



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
PO Box 45010 • Olympia WA • 98504-5010

August 28, 2015

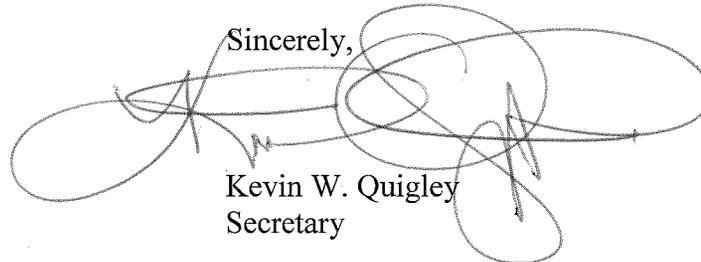
Lynwood McDaniel, SSBG Program Specialist  
Office of Community Affairs  
Administration for Children and Families  
U.S. Department of Health and Human Services  
370 L'Enfant Promenade SW  
Washington, DC 20447

Dear Mr. McDaniel:

Please find enclosed Washington State's Federal Fiscal Year 2016 Social Service Block Grant (SSBG) pre-expenditure report.

If you have any questions please feel free to contact Rene Newkirk at 360-902-7946.

Sincerely,



Kevin W. Quigley  
Secretary

DSHS: *Transforming Lives*

Enclosure

Cc: Jennifer A. Strus, Assistant Secretary, Children's Administration

# **Social Services Block Grant**

**WASHINGTON STATE  
Children's Administration  
Pre-Expenditure Report**

**Federal Fiscal Year 2016  
(Oct 2015 to Sept 2016)**

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
Olympia, WA 98504**

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## **Introduction**

This Pre-Expenditure Plan submission covers Federal Fiscal Year October 1, 2015 through September 30, 2016 for Washington State Department of Social and Health Services (DSHS), Children's Administration.

Stake holder groups have multiple opportunities throughout the year to provide input on CA and DSHS programs and spending priorities. The Plan is published on various sites across multiple Administrations within the Department of Social and Health Services (DSHS). Public inspection and comment of the Plan is open year round for public input.

## **Administrative Operations**

### ***State Administrative Agency***

This pre-expenditure report is intended to meet the statutory requirement that the state annually report the intended use of Social Services Block Grant funds, including types of activities to be supported and the categories or characteristics of individuals to be served.

The Washington State Department of Social and Health Services (DSHS), Children's Administration (CA) administers the Social Services Block Grant (SSBG) and intends to use funds made available to it for a variety of social services programs. All services and activities listed in this pre-expenditure report will be eligible to receive funds from the Social Services Block Grant. The allocation of funds among these services will be determined based upon the availability of other funds, changes in state legislative direction, changes in federal legislation, levels of other federal support, and changes in level of client need and caseloads. In these allocation decisions, the department relies heavily on public involvement in the department's budget development and modification processes.

### ***State Offices/Departments***

The Washington State Children's Administration Mission is "To transform lives by acting to protect children and promote healthier families through strong partnerships with the community and tribes".

The Washington State Children's Administration Vision is to see "An end to child abuse and neglect".

The primary goals of the Children's Administration focus on the themes of child safety, child and family well-being, and permanency for the children and families we serve. A fourth goal focuses on the systemic factors that are necessary in a high performing organization to support excellent outcomes for children and families.

These goals are defined as:

***Child Safety:*** Children will be safe from abuse and neglect.

***Child & Family Well-Being:*** Help families and communities improve the well-being of children in their own homes and in out-of-home care.

***Permanency:*** Provide stable, nurturing, and permanent placements as quickly as possible for children who are placed into out-of-home care.

***Supporting Client Outcomes (Organizational Well-Being):*** Continuously improve the organization's capacity to achieve excellent outcomes for children and families.

The specific strategies CA employs to reach these goals are detailed in our Strategic Plan and in the 2015 – 2019 Child and Family Services Plan (CFSP), submitted to the Department of Health and Human Services (HHS) in June 2014. An annual update is published in the Annual Progress and Services Report (APSR), submitted to HHS in June 2015.

## **Fiscal Operations**

### ***Criteria for Distribution***

In allocating funds to eligible service areas, CA considers funds available through SSBG, TANF, and other state and multiple federal sources. These funds are allocated, as needed, to reflect the changing needs of children and families who meet the SSBG eligibility requirements.

### ***Planning Process for Use and Distribution of Funds***

Criteria for estimating expenditures and allocating funds within CA is primarily based on historical expenditure patterns and determined needs. CA sets program and budget priorities by reviewing the overall budget as passed by the Washington State Legislature. CA publishes an annual notice on multiple public websites which makes the SSBG state plan available and open to public comment.

### ***Financial Operations System***

CA uses a cost allocation plan to assign costs. The plan is submitted to the U.S. Department of Health and Human Services Division of Cost Allocation (DCA). Cost allocation methods include a random moment time sample method (RMTS), provider time studies, case counts, penetration rates, full-time equivalents (FTEs), and funding-mix ratios.

## **Program Operations**

### ***SSBG Statutory Goals the State Plans to Achieve***

SSBG Services provided through CA fall into two major categories:

**Services to maintain children in their own homes:** Examples of specific in-home safety services which support this endeavor include home support specialist services, early family support services, family reconciliation, home-based services, intensive family preservation services and family preservation services.

*This addresses SSBG statutory goal:* (2) achieve or maintain self-sufficiency, including reduction or prevention of dependency & (3) prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserve, rehabilitate or reunite families

**Placement in appropriate alternative care when a child cannot safely remain in his or her own home:** These services include family-centered placement practice and process, planning for and monitoring of children who are in foster care, group care, or other out-of-home care. Licensing of out-of-home facilities are also included, as are adoption services for children for whom parental rights have been terminated or relinquished.

*This addresses SSBG statutory goal:* (3) prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserve, rehabilitate or reunite families

Cases are managed by direct service staff in regional field offices throughout the state. Oversight is provided by regional and state headquarters staff who support and guide best practice in all field offices. Costs associated with services include, but are not limited to, training and staff support activities. CA also purchases services through contracts with agencies such as domestic violence shelter programs, child placing agencies, and group homes. CA contracts with tribes and tribal organizations to provide culturally appropriate services to Native children and families.

### ***Characteristics of Individuals to be Served***

DSHS plans to serve individuals based on defined eligibility requirements necessary to receive services. Within this set of individuals, the following definitions apply:

Case Management, Foster Care, Protective Services, Transportation, and other services provided to children:

- Child – any person from the age of 0 through twenty-one (21).

Day Care – Children:

- Child – Twelve years or younger. Day Care is available for youth, Thirteen to Seventeen years of age, with a disability which makes them incapable to physically, mentally or emotionally take care of themselves, as verified by a doctor, nurse, nurse practitioner, or master-level or above mental health, education, or Social Service professional, or under court supervision.

## **Types of Activities to be Supported**

SSBG funding assists CA in delivering a wide range of services to help support maintaining children in their own homes. When a child cannot safely remain in their home, services support the achievement of reunification. Services also support timely permanency for those children who are unable to return to their parent's home. The individuals served are the clients of the program services described in this pre-expenditure report.

Social Services Block Grant funds provide services statewide and may be used to support the following activities:

### **➤ *Adoption Support (SSBG category 1)***

CA's adoption program focuses exclusively on placing special needs children in foster care into adoptive homes. These children may be difficult to place for adoption because of emotional and behavioral problems, developmental delays, or because they are part of a sibling group or are over the age of five. Adoption Services recruit and screen families interested in adopting children who are in the care and custody of the department. CA places waiting children in homes with approved adoptive families and provides adoption planning, preparation, and pre- and post-placement services to the adoptive child and family.

### **➤ *Case Management (SSBG category 2)***

CA provides case management services to children who have experienced or are at risk of child abuse and neglect. These services include assessing the situation of the child and family, planning for a permanent living situation for the child, and maintaining contact with family members when the child is placed out of their home of origin.

### **➤ *Counseling Services (SSBG Category 4)***

Counseling services are assessed and referred through the following CA program areas: Child Protective Services, Family Preservation Services, Child Welfare Services, Voluntary Services, Adoption and Adoption Support.

### **➤ *Day Care – Children (SSBG category 6)***

CA provides child care services to families who are involved with CA and the services are a part of the case plan for a child. The services may be provided in a child's home or in a licensed/certified child care facility. Services are typically for children ages 0 to 12 years of age however, child care services may be provided beyond age 12 for a child with special needs.

### **➤ *Foster Care – Children (SSBG category 11)***

Foster homes provide twenty-four hour care for children of all ages who need temporary or extended out-of-home placement due to child abuse, neglect or family conflict. Foster care is provided by licensed foster parents or unlicensed relative caretakers and is viewed as a short-term solution to an emergent situation. The goal of foster care services is to return each child home safely or to find another appropriate permanent home as quickly as possible. Foster care services are also available with licensed foster parents through contracted community child placing agencies.

CA Division of Licensed Resources (DLR) and private agencies share responsibility for foster home recruitment and retention. Recruitment occurs primarily through contracts as described below, however

DLR is responsible for the final approval of all foster care licenses. CA promotes a long-term grassroots community engagement effort for recruitment and ongoing support for foster parents. Statewide and regional Recruitment and Retention Teams, comprised of CA and contract agency staff, meet regularly to monitor progress and to strategize improvements in recruitment and retention efforts.

CA contracts with community agencies for behavior rehabilitation services (BRS) for children and youth with serious emotional, behavioral, or medical difficulties who cannot be adequately served in family foster homes. BRS provides a high level of care and treatment for children and youth with the most severe and intensive needs. BRS is time limited with a focus on a return to a less restrictive environment. Services are offered in an array of settings including the child's home, a treatment foster home or a group residential setting.

Respite care is the temporary, time limited relief for substitute parenting or care giving of a child to help a child remain safely in their own home or help ensure stability in out-of-home placement. Respite care services may fall under two primary categories: (a) Retention Respite – provides licensed CA caregivers, licensed tribal foster parents and licensed Private Child-Placing Agency foster parents providing care for CA placed children, with regular “time off” from the demands of care giving responsibilities and (b) Child Specific Respite – provides unlicensed relative caregivers, other suitable persons, licensed CA caregivers, licensed tribal foster parents and licensed Private Child-Placing Agency foster parents providing care for children placed by CA, with the opportunity for relief from the care giving responsibilities that are linked to the medical, behavioral or special needs of an individual child.

CA provides services to support children in foster care. This may include but is not limited to clothing, medical costs not covered by medical coupons, meals for children and special fees for activities outlined in the case plan.

CA also refers clients for services or activities related to psychological and neuropsychological evaluation, testing and subsequent treatment to remedy the family circumstances and provide a safe environment for children.

➤ ***Home Based Services (SSBG category 13)***

CA provides home based services to families who are seeking help to manage children and to keep their families together in their home. CA home based services include home maintenance services and household management services as well as respite services covered in category 11 above.

➤ ***Information and Referral (SSBG category 17)***

CA provides information and referral services to facilitate an appropriate referral to community resources. CA Information and referral services include referring parents to community services to prevent potential child abuse and neglect from occurring.

➤ ***Prevention/Intervention (SSBG category 20)***

CA's Family Preservation Services (FPS) are available primarily to families whose children face “substantial likelihood” of being placed outside of the home or to assist with reunifying a child with their family from out-of-home care. Interventions focus on resolving the immediate crisis and strengthening a family's relationships through a variety of community resources. FPS are available to families within 48 hours of referral and are offered for a maximum of six months by a contracted service provider.

Special programs are offered for Sexually Aggressive Youth. Comprehensive intervention and treatment services are available for children who meet the definition of Sexually Aggressive Youth as defined in RCW

74.13.075. These services include one-time expenses for testing, monitoring equipment, or emergency interventions as well as ongoing evaluations, treatment, and supervision.

As child maltreatment is closely associated with domestic violence, CA provides routine screening for domestic violence at intake and during investigation, and as part of service planning and case review. This includes conducting a specialized assessment of the safety threat which domestic violence poses to a child. Assessment is conducted at the beginning of the case and occurs throughout the life of the case. The findings from the assessment provide guidance in the decision making processes of service planning, case management, and case review.

➤ ***Protective Services – Children (SSBG category 22)***

Child Protective Services (CPS) provides 24 hour, seven days per week intake, screening, and investigative services for reports of alleged child abuse and neglect. Division of Licensed Resource (DLR) CPS social workers and CPS social workers investigate appropriate referrals to assess the safety and protection needs of children and, when necessary, intervene by providing services designed to increase safety and protect children from further harm.

➤ ***Residential Treatment Services (SSBG category 24)***

CA contracts with Crisis Residential Centers (CRC) in which temporary shelter is provided for youth ages 12 through 17 who run away from home, are in severe conflict with their parent(s), or are foster youth in need of a crisis placement. CRCs are available twenty-four hours a day, seven days per week. Placement is limited to a maximum of five days. The services CRCs provide are focused on assessing the child's needs and reunifying the family.

➤ ***Transportation Services (SSBG category 28)***

CA provides transportation services which include arranging for travel and the payment of travel in order for clients to access necessary services. CA may provide payment for the cost of air, bus, and/or rail transportation and associated expenses incurred by or on behalf of a child in foster care, return of a runaway, a child receiving adoption services, and family reconciliation services.

➤ ***Other Service (SSBG category 3 through 29 not listed above)***

DSHS may also expend FFY2016 SSBG funds on other SSBG qualified services. These services may include, but are not limited to; intake and assessment, child welfare services (CWS), family reconciliation services (FRS), DLR family home licensing services, crisis counseling, home support, short term residential treatment and transportation services other than those listed in category 28.

➤ ***Administrative Costs***

The department intends to use block grant funds to provide partial support for overhead administrative services and not exceed the allowable administrative percentage per federal recommendation.

**Part A. Estimated Expenditures and Proposed Provision Method**

OMB NO.: 0970-0234

EXPIRATION DATE: 11/30/2017

STATE: Washington	FISCAL YEAR: 2016	REPORT PERIOD: 10/2015-09/2016
Contact Person: Rene Newkirk	Phone Number: 360-902-7946	
Title: Interim Director	E-Mail Address: Rene.Newkirk@dshs.wa.gov	
Agency: Children's Administration	Submission Date: 08/30/2015	

Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision Method	
	SSBG Allocation	Funds transferred into SSBG*			Public	Private
1 Adoption Services						
2 Case Management	4,500,000		23,251,650	27,751,650	x	
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children	119,920		4,866,704	4,986,624	x	
7 Education and Training Services						
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	17,838,802	2,847,000	26,151,994	46,837,796	x	
12 Health-Related Services						
13 Home-Based Services						
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral						
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention						
21 Protective Services--Adults						
22 Protective Services--Children	3,700,000		40,097,997	43,797,997	x	
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	707,000	2,828,000	846,993	4,381,993	x	
29 Other Services***	4,500,000		50,752,090	55,252,090	x	
30 SUM OF EXPENDITURES FOR SERVICES	31,365,722	5,675,000	145,967,428	183,008,150		
31 Administrative Costs	3,102,104					
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	34,467,826	5,675,000				

\* From which block grant(s) were these funds transferred? TANF

\*\* Please list the sources of these funds: Title IV-E, Title 19, Title IV-B 1, Title IV-B 2, State, TANF

\*\*\* Please list other services: CWS SW, Intake and Assessment SW, Crisis Counseling SW, Home Support Specialists, Licensors, FPS SW

**Part B. Estimated Recipients**

OMB NO.: 0970-0234

EXPIRATION DATE: 09/30/2016

STATE: Washington
FISCAL YEAR: 2016

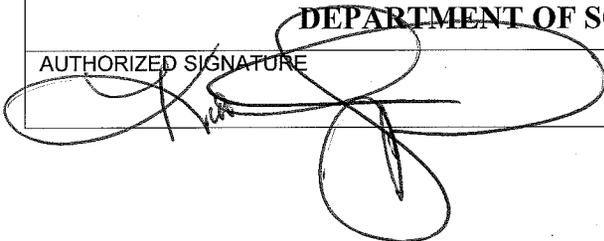
Service Supported with SSBG Expenditures	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
1 Adoption Services						
2 Case Management		5,940				5,940
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children		7,375				7,375
7 Education and Training Services						
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children		11,516				11,516
12 Health-Related Services						
13 Home-Based Services						
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral						
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention						
21 Protective Services--Adults						
22 Protective Services--Children		42,449				42,449
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation		7,500				7,500
29 Other Services***		16,759				16,759
30 SUM OF RECIPIENTS OF SERVICES						91,539



## Certification Regarding Environmental Tobacco Smoke

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant / grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

ORGANIZATION		
<b>DEPARTMENT OF SOCIAL AND HEALTH SERVICES</b>		
AUTHORIZED SIGNATURE	TITLE	DATE
	<b>SECRETARY</b>	8-24-2015



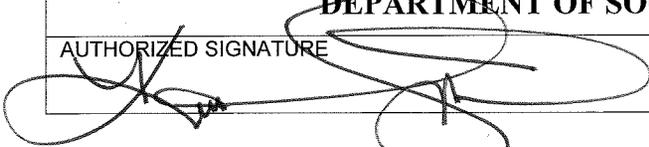
## Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

By signing and submitting this proposal, the applicant, Department of Social and Health Services (DSHS), defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and believes DSHS and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph (1)(b) of this certification; and
4. have not within a three (3) year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transaction", provided below without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

ORGANIZATION		
<b>DEPARTMENT OF SOCIAL AND HEALTH SERVICES</b>		
AUTHORIZED SIGNATURE	TITLE	DATE
	<b>SECRETARY</b>	8-24-15



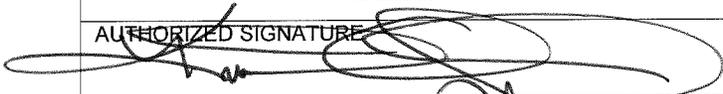
## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

ORGANIZATION <b>DEPARTMENT OF SOCIAL AND HEALTH SERVICES</b>		
AUTHORIZED SIGNATURE 	TITLE <b>SECRETARY</b>	DATE 8-24-15

NOTE: If disclosure forms are required, please contact:  
CHARLES GALE, DIRECTOR  
OFFICE OF GRANTS MANAGEMENT DIVISION  
HHH BUILDING, ROOM 517D  
200 INDEPENDENCE AVE SW  
WASHINGTON DC 20201-0001

## Certification Regarding Drug-Free Workplace

The Department of Social and Health Services (DSHS), State of Washington, certifies that it has developed policies and procedures in association with employee organizations and the Washington State Employee Advisory Service to provide a drug-free workplace. The process has resulted in:

1. A published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in DSHS facilities and specifying the actions that will be taken against employees for violation of such prohibition;
2. The establishment of an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The department's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. A requirement that each DSHS employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph 1 above;
4. Notifying the employees in the statement required by Paragraph 1 above that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his/her conviction for a violation of a criminal drug statute conviction occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing within ten days after receiving notice under Subparagraph 4.b. above 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 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 shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 days of receiving notice under Subparagraph 4.b. above, with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1, 2, 3, 4, 5 and 6 above.

The grantee may insert in the space below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE: STREET ADDRESS, CITY, COUNTY, STATE AND ZIP CODE

Check here if there are workplaces on file that are not identified above.

ORGANIZATION

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

AUTHORIZED SIGNATURE

DATE

NAME AND TITLE



8-24-15

, SECRETARY

Please append to this form a list of any state agencies the Governor has excluded from this certification.



## Washington State Auditor

### INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES

Kevin Quigley, Secretary  
Department of Social and Health Services  
P.O. Box 45130  
Olympia, WA 98504-5130

To the Secretary and management of the Department of Social and Health Services:

We have performed the procedures enumerated below, which were agreed to by the management of the Department of Social and Health Services and the Social Security Administration (SSA), solely to assist the specified parties in evaluating the Department's compliance with certain provisions of federal law and regulations as they pertain to the Social Services Block Grant for the federal fiscal year ended September 30, 2014 and the effectiveness of the Department's internal control over compliance with the aforementioned compliance requirements as of September 30, 2014.

The Department's management is responsible for the Department of Social and Health Services' compliance and internal control over compliance with those requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### Agreed Upon Procedures

In relation to the Department's Social Services Block Grant:

1. Select a sample of RMTS and determine whether Children's Administration (CA) headquarters staff completed a quality control review of all surveys completed by field staff.
2. Select a sample of Base Data Input Sheets that are created for each CA RMTS base and determine whether these are approved by the Cost Allocation manager.
3. Select a sample of RMTS and determine whether results were valid and completed according to approved Department instructions.
4. Select a sample of RMTS and determine whether results were updated correctly in the Cost Allocation System.
5. Select a sample of payroll expenditures or transfers for use and determine whether they were:

A = Made for an allowable activity under the grant guidelines

B = Authorized (or not prohibited) under State or local laws or regulations

C = Approved by the Federal awarding agency, if required

D = Allowable according to state cost principle requirements and the allowed/unallowed activities documented in the A-133 compliance supplement, 45 CFR

### Results of Procedures

1. No exceptions were found as a result of applying the procedure.
2. No exceptions were found as a result of applying the procedure.
3. No exceptions were found as a result of applying the procedure.
4. No exceptions were found as a result of applying the procedure.
5. No exceptions were found as a result of applying the procedure.

sections 96.70 through 96.74 and the grant agreement.

E = Allocable to the program

F = Be necessary and reasonable (i.e., does the nature and amount of the cost exceed that which would be considered prudent? Is the cost of a type that is ordinary and necessary for the operation of the program?)

G = Applied uniformly to Federal and non-Federal activities

H = Given consistent accounting treatment within and between accounting periods

I = Calculated in conformity with generally accepted accounting principles

J = Not included as a cost (or used to meet cost sharing requirements) of other federally-supported activities of the current or prior year

K = Net of all applicable credits

L = Not included as both a direct billing and as a component of indirect costs

M = Properly classified as a direct or indirect cost

N = Supported by appropriate documentation

O = Correctly charged to the proper account code and grant period

6. Select a sample from SSPS and determine whether Court Report is created for each service provider recipient to provide a comprehensive

6. No exceptions were found as a result of applying the procedure.

family evaluation and case plan, and to support the need for services to be provided.

7. Select a sample from SSPS and determine whether each service provided is coded in FamLink using a list of pre-approved "Service Category" and "Service Type" and the standard rate for each type of service is applied to determine the dollar amount of service.
7. No exceptions were found as a result of applying the procedure.
8. Select a sample of payments to providers or transfers for use and determine whether:
  - a. The service provided was authorized in FamLink
  - b. The payment made for an allowable SSBG service
  - c. The service provider paid an accurate amount?
8. No exceptions were found as a result of applying the procedure.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance or on the effectiveness of the Department's internal control over compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

**Restriction on Use**

This report is intended solely for the information and use of the Secretary and Management of the Department of Social and Health Services and SSA, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Brownell". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jim Brownell, Audit Manager  
Washington State Auditor's Office  
Olympia, Washington

May 15, 2015