



## NEVADA COUNTY

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# PROBATION DEPARTMENT

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## NEVADA COUNTY BOARD OF SUPERVISORS

### Board Agenda Memo

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**MEETING DATE:** June 21, 2016

**TO:** Board of Supervisors

**FROM:** Michael Ertola  
Probation Department

**SUBJECT:** Resolution authorizing execution of a renewal contract with Justice Benefits, Incorporated for provision of consulting, time study and training services pertaining to Title IV-E reimbursement claiming and pertaining to assistance in securing Federal Financial Participation funds for fiscal years 2016-2017 and 2017-2018

**RECOMMENDATION:** Adopt the Resolution

**FUNDING:** : Contract encumbrances, of \$32,500 in fiscal year 2016-2017, and \$32,500 in fiscal year 2017-2018 totaling \$75,000 over the contract period, will be funded with Probation Youthful Offender Block Grant (YOBG) state revenue and Probation's annual General Fund allocation. No additional General Funds are required.

**BACKGROUND:**

Title IV-E of the Social Security Act provides federal funding for Probation activities pertaining to foster care or the imminent or serious need for foster care. Probation Officer time spent on cases involving children and youth who are deemed reasonable candidates for foster care i.e. at imminent risk of removal from their homes, is reimbursable through Title IV-E claiming processes. Documentation for reasonable candidacy must substantiate reasons a child is at risk and without effective preventative services, foster care is the planned arrangement for the child. Documentation, including initial and ongoing case plans, must also substantiate how the safety and well-being of the child and family make continuation of Probation services necessary in order to mitigate and prevent removal from the home.

In 2013 the Federal Department of Health and Human Services performed audits of San Mateo County and Sacramento County Probation departments and determined both counties were substantially out of compliance with Title IV-E documentation requirements and with claiming for disallowed/unsubstantiated cases and activities. To support compliance and continuous funding individual County Probation departments contract with Justice Benefits, Inc. (JBI) to ensure time study and claiming processes are valid, substantiated and comply with Federal audit requirements. JBI uses a web based automated system which has been approved by the California Department of Social Services for IV-E time documentation and claiming. Nevada County Probation is engaging in proactive efforts to ensure compliance in order to support acquisition of Title IV-E funding.

**Item Initiated by:** Darlene Woo, Administrative Services Officer  
**Approved by:** Michael Ertola, Chief Probation Officer

Submittal Date: 6/3/2016  
Revision Date: