

PROGRAM 14 – RURAL CHILD WELFARE SERVICES GRANT

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

I. PROGRAM OBJECTIVES

The purpose of the Rural Child Welfare Services Grant (formerly the Rural Social Services Grant) is to aid the Office of Children’s Services (OCS) Protective Services staff in the provision of case plan support services to families with open child welfare cases (either with or without legal custody); and to provide in home support services to families at risk of having their children enter the foster care system.

II. PROGRAM PROCEDURES

This program is funded with state general funds. The funds are administered by OCS and awarded to community nonprofit organizations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED -

1. **Compliance Requirements:** Services may include but are not limited to: service coordination, monthly (or more frequent) quality case worker visits with children to monitor safety, transportation, safety plan monitoring, family meetings, individualized parenting and healthy living skills education, relatives searches, foster parent recruitment, foster parent support and family contact.

Suggested Audit Procedures: Test financial and related records to determine that funds expended were for purposes specified in the grant.

Review the following:

- a) Grant Award (GA) including all conditions;
- b) Grant revisions and related transmittal letters;
- c) Licenses, certifications, approvals, status of private non-profit corporation, if applicable; and
- d) Budget documents including final revised budget and budget narrative.

2. **Compliance Requirement:** Costs allowed or unallowed under this program are specified by Alaska Statutes AS 47.05.011, and AS 47.10, as well as grant regulations 7 ACC 78.

Suggested Audit Procedures:

- a) Review grant and related budget documents in conjunction with the Department of Health and Social Services grant regulations (7 AAC 78).
- b) Test financial and related records to determine the appropriateness of costs per 7 AAC 78.
- c) Determine whether expenditures are within the budget limits prescribed by the 7 AAC 78.260(f) (1).

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DEPARTMENT OF HEALTH AND SOCIAL SERVICES

B. ELIGIBILITY -

Compliance Requirement: Eligible grantees include nonprofit organizations, including a consortium that is a nonprofit organization, a state agency or a political subdivision of the state or a native entity. All applicants must meet the requirements of 7 AAC 78.030.

Suggested Audit Procedures: Review articles of incorporation or other appropriate corporate documents, licenses, certifications, and approvals, to determine status of agency.

C. MATCHING, LEVEL OF EFFORT AND/OR EARMARKING REQUIREMENTS -

Compliance Requirement: The Rural Social Services programs are required to match state funding with 15% local funds or in-kind services. Other state funds, with the exception of state revenue sharing funds, are not allowable as cash match.

Suggested Audit Procedures:

- a) Confirm compliance with matching requirement.
- b) Confirm compliance with administrative cost limit.

D. REPORTING REQUIREMENTS -

1. **Compliance Requirements:** The agency must submit quarterly activity and expenditure reports no later than thirty (30) working days after the close of each quarter and a final expenditure report within thirty (30) days of the last day of the grant year.

SUGGESTED AUDIT PROCEDURES:

- a) Confirm if such reports are being filed timely;
- b) That reported revenues and expenditures agree with the agency's general ledger; and
- c) That expenditures are within the budget limits or grant provisions.

2. **Compliance Requirement:** The agency's audit report must present a statement of revenue and expenses, budget and actual, for each state grant. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedures:

- a) Review grant regulation 7 AAC 78.230.
- b) Review audit report for compliance with the above.

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3. **Compliance Requirement:** The agency must clearly show on their audit report any outstanding liability to the state as payable to the State. This includes unspent grant funds and disallowed costs.

Suggested Audit Procedures:

- a) Determine whether or not the agency has any outstanding liability to the state.
- b) Review grant regulation 7 AAC 78.230
- c) Review audit report to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS -

Compliance Requirement: The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures: Obtain copy of program site review; and determine if recommendations in the site review are being implemented.