of Funds.** The Grantee shall expend all funds received under this grant for allowable expenditures as they are detailed herein.
 - 1. The Grantee shall use any and all financial reimbursement received through the Title IV-E Program under this grant for juvenile justice services.
 - 2. The Grantee may expend grant funds for the purchase of equipment, renovation or construction with prior authorization by the Commission. An item is equipment if county policy requires it to be capitalized or, if the county has no policy, it has a useful life of more than one year and a cost of more than \$5,000.00.
- B. **Unallowable Expenditure of Funds.** See Also General Grant Requirements.
 - 1. The Grantee shall not expend, obligate or utilize Title IV-E funds for any purpose other than those authorized in Section VIII (A) above.
 - 2. The Grantee shall not use reimbursement funds received through this grant for placement of children in secure pre-adjudication detention facilities, short-term detention facilities (i.e., holdover) or secure post-adjudication correctional facilities or any related costs.
 - 3. The Grantee shall not expend more than fifteen percent (15%) of any federal funds received pursuant to the Title IV-E Program for any flat or contingency fees paid to private service providers for Title IV-E administrative claiming.
- C. **Financial Match Requirements.** None.
- D. **Funding Adjustments.**
 - 1. **Reduction of Grant Payments.** See General Grant Requirements.
 - 2. **Unexpended Balances.** None.
 - 3. **Overpayments.** See General Grant Requirements.
 - 4. **Refunds Due.** See General Grant Requirements.
- E. **Timely Expenditure of Grant Funds.** None.
- F. **Audits.** See Also General Grant Requirements.
 - 1. The Grantee shall be responsible for determining applicability and ensuring compliance with the Single Audit Act of 1984, Public Law 98-502, and as amended by the Single Audit Act Amendments of 1996, Public Law 104-156 as it relates to reimbursements received under this grant. The Grantee shall have a Single Audit performed if applicable and retain copies for future review by federal and state officials. Per OMB Circular A-133, Section 320(e), the Grantee shall submit one copy of the reporting package, when *Schedule of Findings and Questioned Costs* discloses an audit finding relating to Title IV-E funding.

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G. Financial Assurances. See Also General Grant Requirements.

1. The receipt and expenditure of Title IV-E federal reimbursements received by the Grantee pursuant to this grant are accounted for separately and expended according to the grant requirements.
2. Prior written authorization from the Commission is received for the purchase of equipment, renovation or construction. An item is equipment if county policy requires it to be capitalized or, if the county has no policy, it has a useful life of more than one year and a cost of more than \$5,000.00.
3. No more than fifteen percent (15%) of any federal funds received pursuant to the Title IV-E Program are used for any flat or contingency fees paid to private service providers for administrative claiming.
4. Grantee did not use reimbursement funds received through this grant for secure placement or detention or any related costs.
5. Idle funds are invested in an account that provides a reasonable interest rate and provides necessary protection of principal. Interest generated as a result of Title IV-E funds deposited from the Commission is credited to the account for enhancing juvenile justice services.
6. Salary expenses reported on Title IV-E administrative reimbursement claims do not include travel allowances or emoluments.
7. Title IV-E-specific training and general training costs reported on Title IV-E administrative claims are an accurate representation of costs.
8. Direct and indirect costs reported on Title IV-E administrative claims are an accurate representation of allowable expenses incurred on behalf of the Title IV-E Program.
9. Any and all findings related to the Title IV-E Program noted in the annual Single Audit for the Grantee, if applicable, are disclosed in the Schedule of Findings and Questioned Costs in the Grantee's Annual Independent Audit and a reporting package is submitted to the Commission as prescribed by OMB A-133.
10. The Grantee's policies on compensatory time and overtime pay are consistently applied to employees of the Grantee's juvenile probation department for all state and federal programs.

H. Service Provider. See General Grant Requirements.**IX. FINANCIAL REPORTING.****A. Annual Reports.**

1. **Designation of Key Personnel Spreadsheet.** The Grantee shall designate a Title IV-E Program Coordinator and a Title IV-E Fiscal Coordinator on the *Designation of Key Personnel Spreadsheet* [TJPC-FIS-31-05] as required in the General Grant Requirements.

B. Quarterly Reports. None.**C. Monthly Reports.** None.**D. Other Periodic Reports.** None.**X. FINANCIAL MONITORING.****A. Annual Monitoring.** See General Grant Requirements.**B. Periodic Monitoring.** See General Grant Requirements.**Summary of Grant Requirements**

Title IV-E Federal Foster Care Reimbursement Program

E-2006-07 Biennium

Effective date 09/01/2005

Latest Revision 09/01/2005

Summary of Grant Requirements
