



**State of Florida  
Department of Children and Families**

**Rick Scott**  
*Governor*

**David E. Wilkins**  
*Secretary*

May 24, 2013

Mr. Shawn Salamida, CEO  
Partnership for Strong Families, Inc.  
5950 NW 1<sup>st</sup> Place  
Suite A  
Gainesville, FL 32607

Re: Revised Cost Allocation Plan for Partnership for Strong Families, Inc., FY 2012-13

Dear Mr. Salamida:

Your revised cost allocation plan dated May 16, 2013, for Partnership for Strong Families, Inc. (CBC) program has been received and is approved retroactively with an effective date of October 1, 2012.

Approval of this plan is further predicated upon the following conditions: (1) that no costs other than those incurred pursuant to the approved plan are included in the claims to the department and that such costs are legal obligations; (2) that the same costs that have been treated as indirect costs have not been claimed as direct, and, (3) that similar types of costs have been accorded consistent treatment.

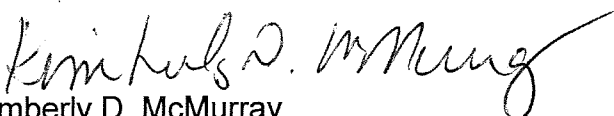
This approval presumes the existence of an accounting system with internal controls adequate to protect the interests of both the state and the federal government. This approval relates to the accounting treatment accorded the costs of your programs only, and nothing contained in this approval should be construed to approve activities not otherwise authorized by approved program plans, federal legislation or regulations such as described in Title 2 CFR, Part 230, "Cost Principles for Non-Profit Organizations" (OMB Circular A-122).

Authorized representatives from the department may from time to time review the operation of the cost allocation plan approved by this document. The disclosure of inequities during such reviews may necessitate changes to the plan.

Mr. Shawn Salamida  
May 24, 2013  
Page 2

Should you have any questions, please contact John Lyons at (850) 717-4703 or Admiral Henderson at (850) 717-4704.

Sincerely,

  
Kimberly D. McMurray  
Staff Director for Revenue Management

Cc: Amanda Gray  
Melissa Walker  
James E. Taylor  
Felicia Battle-Jones  
John Lyons

**RECEIVED**  
MAY 22 2013  
REVENUE MANAGEMENT

**Partnership for Strong Families, Inc.**

**Child Welfare Cost Allocation Plan**

**Mr. Shawn Salamida, CEO**

**5950 NW 1<sup>st</sup> Place, Suite A  
Gainesville, Florida 32607**

***October 1, 2012***

**Partnership for Strong Families, Inc.**

**Child Welfare Cost Allocation Plan**

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## Section I – Certification

### Partnership for Strong Families, Inc. Certification by Responsible Individual

I hereby certify, as the responsible official of *Partnership for Strong Families, Inc.*, that the following is correct to the best of my knowledge and belief:

- This Cost Allocation Plan has been developed in accordance with the requirements of Title 2 CFR, Part 230 "Cost Principles for Non-Profit Organizations" (OMB Circular A-122).
- The allocation methodologies contained in this Cost Allocation Plan have been developed on the basis of a beneficial or causal relationship between the expenses incurred and the receiving organizational units or programs.
- Costs related to each activity are based on the current reporting month. All costs have been screened for allowable costs in accordance with Title 2 CFR, Part 230 "Cost Principles for Non-Profit Organizations" (OMB Circular A-122).
- An adequate accounting and statistical system exists to support claims that will be made under the Cost Allocation Plan.
- The same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of cost have been accounted for on a consistent basis.
- The information provided in support of the proposed Cost Allocation Plan is accurate.



Signature

D. Shawn Salamida

Printed Name

President/CEO

Title

5/16/13

Date

## **Section II – Background and System of Care Description**

A state legislative mandate was set forth in 1998 which established a plan to privatize child welfare services in Florida. In the spring of 2003 the Florida Department of Children and Families (DCF) awarded an invitation to negotiate to Community Based Care of Mid Florida, Inc., now known as Partnership for Strong Families, Inc. (PSF). On July 12, 2004, the Partnership for Strong Families began delivering child welfare services in DCF District 3. Effective July 1, 2008, PSF has a new System of Care contract with DCF, for a revised service area, covering the 13 counties that comprise Circuits 3 and 8.

PSF, a sole operated entity and governed by a community-based Board of Directors is independent of any owning entity or any PSF's subcontracted agencies. PSF achieved accreditation as a Lead Agency through the Council on Accreditation (COA) on June 22, 2007. PSF received full accreditation through June 30, 2015.

As the Lead Agency, PSF is the single point of organizational accountability for developing and managing child welfare services to achieve desired outcomes for children. PSF works diligently in actively partnering with all available stakeholder entities to work toward the common goal of securing the safety, well-being and permanency of children.

PSF's organizational structure consists of various departments within the company. PSF's Senior Management Team includes the President/Chief Executive Officer (CEO), Vice President of Financial Services, Vice President of Human Resources & Staff Development, Vice President of Information Technology, Senior Vice President of Programs, Senior Vice President of Clinical & Community Services, and Senior Vice President of Finance and Administration. For a complete Organizational Chart, see Attachment II - Organizational Chart.

PSF's philosophy for community-based care includes maintaining and strengthening, whenever possible (while ensuring child safety), the ties between children, families, and communities and causing as little disruption as possible to their lives. Achievement of timely permanency for children involved in the child welfare system is seen as a critical element of case management responsibility. PSF is building on strengths of existing services and developing a more effective system of care, to be responsive to these objectives:

- Services are child-centered and strength-based.
- All services are family- friendly.
- Services are community-based and culturally competent.
- The needs of the child and the family dictates the types and mix of services provided.
- The system is accountable for meaningful outcomes related to safety, permanency, and child well-being.

PSF believes one of the most significant elements of our system of care is the focus on engaging and supporting families—whether they are birth, relative, foster, or adoptive families. PSF uses the most cost effective and least restrictive service that is able to meet the family's needs while ensuring the safety of the children. The goal of PSF is to reduce the number of children entering the child welfare system, or penetrating further into the child welfare system, by providing prevention, diversion, crisis, and supportive in home services thereby enhancing the lives of children and families and providing the best value while meeting child protection needs.

Family-centered practice means more than just engaging the parents in the development of the child's Family Plan; it also means focusing on meeting the identified service needs of the children, families and caregivers, linking them more effectively with supports and community resources. Families participate as full partners in all stages of decision-making and treatment planning.

PSF's entire, approved System of Care, is incorporated herein by reference as attached to Contract CJ809.

### **Section III – Accounting System and Description**

PSF uses a 25-digit account coding structure for each of its accounts. XXXXX-XX-X-XXX-XXX-XXXX-XXXX-XX

- First through fifth digits: Identify the General Ledger Account Code for all assets, liabilities, net assets, revenue and expenditures.
- Sixth and seventh digits: Identify the balance sheet default code which facilitates tracking of various sources of revenues. (DCF versus non-DCF funds).
- Eighth digit: Restricted/Unrestricted.
- Ninth, tenth and eleventh digits: Client Trust Fund program identification.
- Twelfth through fourteenth digits: These digits identify the program code or cost pool which accumulates related costs (both direct and indirect) for allocation to funding sources at month end.
- Fifteenth through eighteenth digits: Identify the contract number.
- Nineteenth through twenty third digits: Describe the OCAs.
- Twenty fourth and twenty fifth digits: Identify the fund source.

The contracted fiscal agent uses the Micro Information Products Fund Accounting (MIP) software for capturing revenues and expenses of PSF. MIP, the accounting system maintained by the contracted fiscal agent, will use a unique program identifier for each of the Programs, plus one for Direct Costs and one for Purchased Services. Standard general ledger account categories are used to identify the type of cost (e.g., salaries, postage, rent, etc.). Each type of direct charge and purchased service has its own general ledger account category as well (e.g., emergency shelter, family foster care, adoption services, foster and adoptive home recruitment, training and support, etc.).

Account codes are assigned by the accounting staff as needed. The Vice President of Financial Services or the President/Chief Executive Officer is authorized to make changes (additions and/or deletions) to the Chart of Accounts. The chart of accounts is maintained in the general ledger computerized software.

All equipment is charged to the state at the time of purchase and is included on the appropriate monthly DCF invoice. Depreciation for these purchases is not charged to the DCF contract.

However, for financial statement purposes, equipment over \$1,000 per unit is capitalized and depreciated over the useful life of the asset in accordance with Generally Accepted Accounting Procedures (GAAP). Property or equipment under \$1,000 per unit is expensed when purchased.

#### **Section IV – Purpose and General Statements**

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Title 2 CFR, Part 230 "Cost Principles for Non-Profit Organizations" (OMB Circular A-122)," establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. Partnership for Strong Families, Inc.'s Cost Allocation Plan is based on the Direct Allocation method described in Title 2 CFR, Part 230 "Cost Principles for Non-Profit Organizations" (OMB Circular A-122). The Direct Allocation Method treats all costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. General administrative costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by Partnership for Strong Families, Inc.

#### **Section V – General Approach**

The general approach of Partnership for Strong Families, Inc. in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to program, grants, activities, or contracts.

- B. Allowable direct costs that can be identified to more than one program or cost pool are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, contracts using a base that results in an equitable distribution as further described below.

Costs are allocated based on the chart listed below:

	Directly Allocated Costs	Allocation Basis
1	Occupancy and Maintenance/Repairs	Square footage allocated by program for staff residing in facility (includes PSF and contracted case management staff)
2	General Liability/Other Consulting Costs	Based on % of total expenditures of each program/cost pool*(with the exception of consultants who are direct charged to a grant or specific program.)
3	Property Insurance	Square footage by building location and program
4	Professional Liability Insurance	Based on % of total staff
5	Information Technology (support, hardware, software, licenses, salaries, benefits and expenses) and Cyber Insurance.	Based on number of computers assigned/ FTE (includes case management staff)
6	Equipment Rental (copiers and fax)	Based on FTEs/location
7	Legal Services	Any child specific legal consultation will be direct charged based on the activity. All other legal fees will be coded to administration.
*	Includes all cost pools in Section A of the DCF Budget and -Medicaid Administration and other non DCF funding sources to be added as applicable.	

## Section VI – Allocation of Cost Overview

The Community-Based Care (CBC) Cost Allocation Plan is presented in four sections. The first two sections encompass those expenditures that are paid for through a fixed price method and whose expenditures are managed on a statewide basis. The activities contained in the first section are clearly defined with regard to the services being offered, the clients being served, and the method by which services are being delivered. In addition, there are built-in processes that will consider costs incurred as being allowable, reasonable and necessary. All general administrative costs are allocated within this section based on the ratio of costs incurred.

The second section of the cost allocation plan reflects the cost of licensed care for maintenance. Costs recorded in this section are based on information contained in the OCA Summary Report generated by the Florida Safe Families Network (FSFN) child welfare system.

The third section of the cost allocation plan contains the allocation of expenditures related to single fund sources. Costs captured in these cost pools are managed by the individual Community-Based Care projects. Activities described in this section are non-recurring adoption expenditures, maintenance adoption subsidies funded by Title IV-E, Chafee Foster Care Independence Program related, Chafee Education Training Voucher Program related, Medicaid Administration, State Access and Visitation Grant and Promoting Safe and Stable Families (PSSF). A portion of the costs recorded in this section are based on information contained in the OCA Summary Report generated by the FSFN system.

The last section of the cost allocation plan describes those grants, programs, and contracts that are outside the purview of the child welfare services covered in the Community-Based Care contract. These cost pools are presented to give a complete overview of the services and activities conducted by the Partnership for Strong Families, Inc. and the other funding sources available.

## **Section VII - Fixed Costs with Allocated Administrative Costs**

**Administrative Costs** – This cost pool includes administrative or indirect costs as defined in Title 2 CFR, Part 225 "Cost Principles for State, Local, and Tribal Governments" (OMB Circular A-87,) or Title 2 CFR, Part 230 "Cost Principles for Non-Profit Organizations" (OMB Circular A-122). Typical examples of costs included in this cost pool include general administrative and general expenses such as those for executive officers, personnel administration and accounting. These costs may also include items such as costs of facility maintenance and operation, and grounds maintenance.

**Allocation methodology** – Costs are allocated to cost pools based on their proportion of the cost to the total costs of all included cost pools. The cost pools to receive a portion of the costs in this cost pool are all of those in the fixed price section of this plan.

**CBC Cost Allocation Plan Requirement** – Partnership for Strong Families, Inc. (PSF) has the management tools and infrastructure capable of performing the administrative, financial and data processing functions required for operations including contracting, billing, managing information, outcomes management and quality improvement. PSF has a financial accounting system that allows for contracting, flexible fund use, ready access to funds and other financial needs as described in the service contract with the Florida Department of Children &

Families (DCF). The types of costs included in this cost pool are all costs or a portion of cost associated with the following areas: Executive Administration, Finance, Contract Administration, Information Systems, and Human Resources & Staff Development. These costs are general and administrative and include but are not limited to staff salaries and benefits, occupancy costs, travel, transportation, motor vehicles and related expenses, supplies, materials, communication, utilities, insurance, building maintenance, training, professional development, recruitment, audit fees, and any other administrative expenses required to operate. These costs are captured through the 25 digit coding system as described above in Section III.

The following programs are incorporated in Administrative Costs:

**700 Administrative Costs** – Costs charged to this program are for legal fees, accounting fees, and business membership fees.

1. Costs that are always administrative costs:
  - a. Costs that support administrative (not direct) functions/positions
  - b. Accreditation (e.g. COA)
  - c. Organizational memberships, licenses, fees or taxes
  - d. A-133 Audits
  - e. Directors & Officers Insurance
  - f. Costs associated with Board of Directors
  - g. Any non-child welfare specific training

**999 Program Administration-** Costs charged to this program are general and administrative and include but are not limited to general liability, professional & consulting fees, licenses & dues, printing & reproduction unless directly related to a program, publications & subscriptions and any other administrative expenses allowable under Title 2 CFR, Part 225 or Title 2 CFR, Part 230 (OMB Circulars A-87 or A-122) required to operate. (See chart on page 7)

These costs are also captured through the 25 digit coding system as provided by the MIP Fund Accounting System.

**010 Executive Administration-** The Executive Administration Department is responsible for providing leadership, direction and supervision of PSF and is led by the President/Chief Executive Officer (CEO) who is responsible for the management of agency operations, maintaining productive relations with DCF, the Community Alliance and the community. In addition, the President/CEO oversees contracted services for both operations and administrative services provided to PSF. The President/CEO will provide accountability to the Board of Directors for successful achievement of contract deliverables and outcomes for the system of care in accordance with the agency's policies, practices and strategic direction. Supervision/direction of the President/CEO position comes from the Board of Directors.

Staff Includes but is not limited to: President/CEO, and the Executive Assistant.

Please refer to organizational chart in Attachment II.

**040 Finance** -Staff charged to this cost pool are responsible for the Client Trust Fund Benefits program, maintaining the FSFN payment program, and all related data, processing and coding of all accounts payable, accounts receivable, financial analysis of the cost of the system of care, budget management, oversight for the contracted fiscal agent finance and accounting services, and all other financial duties. All staff are under the direction of the Vice President of Financial Services who reports to the Senior Vice President of Finance and Administration.

Staff include, but are not limited to: the Vice President of Financial Services, an Accounting Supervisor, a Budget Manager, a Fiscal Specialist, and an Administrative Assistant.

The Accounting Supervisor and Administrative Assistant's time will be allocated based on time logged to a specific activity. Please see Attachment IV.

Please refer to the organizational chart in Attachment II.

**050 Information Technology** - Information Technology staff charged to this cost pool provide appropriate information technology resources to PSF and case management staff requiring them. (See chart on page 7 for allocation methodology).

All staff are under the direction of the Vice President of Information Technology who reports to the Senior Vice President of Finance and Administration.

Staff includes but is not limited to: Vice President of Information Technology, Network Administrator, Senior Technical Support Specialist, Technical Support Specialist, Systems Analyst, Data Service Manager, and Data Management Specialists.

**060 Community Development** Staff charged to this cost pool are responsible for pursuing grant funding opportunities and developing and maintaining relationships with the community and stakeholder groups. Staff will manage the public perception of child welfare services provided by PSF and partner agencies. Staff will manage media relations, public relations, and business development. This department is overseen by the Senior Vice President of Clinical and Community Services.

Staff Include but are not limited to: the Director of Community and Government Relations who reports directly to the Senior Vice President of Clinical & Community Services and the Community and Provider Relations Assistant. A



portion of the cost for the director and assistant will be charged directly based on their time logged to a specific activity. Please see Attachment IV.

**080,081,041 Administration & Quality Management** - Staff charged to this cost pool are responsible for contract administration and management, quality assurance and facilities. Administration & Quality Management is also responsible for maintaining productive relations with DCF, the PSF Provider Network, and external auditors/monitors. Staff will work with providers on all matters of licensing and credentialing as well as screening potential new providers, reviewing responses to contract bids, evaluating system of care resource needs and service gaps. Staff will develop and maintain the documentation of these relationships through contract documents, provider applications, vendor/rate agreements, and memoranda of understanding. The Senior Vice President of Finance and Administration provides accountability to the President/CEO for successful achievement of contract deliverables and outcomes for the system of care in accordance with the agency's policies, practices and strategic direction. This department is overseen by the Senior Vice President of Finance and Administration.

Staff includes, but is not limited to, the Senior Vice President of Finance and Administration, Contract Managers, Contracts Coordinator and a Facilities Administrator.

The Senior Vice President of Finance and Administration's cost will be allocated based on their time logged to a specific activity. Please see Attachment IV.

Please refer to the organizational chart in Attachment II.

**090 Human Resources and Staff Development**- Staff charged to this cost pool are responsible for Human Resources and for all Human Resource activities including but not limited to payroll processing, benefits programs, compensation structures, compliance and reporting functions, acquisition transitioning, organizational structure and development, performance management and organizational feedback, training and professional development, employee relations and culture building, employee recruitment and retention, attendance and leave issues, diversity and affirmative action processes, and employee wellness. The staff are supervised by the Vice President of Human Resources & Staff Development who reports to the President/CEO.

Staff includes but is not limited to: Vice President of Human Resources & Staff Development, Human Resource Specialist and an Administrative Assistant. (See training section below).

Please refer to the organizational chart in Attachment II.

**DCM00 - Case Management** – This cost pool includes payments made to community-based care staff and / or their sub-contracted providers for in-home, out of home and adoption case management services. The services and activities may include: (a) referral to services, (b) preparation for and participation in judicial determinations, (c) placement of the child, (d) development of a case plan, (e) case reviews, (f) case management and case supervision, (g) recruitment and licensing of foster homes and institutions, (h) rate setting, (i) related agency overhead costs, (j) data collection and reporting, and (k) eligibility determination and re-determinations. The cost pool also includes court-related costs such as service of process fees, legal advertisements, court reporting, court-ordered DNA tests, expert witness fees, birth verification, background screenings and expenses for transporting clients, including Case Management positions that provide transportation of clients that could reasonably be considered as necessary for the management of the Title IV-E Case Plan for the client.

The activities for case management will meet the federal definition for these activities as the department must maintain the ability to allocate appropriately to the Title IV-E Adoption Assistance Grant. The following are examples provided in 45 CFR 1356.60(c)(2) of allowable administrative costs for the Adoption Assistance program for which federal financial participation may be claimed under Title IV-E: placement of the child in the adoptive home; case reviews conducted during a specific pre-adoptive placement for children who are legally free for adoption; case management and supervision prior to a final decree of adoption; a proportionate share of related agency overhead; and referral to services. Allowable administrative costs do not include costs of social services provided to the child, the child's family or foster family which provides counseling or treatment to ameliorate or remedy personal problems, behaviors or home conditions.

Allocation methodology - Costs are first allocated to In-Home (including Out of Home TANF Related/Relative Caregiver), Licensed Out of Home Care and Adoption services based on statewide client counts contained in FSN. In order to equalize the work effort among the client groups, the department has researched and established weighting factors that are based on Child Welfare League of America national studies. These weights are as follows:

In-Home – actual client count divided by 3.04875

Licensed Out of Home Care – actual client counts divided by 1.04375

Adoption – based on actual client count

In-Home costs are further allocated between TANF Eligible and TANF Ineligible based on statewide In-Home Eligibility statistics generated from FSN client counts. Costs are then charged in accordance with the funding matrix included as Attachment I.

Licensed Out of Home Care costs are charged in accordance with the funding matrix included as Attachment I.

Adoption costs are further allocated to Title IV-E Eligible, TANF and Ineligible based on statewide Adoption Eligibility statistics generated from FSN client counts. Costs are then charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** –The PSF cost pools that fall under the definition of case management include the following:

**100 (Regular Case Management), 110 (Adoption Case Management)** - PSF sub-contracts the case management function with local case management providers. These programs will form the backbone of PSF's system of care. Staff include: Case Management Supervisors, Case Management Staff & Direct Care Staff. The anticipated number of case managers carrying a caseload is 77. The anticipated average caseload per manager is 17.49 (with no vacancies). The anticipated staff to supervisor ratio is no more than 1:5.13.

These costs are also captured through the 25 digit coding system as provided by the MIP Fund Accounting System.

**014, 020, 021, 022, 023, 024, 025, 026, 027 Programs & Quality Operations -**

The responsibility for PSF's improvement efforts resides with the PSF Senior Vice President of Programs. The Senior Vice President of Programs supervises staff dedicated to quality operations. Staff includes but is not limited to: Senior Vice-President of Programs, Special Programs Coordinator, Senior Administrative Assistant, the Director of Quality Operations, Quality Operations Managers, Youth Permanency Specialist and Administrative Assistants. The efforts of these staff are supported by the PSF Executive Management Team and the PSF Board of Directors.

The PSF Quality Operations department conducts continuous management and monitoring activities through data driven evaluation and planning at the case and system level. The goal is to adhere to best practice standards and quality services for the children and families served. The Quality Operations Managers are responsible for new intake and case closure activities. This process includes identification of quality services to insure the safety, well being and stability of families. Additionally, trends are identified and action plans developed to address both case specific and systemic issues.

The Special Programs Coordinator provides continuous quality improvement activities related to missing children and ICPC. The Missing and Recovery/ICPC Specialist works with the Case Management Agencies to ensure policy/statute are adhered to and ongoing review of data to prevent further runaway incidents. Additionally, the Missing and Recovery/ICPC Specialist works with the Case

Management Agencies to insure ICPC processes are adhered to for timely and appropriate placement of children.

The Quality Operations department makes changes to processes and requires corrective action when needed to address areas needing improvement.

The Youth Permanency Specialist position is responsible for the coordination and oversight of the Permanency Roundtable Process for Partnership and will be the agency champion for all youth in out of home care to achieve permanency. This position reports to the Director of Quality Operations.

Costs related to the Senior Vice President of Programs are determined by time logging as described in Attachment IV. These costs are charged directly to the appropriate source depending on the activity performed. The performance is reflected via bi-weekly time sheets.

Please refer to the organizational chart in Attachment II.

**030 Placements-** PSF staff charged to this cost pool is responsible for coordinating all child and family placement services to support case management programs. Staff will manage intake and placement coordination. Staff will also be responsible for placement authorizations for children in the PSF system.

Staff is under the direction of the Placement Manager who reports to the Senior Vice President of Programs. Other unit staff includes but is not limited to: Placement Specialists and an Administrative Assistant.

Refer to the organizational chart in Attachment II.

**043 Client Trust Fund Fiscal Specialist** - Staff charged to this cost pool are responsible for managing the Client Trust Fund Benefits program which includes completing Social Security Representative Payee Applications and Representative Payee reports and client placement changes; logging and tracking all revenue and expenditures as well as reconciling accounting ledgers; and preparing monthly and quarterly DCF reports and monthly cost of care.

Staff is under the direction of the Accounting Supervisor who reports to the Vice President of Financial Services.

Refer to the organization chart in Attachment II.

**044 Quality Assurance & Accreditation** - PSF has a centralized yet program specific data collection system, which is used to support the quality management system. Data are analyzed at least quarterly by PSF to support organization-wide planning and correction of problem areas.

PSF tracks and reports to DCF, PSF Senior Management Team, PSF Board of Directors, the Circuit 8 Children's Alliance and Case Management Agency Directors/Quality Assurance and Family Care Supervisors, client outcome data in the domains consistent with federal ASFA, CFSR and other state mandates, including specific performance measures as outlined in the contract with DCF. PSF also examines satisfaction data from children and families, providers, the courts, DCF and other community stakeholders to identify and remedy areas of weakness or concern. In addition, PSF identifies and assesses overall system performance through data analysis relative to access to, quality of, and efficiency and effectiveness of services.

The PSF Quality Assurance & Accreditation staff manages, in conjunction with the information management, a system of collecting and reporting data on performance indicators and outcome measures on a monthly, quarterly, and annual basis.

PSF Quality Assurance & Accreditation (QAA) staff collects, analyzes, and report monthly aggregate management reports. PSF reports data monthly, quarterly, and annually to DCF as required by contract. In addition, performance data is shared with the PSF Board of Directors and the Circuit 8 Alliance. The QAA staff also support performance through standardized quality assurance activities to evaluate increased success and compliance and provide technical assistance to the quality improvement teams, agencies and individuals as necessary.

Staff includes but is not limited to: The Director of Program Quality and Accreditation, supervised by the Senior Vice President of Finance and Administration. Also included are the Quality Assurance Monitors supervised by the Director of Program Quality and Accreditation.

**045 Contract Manager** – Staff charged to this cost pool are responsible for the case management contracts and the School Board Memorandums Of Understanding. This staff reports to the Senior Vice President of Finance and Administration.

**052 Eligibility Determination** - Staff charged to this cost pool are responsible for determining Title IV-E, and other Federal Funding Eligibility. In addition staff will be working with Medicaid eligible children and will monitor and validate eligibility in state data systems. Staff include: Eligibility Determination Specialists. All staff are supervised by the Accounting Supervisor under the direction of the Vice President of Financial Services. Costs for the Eligibility Determination Specialists are charged to the appropriate fund sources as reflected via bi-weekly time logs as described in Attachment IV.

**051 Data Management** -Staff charged to this cost pool provide data management and support services to PSF and case management staff requiring them. Data Management Specialists are responsible for entering placement activity into FSN and ICWSIS. Staff are also responsible for working on error

and match reports to resolve discrepancies within the existing data systems. Scanning and linking documents into an electronic document management system is also a function of this unit.

Staff includes but is not limited to: Team Leader of Data Management, Team Leader of Document Imaging, and Data Management Specialist(s). Both Team Leaders report to the Vice President of Information Technology.

**061,062 Foster Care Recruitment & Licensing** - PSF Staff charged to this cost pool are responsible for the licensing of new foster homes, and the yearly renewal of foster home licenses. Licensing employees ensure that foster home licenses are current and that the homes and the foster parents are compliant with the necessary requirements. Staff conducts investigations of any foster home complaints or concerns and completes any necessary follow-up actions plans including revocation and corrective action plans. Recruitment and retention activities are also conducted.

Staff includes but is not limited to: Foster Care Licensing Analyst, Foster Care Licensing Specialists, Recruitment & Retention Specialists, and an Administrative Assistant. All staff are supervised by the Foster Care Recruitment & Licensing Manager who reports to the Senior Vice President of Programs.

The types of costs included in this cost pool and sub-accounts are all costs associated with the administration of the following programs: licensing, recruitment and retention of foster homes. These costs include contracted services and PSF staff support services. These costs are also captured through the 25 digit coding system as provided by the MIP Fund Accounting System.

**124 Clinical Specialist-** PSF Staff charged to this cost pool are responsible for providing coordination and expertise in the management of psychiatric clinical interventions for PSF clients and serves as a support to Family Care Counselors and other key staff. This position reports to the Family Team Conference Manager.

**125 Family Team Conference-** Following the end of the federally funded Family Team Conferencing Grant, PSF set up a new unit to continue with the functions initiated under the grant. This cost pool captures the cost of PSF staff responsible for coordinating child and family services to support case management programs. Family Team Conference Facilitators act as a resource person for the Child Protective Investigator and/or Family Care Counselor. They plan, coordinate and facilitate Family Team Conferences (FTCs) in all 13 counties of PSF's catchment area. Planning and facilitation responsibilities include reviewing pertinent case documents, contacting the family and invited supports/professionals, selecting and reserving a neutral location to host the FTC and facilitating the actual FTC. They also ensure a productive meeting occurs, in which a family plan is drafted, addressing safety concerns and recommended service needs that the Family Care Counselor can use as a basis for the family's

case plan. The Family Team Conference Facilitators report to the Family Team Conference Manager, who is responsible for oversight of the administrative and quality assurance duties related to the department, creation of quarterly data reports, and assignment/organization of case intakes and associated documents. In addition the manager is responsible for part time planning and facilitation of initial FTCs for new cases entering PSF's system of care.

Staff includes but is not limited to Family Team Conference Facilitators and a Family Team Conference Manager. The FTC Manager reports to the Senior V.P. of Clinical and Community Services.

Please refer to the organizational chart in Attachment II.

**082, 083, 085, 086, 087, 088, 089, 121 Clinical and Community Services** - The responsibility of all clinical and community services resides with the Senior Vice President of Clinical and Community Services who reports to the President/CEO. PSF staff charged to this cost pool are responsible for coordinating child and family services to support case management programs. Family Service Facilitators attend and review staffings that are conducted at case management sites as well as conduct Family Team Conferences. During these staffings and conferences, Facilitators review cases within the system for statute compliance. Those cases that are beyond the Adoptions and Safe Families Act (ASFA) timeframes (permanency has not been reached within 12 months) are given special attention. Additionally those children newly sheltered, children who have remained in a level of care beyond the expected length of stay for that level of care, or children who are receiving enhanced rates, may receive structured evaluations to identify and target these needs to move these children to placements that are more appropriate. Through these case reviews, Family Team Conferences and evaluations, recommendations are made to assist the case manager in setting targets for achieving permanency.

Staff includes but is not limited to: a Director of Utilization Management who reports to the Senior Vice President of Clinical & Community Services, Family Service Manager, Family Service Facilitators and an Administrative Assistant.

The Director of Utilization Management, Family Service Facilitator(s) and Family Service Managers positions are allocated based on a count of clients served during the prior Fiscal Year. The Senior Vice President of Clinical and Community Services and the Administrative Assistant's cost will be charged directly based on their time logged to a specific activity. Please see Attachment IV. Please refer to the organizational chart in Attachment II.

**011,013,015 AS000 - Adoption Services** – This cost pool includes payments to community-based care staff and / or their sub-contracted providers to provide

direct support to the case management staff who have clients with a goal of adoption. In addition, providers may recruit prospective adoptive parents, perform home studies, and support adoptive homes. Adoption services also include purchase of service costs such as home studies, post adoptive evaluations and background screenings. This cost pool is not used to capture any adoption case management activities.

Allocation methodology - Adoption costs are allocated to Title IV-E Eligible, TANF and Ineligible based on statewide Adoption Eligibility statistics generated from FSFN client counts. Costs are then charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** –The types of costs charged to this cost pool include, but are not limited to, payroll and benefits administration for an Adoption Support Specialist, an Adoption Subsidy Specialist, an Adoptions Eligibility Determination Specialist and a Diligent Search Specialist. These costs primarily include PSF staff support services but could include contracted services. These costs are also captured through the 25 digit coding system as provided by the MIP Fund Accounting System.

All staff are supervised by the Adoptions Program Manager who is under the direction of the Senior Vice President of Programs.

The Adoptions Program Manager and the Diligent Search Specialist costs are charged to the appropriate sources of funds. as reflected via bi-weekly time logs as described in Attachment IV.

**180,196,888 PVS00 - Prevention Services for Families Currently not Dependent** – This cost pool includes payments to community-based care staff and / or their sub-contracted providers for secondary and tertiary prevention services to children and their families to prevent or mitigate the possibility of a child being abused, neglected or abandoned and to prevent entry into the child welfare system. Costs may include those for staff providing services as well as purchased services. Services may include, but are not limited to, assessments, counseling, transportation, home maintenance, child care, respite, legal services, housekeeping, temporary housing and information and referral.

Secondary prevention services are targeted services provided to families with multiple risk factors prior to the occurrence of child abuse, neglect or abandonment.

Tertiary prevention services are targeted services provided to families after incidences of abuse, neglect or abandonment have occurred. The intent of services is to prevent a reoccurrence of any maltreatment.



Allocation methodology - Costs are allocated to TANF eligible and TANF ineligible based on statewide in-home eligibility from the FSN system. Costs are then charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – These include costs for PSF Staff as well as contracted and purchased services. Expenses include staff salary and benefits. Staff includes but is not limited to the Decision Team Consultants, Family Resource Center Managers, (under the direction of the Senior V.P. of Community and Clinical Services) and Family Service Facilitators who are under the direction of the Family Service Managers. Expenses also include all related operating costs and other necessary expenses to provide prevention services and are based on actual or purchased services delivered to the clients receiving services in the month billed. These costs are also captured through the 25 digit coding system as provided by the MIP fund Accounting System.

**140 CS0IH - Other Client Services - In Home** – This cost pool captures the costs of services for in home dependency clients. These costs may include Assessment and Evaluation, Counseling, Transportation, Home Maintenance, Child Care, Respite, In Home Family Support, Legal Services, Housekeeping, Information & Referral, Post Placement services and Temporary Housing.

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – These are contracted and purchased services. Expenses may include staff, operating costs and other necessary expenses to provide these services and are based on actual or purchased services delivered to the clients receiving services in the month billed. These costs are also captured through the 25 digit coding system as provided by the MIP fund Accounting System.

**301 CS00H - Other Client Services - Out of Home** – This cost pool is for services to out of home dependency clients that are not allowable maintenance costs. Types of expenses include Assessment and Evaluation, Counseling, Transportation, Home Maintenance, Child Care, Respite, In Home Family Support, Legal Services, Housekeeping, Information & Referral, Visitation, and Temporary Housing. Note that any Medicaid eligible services will first be billed to Medicaid if the client is eligible. This cost pool also includes purchase of service costs such as restitution to foster parent for damages caused by a foster child.

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – These are contracted and purchased services. Expenses may include staff, operating costs and other

necessary expenses to provide these services and are based on actual or purchased services delivered to the clients receiving services in the month billed. These costs are also captured through the 25 digit coding system as provided by the MIP fund Accounting System.

**311 CS0AS - Other Client Services - Adoption** – This cost pool captures the costs of services to adoption clients. Types of expenses include Assessment and Evaluation, Counseling, Transportation, Home Maintenance, Child Care, Respite, In Home Family Support, Legal Services, Housekeeping, Information & Referral, and Temporary Housing.

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

**CBC Cost Allocation Plan Requirement** – The types of services provided include but are not limited to nonrecurring adoption expenses. Reasonable and necessary adoption fees, court costs, attorney fees (other than one-time adoption fees charged to Adoption Subsidy) and other expenses which are directly related to the legal adoption of any child with special needs and which are not incurred in violation of state and federal laws. Other expenses which are directly related to the legal adoption of a child with special needs may include the adoption study, including health and psychological examination, supervision of a placement prior to adoption, transportation and the reasonable costs of lodging and food for the child and/or the adoptive parents when necessary to complete the placement or adoption process. These costs are also captured through the 25 digit coding system as provided by the MIP Fund Accounting System.

**091 TRPIS - Training - Pre-Service and In-Service** – This cost pool reflects the costs of training child welfare case management staff in pre-service status through advanced in-service status. Staff in pre-entry training status will receive training that relates to activities associated with eligibility determination, fair hearings, appeals, standard setting, rule making, rate setting, recruitment and licensing of foster homes, monitoring of licensed or approved child care institutions providing foster care, foster and adoptive home placement, development of the case plan, case review, case management and supervision (but not social services providing counseling or treatment), referral to services, preparation for and participation in judicial determinations, adoptive home recruitment and home studies, preparing children for adoption and management of adoption agreements. Medicaid activities include medical/child health screening services coordination, scheduling, counseling efforts/services to ensure participation, follow-up and referral services to ensure evaluation and treatments are received in a timely manner. Training activities for in-service also include the forty-eight required hours of in-service instruction. The forty-eight hour requirement includes a minimum of 24 hours of instruction on casework practice skills, six hours in legal, and four hours in ethics and conduct. Additional

in-service training will include coursework such as; Advanced Substance Abuse, Advanced Cultural Competence, Advanced Domestic Violence, Advanced Sexual Abuse, Casework Practice, Quality Case Management, Essential Parenting Tools, Florida MAPP (or equivalent), Advanced Interviewing for Services, Supervisor Effectiveness Training, Data Analysis Training, FSFN Information System and Family Conferencing.

Allocation methodology - Costs are first allocated to In-Home (including Out of Home TANF Related/Relative Caregiver), Licensed Out of Home Care and Adoption services based on the statewide client counts contained in FSFN. In order to equalize the work effort among the client groups, the department has researched and established weighting factors that are based on Child Welfare League of America national studies. These weights are as follows:

In-Home – actual client count divided by 3.04875

Licensed Out of Home Care – actual client counts divided by 1.04375

Adoption – based on actual client count

In-Home costs are further allocated between TANF Eligible and TANF Ineligible based on statewide In-Home Eligibility statistics generated from FSFN client counts. Costs are then charged in accordance with the funding matrix included as Attachment I.

Licensed Out of Home Care costs are charged in accordance with the funding matrix included as Attachment I.

Adoption costs are further allocated to Title IV-E Eligible, TANF and Ineligible based on statewide Adoption Eligibility statistics generated from Florida Safe Families Network (FSFN) client counts. Costs are then charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – This cost pool captures costs associated with in-service and pre-service training provided by PSF or other providers for staff, foster parents, and adoptive parents. Staff includes, but is not limited to, the Staff Development Specialists and an Administrative Assistant. All staff are under the direction of the Vice President of Human Resources & Staff Development. The training covered in this cost pool consists of computer training and department specific training. Costs charged to this cost pool will also include training related expenses such as salaries, benefits associated administrative expenses and operating costs, supplies, parking, facility rental, etc. These costs are captured through the 25 digit coding system as provided by the MIP Fund Accounting System.

**230 TRFCA - Training – Foster and Adoptive Parents** – This cost pool captures the costs associated with foster parent and adoptive parent training. It is used primarily for payments to qualified trainers to conduct MAPP Training for

foster and adoptive parents. Training includes, but is not limited to, special techniques and strategies for effectively dealing with serious behavior problems of children, training parents to train other parents, co-training for Model Approach to Partnerships in Parenting (MAPP) or equivalent, mentor training, and positive parenting courses.

Allocation methodology - Costs are split between Foster Care and Adoption services based on the statewide client counts contained in FSN.

Licensed Out of Home Care costs are charged in accordance with the funding matrix included as Attachment I.

Adoption costs are further allocated to Title IV-E Eligible, TANF and Ineligible based on statewide Adoption Eligibility statistics generated from FSN client counts. Costs are then charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – Foster and adoptive parent training is provided by PSF staff. The PSF Licensing staff will provide MAPP training activities for foster and adoptive parents. These costs are charged to the appropriate sources of funds as reflected via bi-weekly time logs as described in Attachment IV. Attendance by foster or adoptive parents at statewide conferences will also be captured in this cost pool. These costs are captured through the 25 digit coding system as provided by the MIP Fund Accounting System.

**240 PR024 - Other** - This cost pool captures the cost associated with expenditures for staff cellular telephone allowances, contracts requiring deferred payments and maintenance agreements, security deposits for office leases, related professional membership dues other than personal professional membership dues, promotional materials, grant writing services, food and refreshments for clients in care of the agency or foster parents, adoptive parents and caseworkers during training sessions, and other items eligible for State funds reimbursement, but not for Federal reimbursement.

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – The types of costs that will be charged to this cost pool include but are not limited marketing and public relations, promotional services, community outreach, prevention, and resource development. These costs are also captured through the 25 digit coding system as provided by the MIP Fund Accounting System.

**060 Community Development** - A portion of staff time is charged to this cost pool based on activities that would include those related to pursuing and writing grants and any other activity not federally fundable.

Staff Include, but are not limited to, the Director of Community and Government Relations who reports directly to the Senior Vice President of Clinical & Community Services and the Community and Provider Relations Assistant. A portion of the cost for the director and assistant will be charged directly based on their time logged to a specific activity. Please see Attachment IV.

**122 Family Team Conferencing Grant**- Through a three year grant with the Administration for Children and Families, positions have been hired to focus solely on engaging families in Family Team Conferences and assisting in the research involved with this grant. Contracted evaluation team members and the Project Director for Family Connections Grant will also be involved with this grant. This grant will focus on all 'In-Home supervision' and 'Shelter' cases and through rigorous evaluation methods, the evaluation team will strive to determine the most promising aspects of Family Team Conferencing with this population.

Allocation Methodology: All costs associated with this grant will be directly charged to a specific grant fund code within Program Code 122 until the 3<sup>rd</sup> year of the grant in which some of the Community Facilitators and Family Team Conference Coordinators will be used as match. At that time, the coding on the applicable positions will change to PR024.

Please refer to the organizational chart in Attachment II.

## **Section VIII - Fixed Costs with No Allocated Administrative Costs**

***CBC Cost Allocation Plan Requirement*** – Costs incurred through FSN are approved by the Adoption Program Manager and the Placement Manager as appropriate, and by Finance. Eligibility and Placement specialists determine each client's eligibility and placement status and enter the information in FSN. When the invoices are generated by FSN, the OCA is also generated by FSN based on eligibility and placement criteria. Independent Living (IL) Subsidy invoices are submitted to Finance each month by the contracted IL provider. Finance forwards invoice information to the PFSF contract manager for approval and coding verification. Finance then makes the necessary adjustments in FSN.

Via P-Kids, a PFSF produced FSN interface, Finance extracts a download from the FSN check write file. This download is automatically populated through P-Kids with the corresponding General Ledger code and program code and formatted so it will be compatible for uploading into the accounting system maintained by a contracted fiscal agent. After the contracted fiscal agent releases the payments, a monthly reconciliation between the FSN OCA report

and the general ledger is performed by PFSF to ensure that all invoices were paid and that accurate coding was used.

### **Licensed Care Room and Board**

**LCFH0 – Licensed Care Foster Home Payments** – Captures cost of foster care room and board payments and incidental expenses for clients who are in licensed foster care. Room and board may include foster home care, foster family group care, therapeutic foster home care, non-psychiatric residential group care, emergency shelter care, and housekeeper services. Incidental expenses may include food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to the child, and the child's reasonable travel to the child's home for visitation. Costs are charged in accordance with the funding matrix included as Attachment I.

**LCRGE – Licensed Care for Residential Group Care/Emergency Shelter Care** – Captures bed subsidy and authorized payments to residential group care facilities. Payments are made primarily for the child's food, shelter, clothing, allowance, respite care while in this placement, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to the child and the child's reasonable travel to the child's home for visitation. Facilities licensed as a Child Caring Agency (non-child placing) may charge for reasonable costs of administration and operation of the facility in order to provide the items listed. Administrative costs for facilities licensed as a Child Placing Agency may not be charged to this cost pool. Costs for therapeutic, medical or social services may not be charged to this cost pool. Costs are charged in accordance with the funding matrix included as Attachment I.

**LC0TH – Licensed Care Other** - Captures costs of room and board and incidental payments for clients in placements other than foster home, residential group care or emergency shelter placements. Costs are charged in accordance with the funding matrix included as Attachment I.

## **Section IX – Community-Based Care Managed Costs**

### **Non-Recurring Adoption Expenses and Adoption Subsidies**

#### **Adoption Subsidies**

**MP000 – Non-Recurring Adoption Expenses for Special Needs Children** – Captures costs of payments for non-recurring adoption expenses such as adoption fees, court costs, attorney fees, and other expenses which directly relate to the legal adoption of any child with special needs and which are not incurred in violation of state or Federal laws. Costs are charged in accordance with the funding matrix included as Attachment I.

**WR001 – Title IV-E Adoption Subsidies** - Captures costs of adoption assistance subsidies for those clients who meet Title IV-E eligibility requirements. Costs are charged in accordance with the funding matrix included as Attachment I.

**39MAS – TANF Adoption Subsidies** - Captures costs of adoption assistance subsidies for those clients who do not meet the Title IV-E eligibility requirements, but are eligible for TANF. Costs are charged in accordance with the funding matrix included as Attachment I.

**WO006 – Child Welfare Adoption Subsidies** – Captures costs of adoption assistance subsidies for those clients who are not eligible for Title IV-E or TANF. Costs are charged in accordance with the funding matrix included as Attachment I.

**200 KRE00 - Independent Living Services Chafee Administration Eligible** – This cost pool captures the costs of the Chafee Foster Care Independence Living Program salaries and expenses for community-based care staff and their sub-contracted providers' staff providing case coordination/management to Independent Living Program clients that are eligible for the Chafee Foster Care Independence Grant. These eligible clients are youth in foster care ages 13 to 17, and young adults that have aged out of foster care ages 18 up to 21.

This cost pool also captures the costs of training residential group care staff and agency staff on adolescent issues and working collaboratively with youth.

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – This cost pool captures the cost of administering the Independent Living Program. PSF subcontracts with a private provider who is responsible for providing Pre-independent living services, life skills and other services. Also, PSF costs associated with determining the client's eligibility for the associated independent living services and administering the payment requests for the clients are charged to this cost pool. The payment requests for eligible services provided to youth ages 13 up to 21 are submitted to PSF by the Independent Living subcontractor and authorized by the PSF Eligibility Specialists. Once complete, the request will be given to the Finance staff that will code the invoices utilizing the 25 digit coding system and then submit to the contracted fiscal agent who will enter into the MIP accounting system for payment. Administrative and indirect costs will be directly charged using various methodologies. These methodologies are currently captured and calculated through the 25 digit coding system as provided by the MIP Fund Accounting System.

**210 KRI00 - Independent Living Services Chafee Administration Ineligible –**

This cost pool is used to capture the costs of Independent Living Program salaries and expenses for community-based care staff and their subcontracted providers' staff providing case coordination/management to Independent Living Program clients that are ineligible for the Chafee Foster Care Independence Grant. These ineligible Chafee clients are former foster care youth ages 21 up to 23.

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – This cost pool captures the cost of administering the Independent Living Program. PSF subcontracts with a private provider who is responsible for providing case management and support services costs for young adults ages 21-23 who were formerly in foster care and not eligible for services under program code 200 or other clients and services not eligible. The types of costs that are charged to this cost pool include, but are not limited to staff support, advertising, equipment/supplies, and training. The invoice is coded utilizing the 25 digit coding system and entered into the MIP accounting system by the contracted fiscal agent for payment. Also, PSF costs associated with determining the client's eligibility for the associated independent living services and administering the payment requests for the clients will be charged to this cost pool.

**KRLE0 - Chafee Pre-Independent Living and Life Skills Services Eligible –**

This cost pool captures the cost of the Independent Living Program's pre-independent living services and life skills services that are eligible for the Chafee Foster Care Independence Grant. These eligible Chafee clients are the youth in foster care that are between the ages of 13 – 17 years old or former foster care young adults ages 18 up to their 21<sup>st</sup> birthday.

Effective October 1, 2001, services may be provided to youth ages 13 up to their 21<sup>st</sup> birthday that are currently in or aged out of foster care to facilitate successful transition into adulthood. Examples of these services are:

Pre-independent living services - include, but are not limited to, life skills training, educational field trips, preparation for post-secondary training and education, and conferences.

Life skills services - include, but are not limited to, independent living skills training, including training to develop banking and budgeting skills, interviewing skills, parenting skills, educational support, substance abuse prevention, and employment training.



Other services that may be provided include, but are not limited to, assistance in obtaining a high school diploma, career exploration, job placement and retention, counseling, mentors, and developing community resources.

This cost pool should not be used to capture the costs of children in care (maintenance payments) or direct payments made to youth/young adults in the Independent Living Program (Subsidized Independent Living (SIL), Aftercare Support Services, Transitional Support Services, and/or Road to Independence).

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – Any identifiable cost will be captured in the MIP accounting system and reported in this cost pool.

**KRLI0 - Chafee Pre-Independent Living and Life Skills Services Ineligible –**

This cost pool captures the costs of the Independent Living Program's life skill services for former foster care young adults that are ineligible for the Chafee Foster Care Independence Grant. These ineligible Chafee clients are former foster care youth ages 21 up to 23.

Life skills services include, but are not limited to, independent living skills training, including training to develop banking and budgeting skills, interviewing skills, parenting skills, time management or organizational skills, educational support, substance abuse prevention, preventive health education, and employment training.

Other services that may be provided include, but are not limited to, assistance in obtaining a high school diploma, career exploration, job placement and retention, counseling, mentors, and developing community resources.

This cost pool should not be used to capture the costs of children in care (maintenance payments) or direct payments made to youth/young adults in the Independent Living Program (Subsidized Independent Living (SIL), Aftercare Support Services, Transitional Support Services, and/or Road to Independence).

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – Any identifiable cost will be captured in the MIP accounting system and reported in this cost pool.

**300 Direct Services to 18-23 Year Olds and Subsidized Independent Living as Recorded in FSFN**

**Subsidized Independent Living**

**CHF0T - Chafee Foster Care Independence Other** – Captures the costs, other than room and board, for clients ages 16 and 17 that are participating in the Subsidized Independent Living Program which are considered as part of the maintenance payment. These types of costs include extraordinary items for education and development, direct payment to a medical provider, excluding Medicaid, and clothing and/or incidentals needed. Costs are charged in accordance with the funding matrix included as Attachment I.

**SFSIL – State Funded Subsidized Independent Living** – Captures the cost of room and board for children ages 16 and 17 who are in foster care in a subsidized independent living setting. Costs that are not allowable for federal funding are charged to this code. Costs are charged in accordance with the funding matrix included as Attachment I.

### **Road to Independence Program**

In order to maximize the use of funds in the Chafee Educational and Training Voucher program, the Community-Based Care project will review its Road to Independence clients each July 1. Those clients meeting the criteria for Chafee ETV funds will be coded to charge against those funds. Once the federal cap of \$5,000 (\$6,250 total) is reached, these clients will be recoded as state funded clients for the remainder of the fiscal year. This is because the federal regulations do not allow clients first charged to ETV to be subsequently charged to Chafee (and vice versa). Each new client that enters the program will be coded to Chafee ETV funds, if appropriate, and subsequently moved to be funded with state funds if the funding cap is reached during the year.

**CHFSS – Road to Independence Scholarship Services** - Captures the costs for young adults ages 18, 19 and 20 eligible for the Chafee Independent Living federal funding. Costs recorded in this code are for the “Road to Independence Scholarship Program,” within the Independent Living Program, which include reasonable expenditures for:

The cost of room and board.

Educationally related expenses, such as tutoring, summer school, and/or school supplies.

Graduation expenses, such as class rings, graduations invitations, yearbook, cap and gown, and/or senior portraits.

Educational incentives, such as club fees, luggage and backpacks for graduating youths, calculators, activity fees, tuition, vocational fees, equipment and supplies, including specialized equipment (per the Americans with Disabilities Act of 1990) for youth with disabilities which includes talking computers, wrist watches, stipends for note takers during class, and other items and services needed, due to disability, in order to attend school.

Eligibility for this program is contained in Section 409.1451(5), Florida Statutes. Costs are charged in accordance with the funding matrix included as Attachment I.

**ETVSS - Education and Training Vouchers Program - Scholarship** – Captures cost related to the Road to Independence Scholarship Program for eligible 18, 19, 20, 21, and 22 year old young adults formerly in foster care who are attending an institution of higher education on a full-time basis. Eligibility for this program is contained in Section 409.1451(5), Florida Statutes. Youth who were adopted from foster care at ages 16 and 17 are also eligible to receive the Chafee Education and Training Vouchers (ETV) under this OCA.

Federal Law (P.L. 107-133, Title II, Section 201) requires initial participation in the program prior to the young adult's 21<sup>st</sup> birthday. Federal Law (Higher Education Act of 1965, Sections 102 and 472) provides the maximum amount of federal ETV funds that may be distributed to each young adult, which is \$5,000 for a 12-month-period (or a total of \$6,250, \$5,000 federal and \$1,250 State match).

Examples of appropriate expenditures by the young adults are, but not limited to, room and board (i.e., housing, food and utilities), transportation, books, special study projects, educational support equipment or supplies (i.e., computer), vocational training and tutoring/mentoring. Costs are charged in accordance with the funding matrix included as Attachment I.

**SFOSS – State Funded Scholarships** – This code captures the costs for young adults ages 21 and 22, which are deemed ineligible for the Federal Chafee Foster Care Independence Program Grant due to age. Costs recorded in this code are for the “Road to Independence Scholarship Program,” within the Independent Living Program, which include reasonable expenditures for:

The cost of room and board.

Educationally related expenses, such as tutoring, summer school, and/or school supplies.

Graduation expenses, such as class rings, graduations invitations, yearbook, cap and gown, and/or senior portraits.

Educational incentives, such as club fees, luggage and backpacks for graduating youths, calculators, activity fees, tuition, vocational fees, equipment and supplies, including specialized equipment (per the Americans with Disabilities Act of 1990) for youth with disabilities which includes talking computers, wrist watches, stipends for note takers during class, and other items and services needed, due to disability, in order to attend school.

Costs are charged in accordance with the funding matrix included as Attachment I.

**SFAG0 – State Funded – Adopted/Guardianship RTI** – This code captures the costs for young adults ages 18, 19, 20, 21 and 22, which after reaching the age of 16 were adopted from foster care or placed with a court-approved dependency guardian and spent a minimum of 6 months in foster care immediately preceding such placement or adoption, for the Road to Independence Scholarship Program. These youth are deemed ineligible for the Chafee Independent Living federal funding due to not aging out of the foster care system or Subsidized Independent Living at age 18. Costs recorded in this code are for the “Road to Independence Scholarship Program,” within the Independent Living Program, which include reasonable expenditures for:

The cost of room and board.

Educationally related expenses, such as tutoring, summer school, and/or school supplies.

Graduation expenses, such as class rings, graduations invitations, yearbook, cap and gown, and/or senior portraits.

Educational incentives, such as club fees, luggage and backpacks for graduating youths, calculators, activity fees, tuition, vocational fees, equipment and supplies, including specialized equipment (per the Americans with Disabilities Act of 1990) for youth with disabilities which includes talking computers, wrist watches, stipends for note takers during class, and other items and services needed, due to disability, in order to attend school.

Costs are charged in accordance with the funding matrix included as Attachment I.

### **Transitional Support Services**

**CHT0T – Chafee Transitional – Other** - This code captures the cost of maintenance payment items, other than room and board, for young adults ages 18, 19 and 20, within the “Transitional Services” provided by the Independent Living Program. Types of maintenance payment costs include, but not limited to reasonable expenditures for:

Educationally related expenses, such as tutoring, summer school, and/or school supplies.

Graduation expenses, such as class rings, graduation invitations, yearbook, cap and gown, and/or senior portraits.

Educational incentives, such as club fees, luggage and backpacks for graduating youths, calculators, activity fees, tuition, vocational fees, equipment and supplies, including specialized equipment (per the Americans with Disabilities Act of 1990) for youth with disabilities which includes talking computers, wrist watches, stipends for note takers during class, and other items and services needed, due to the disability, in order to attend school.

Employment Service Fees.

Clothing and supplies for job interviews.

Transportation expenses.  
Start-up costs, such as household items.  
Child care.  
Tools for vocational purposes.  
Personal hygiene items.

Costs are charged in accordance with the funding matrix included as Attachment I.

**ETV0T – Education and Training Voucher Program – Transitional** - This code captures the costs related to the “Transitional Services” within the Independent Living Program for eligible 18, 19, 20, 21, and 22 year old young adults, formerly in foster care, who are attending an institution of higher education on a PART-TIME basis as provided by the Higher Education Act of 1965, Public Law, Sections 101 and 102. Eligibility for the scholarship support services program is prescribed by Section 409.1451(5), Florida Statutes. Youth who were adopted from foster care at ages 16 and 17 are also eligible to receive the Chafee Education and Training Vouchers (ETV) funds under this OCA.

Federal Law (Public Law 107-133, Title II, Section 201) requires initial participation in the program prior to the young adult’s 21st birthday. Federal Law (Higher Education Act of 1965, Sections 102 and 472) provides the maximum amount of federal ETV funds that may be distributed to each young adult, which is \$5,000 for a 12-month-period (or a total of \$6,250, \$5,000 federal and \$1,250 State match). This amount may not exceed the actual cost of attendance. ETV funds are to be paid directly to the young adult unless the young adult requests otherwise. These funds are to help/assist eligible students who are former foster care children receive the educational and vocational training needed to achieve independence.

Examples of appropriate expenditures by the young adults are, but not limited to, room and board (i.e., housing, food and utilities), transportation, books, special study projects, educational support equipment or supplies (i.e., computer), vocational training and tutoring/mentoring. Costs are charged in accordance with the funding matrix included as Attachment I.

**SFTRB – State Funded Transitional Services – Room and Board** - This code captures the costs of room and board for young adults, ages 18, 19, 20, 21 and 22, within the “Transitional Services” provided by the Independent Living Program. Room and board costs include housing food, utilities and rental deposits. Costs are charged in accordance with the funding matrix included as Attachment I.

**SFT0T – State Funded Transitional Services – Other** - This code captures the cost of maintenance payments items, other than room and board, for young adults ages 21 and 22 years, within the “Transitional Services” provided by the Independent Living Program. These young adults are ineligible for the federal

Chafee Independent Living Program due to age. Types of maintenance payment costs include, but not limited to reasonable costs for:

Educationally related expenses, such as tutoring, summer school, and/or school supplies.

Graduation expenses, such as class rings, graduation invitations, yearbook, cap and gown, and/or senior portraits.

Educational incentives, such as club fees, luggage and backpacks for graduating youths, calculators, activity fees, tuition, vocational fees, equipment and supplies, including specialized equipment (per the Americans with Disabilities Act of 1990) for youth with disabilities which includes talking computers, wrist watches, stipends for note takers during class, and other items and services needed, due to the disability, in order to attend school.

Employment Service Fees.

Clothing and supplies for job interviews.

Transportation expenses.

Start-up costs, such as household items.

Child care.

Tools for vocational purposes.

Personal hygiene items.

Costs are charged in accordance with the funding matrix included as Attachment I.

### **Aftercare Support Services**

**CH0AT – Chafee Aftercare – Other** - This code captures the costs of maintenance payment items, other than room and board for young adults ages 18, 19, and 20 within the “Aftercare Support Services” provided by the Independent Living Program. Types of maintenance payment costs are, but not limited to reasonable costs for:

Mentoring and tutoring.

Mental health services and substance abuse counseling.

Life skills classes, including credit management and prevention health activities.

Parenting classes.

Job skills training.

Counselor consultations.

Costs are charged in accordance with the funding matrix included as Attachment I.

**SFSRA – State Funded Aftercare – Room and Board** - This code captures the costs of room and board for young adults ages 18, 19, 20, 21 and 22, within the “Aftercare Support Services” provided by the Independent Living Program. Room and board costs include housing, food, utilities, and rental deposits. Costs are charged in accordance with the funding matrix included as Attachment I.

**SF0AT – State Funded Aftercare – Other** - This code captures the costs of maintenance payments items, other than room and board for young adults, ages 21 and 22, who are ineligible for the Chafee Independent Living Grant due to age restriction, within the “Aftercare Support Services” provided by the Independent Living Grant. Maintenance payments include, but are not limited to reasonable costs for:

Mentoring and tutoring.  
Mental health services and substance abuse counseling.  
Life skills classes, including credit management and prevention health activities.  
Parenting classes.  
Job skills training.  
Counselor consultations.

Costs are charged in accordance with the funding matrix included as Attachment I.

**042 PR005 - Medicaid Administration** - This cost pool captures the cost of working with a Medicaid eligible child. This cost pool reflects time spent performing healthcare case management and referrals to medical providers, Child Health check-ups, scheduling and follow-up, and arranging for transportation (but not providing the transportation) to healthcare providers. Activities may include:

Applying for Medicaid benefits (or providing assistance in applying).  
Providing healthcare case management and case supervision.  
Arranging for periodic medical screening, dental assessments, and making referrals and scheduling for further diagnosis and treatment.  
Coordinating and assisting with transportation (not providing) to healthcare appointments.  
Completing annual re-determination of adopted child’s Title XIX eligibility through age 21.

Allocation methodology – Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – Staff consists solely of the Eligibility Determination Specialists who are under the direct supervision of the Accounting Supervisor. See Program Code 052 under DCM00. Costs for the Eligibility Determination Specialists are charged to the appropriate fund sources as reflected via bi-weekly time logs as described in Attachment IV.

**160 PRSAV- State Access and Visitation** – This cost pool captures the costs associated with the portion of the Family Visitation Program used to support and facilitate non-custodial parent access and visitation with their children.

Match of 10% is generated from local sources.

Allocation methodology - Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – These are contracted and purchased services. The types of costs that will be charged to this cost pool are related to activities necessary to provide supervised visitation, therapeutic supervision or monitored exchange services for families who are subject to court ordered supervised visitation or monitored exchange. Expenses may include staff, operating costs, and other necessary expenses to provide these services. The invoice is coded utilizing the 25 digit coding system and entered into the MIP accounting system by the contracted fiscal agent for payment.

**400 PRE04 - Safe and Stable Families – Family Preservation** - This cost pool captures the cost for “family preservation services” not provided through contributions from state or local sources. These are services for children and families designed to help families (including adoptive and extended families) at risk or in crisis as defined by Title IV-B, Sub-Part 2, Social Security Act, Section 431.

These services are secondary and tertiary prevention services to prevent family disruption and unnecessary removal of children from their homes. These services provide intensive involvement that may include services within the home and may include the following:

- Follow-up care to families upon child’s return to home
- Temporary out-of-home placement
- Respite/Crisis care services
- Parenting skills services
- Family budgeting skills
- Coping with stress
- Health
- Nutrition training

These services may be provided within or outside the home of the child, be short-term (from a few hours to a few weeks) and be intended to enable the family to stay together and to keep the child living in the home and community of the child.

Match of 25% is generated from local funds.



Allocation Methodology - Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – These are contracted and purchased services. Expenses may include staff, operating costs and other necessary expenses to provide these services and are based on actual or purchased services delivered to the clients receiving services in the month billed. These costs are also captured through the 25 digit coding system as provided by the MIP fund Accounting System.

**405 PRE06- Safe and Stable Families – Family Support Services** - This cost pool captures the cost for “family support services” not provided through contributions from state or local sources as defined by Title IV-B, Sub-Part 2, Social Security Act, Section 431.

These are community based services used to promote the safety and well-being of children and families designed to increase the strength and stability of families (including adoptive, foster and extended families) to increase parents’ confidence and competence in their parenting abilities, to afford children a safe, stable and supportive family environment and to otherwise enhance child development.

These are primary prevention services that are provided to families before abuse or neglect occurs and are not time limited. These services include the following:

Respite/Crisis care services

Early developmental screening to assess children’s needs and to assist in obtaining specific services to meet their needs

Mentoring, tutoring and health education for youth

Center-based activities (informal interactions in drop-in centers, parent support groups)

Parenting skills services

Counseling and home visiting activities

Match of 25% is generated from local funds.

Allocation Methodology - Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – These are contracted and purchased services. Expenses may include staff, operating costs and other necessary expenses to provide these services and are based on actual or purchased services delivered to the clients receiving services in the month billed.

**410 PRE11 - Safe and Stable Families –Time Limited Reunification Services**  
- This cost pool captures the cost of “time limited family reunification services” not

provided through contributions from state or local sources as defined by Title IV-B, Sub-Part 2, Social Security Act, Section 431.

The term "time-limited family reunification services" means the services and activities that are provided to a child that is removed from the child's home and placed in a foster family home or a child care institution and to the parents or primary caregiver of that child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but only during the 15-month period that begins on the date the child is considered to have entered foster care.

These services may include the following:

- Individual, group and family counseling
- Inpatient, residential or outpatient substance abuse treatment services
- Mental health services
- Domestic violence assistance
- Respite/Crisis services
- Visitation Services

The services may be provided within or outside the home of the child, be short-term (from a few hours to a few weeks of time) and be intended to enable the family to stay together and to keep the child living in the home and community of the child.

Match of 25% is generated from local funds.

Allocation Methodology - Costs are charged in accordance with the funding matrix included as Attachment I.

**CBC Cost Allocation Plan Requirement** – These are contracted and purchased services. Expenses may include staff, operating costs and other necessary expenses to provide these services and are based on actual or purchased services delivered to the clients receiving services in the month billed. These costs are also captured through the 25 digit coding system as provided by the MIP fund Accounting System.

**415 PRE12 - Safe and Stable Families –Adoption Promotion and Support Services** - This cost pool captures the cost of "adoption promotion and support services" not provided through contributions from state or local sources, as defined by Title IV-B, Sub-Part 2, Social Security Act, Section 431.

The term "adoption promotion and support services" means services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families. These services are designed to minimize disruption for adoptive families by providing services that may include:

Recruitment of adoptive families through media campaigns,  
Adoptive families support groups,  
Individual and family counseling for adopted children and/or family members for a duration of 12 months or less,  
Post-adoption workshops/seminars for adopted children and families on topics relevant to on-going issues facing adoptive families, and  
Follow-up support services to adoptive families.

Match of 25% is generated from local funds.

Allocation Methodology - Costs are charged in accordance with the funding matrix included as Attachment I.

***CBC Cost Allocation Plan Requirement*** – The types of costs that will be charged to this cost pool include but are not limited to related activities necessary to provide adoption related services such as counseling, training and support groups for adoptive parents and children and activities designed to encourage more adoptions. Expenses may include staff, operating costs, and other necessary expenses to provide these services.

These services may be purchased directly by PFS or will be provided by the Adoption Case Management subcontractor. Invoices are reviewed and approved by contract management staff and then accurately coded utilizing the 25 digit coding system. The payments will then be entered into the MIP accounting system by the contracted fiscal agent for payment.

**BAT00 - Protective Investigator Training** – This cost pool captures the costs related to providing training for Department of Children and Families Protective Investigations staff for in-service and pre-service areas. The pre-service training consists of activities associated with child abuse and neglect reports. These activities may include assessment of child's safety and well-being, placement of a child when safety is an issue, preparation and participation in a judicial hearing, coordination of medical, psychological, emotional services to address the needs of the child and family, development of a plan for participation, follow-up and referral services to address issues involving allegations and preventive services when out-of-home placement can be avoided. Additional in-service training will include substance abuse and mental health, ethics, FSFN, forensic interviewing, domestic violence, sexual abuse, cultural diversity and preparing for the ITR. A certification statement will be completed that documents 100% of a work day consisting of training and related activities for protective investigators.

Allocation Methodology - Costs are charged in accordance with the funding matrix included as Attachment I.

**CBC Cost Allocation Plan Requirement** – These costs are services contracted, purchased or directly provided by PSF staff. Expenses may include staff, operating costs and other necessary expenses to provide these services and are based on actual or purchased services delivered in the month billed. These costs are also captured through the 25 digit coding system as provided by the MIP fund Accounting System.

**190 19MCB - Children's Mental Health (SED) Services** – This cost pool captures the cost of providing non-Medicaid reimbursable wraparound services to children with mental health or behavioral health needs who are victims of abuse, in the physical care or custody of the state or at high risk for out-of-home placement. The funds are used to meet the department's MOE for the Community Mental Health Block Grant and are used for children who are diagnosed with severe emotional disturbance (SED) as defined pursuant to Section 1912(c) of the Public Health Service Act, as amended by Public Law 102-321. Specifically children: (1) from birth up to age 18 (2) who currently or at any time during the past year, have had a diagnosable mental health, behavioral or emotional disorder of sufficient duration to meet diagnostic criteria specified within DSM-IV or their ICD-9 CM equivalent (and subsequent revisions) (3) with conditions that resulted in functional impairment that substantially interferes with or limits the their role or functioning in family, school or community activities or children who would have met the functional impairment criteria during the referenced year without the benefit of treatment or other support services.

Provided services must be identified in the mental health treatment plan for the child(ren) as defined in s.394.496, F.S. or in the case plan for the child(ren) as described in s.39.6011 and s.9.6012 F.S.

These funds may be used in non-traditional ways to meet client treatment needs such as outings, clothing, and educational materials, *etc.* when they are specified in the treatment plan or case plan as part of the child's treatment goals.

Allocation Methodology – These funds are used to purchase wraparound services and supports that are part of the child's mental health treatment or case plan not otherwise available to these children through other funding sources, such as Medicaid. Costs are charged in accordance with the funding matrix included as Attachment I.

**CBC Cost Allocation Plan Requirement** – The types of costs charged to this cost pool include wraparound services and supports that are non-Medicaid reimbursable, treatment/case plan identified services that would not otherwise be available to children at risk for or currently under protective supervision. Such services include but are not limited to Behavioral Analysts, Parent Child Interaction Therapies, clinical in-home wraparound services, specialized counseling, clothing, educational and therapeutic camps, and education

materials. These costs include contracted services and are captured through the 25 digit coding system as provided by the MIP funding Accounting System.

#### **191 PRFCR/CFRSF/CASEY - Casey Foundation Funding – Foster Care**

**Redesign** - This cost pool captures the cost of a pilot initiative to eliminate foster care as a placement option for children who have experienced abuse or neglect. Instead of removal from the home, the families will be provided time limited, intensive in-home services. In cases of egregious abuse, the child will be removed and placed with relatives or in a pre-approved placement. This grant funds master of social work professional staff to perform the following functions: 1) provide consultation to the child protective investigations staff regarding the intensity of services needed to keep children in their homes, 2) serve as Family Team Conference Facilitators, 3) assist with the development of tools such as strength based assessments, and 4) assist with the evaluation of the project.

Allocation Methodology - **Costs are charged in accordance with the funding matrix included as Attachment I.**

**CBC Cost Allocation Plan Requirement** - Costs charged to this account will include, but are not limited to, a consultant, training related to End Foster Care As We Know It, as well as personnel costs for positions directly related to End Foster Care As We Know It. The personnel charged to this account are (1) Family Resource Center Manager who reports directly to the Senior Vice President of Clinical and Community Services and a Family Support Facilitator located at the Library Partnership Resource Center. In addition the cost for a Decision Team Consultant was charged to this account through the duration of the Family Team Conference Grant. This position reported to the Decision Team Consultant/Clinical Team Leader. . The expenses associated with the Decision Team Consultant have been used to match the Family Team Conference Grant. When funds are depleted from this cost pool, the staff and related expenses will be charged to PVS00. These costs are captured through the 25 digit coding structure as provided by the MIP fund Accounting System.

### **Section X – Non-Child Welfare Funded Activities, Contracts or Grants**

**084 Prepaid Mental Health Program** – This cost pool captures the costs charged to a contract with the Community-Based Care Partnership, Ltd. to provide allowable prepaid mental health services to Medicaid eligible children as described in the Agency for Health Care Administration (AHCA) Handbook. Services will include an array of inpatient/outpatient hospital services, physician services, outpatient mental health services, therapeutic group care and comprehensive behavioral health assessments. Services provided will exclude SIPP and behavioral health overlay services.

Allocation Methodology – Costs incurred are direct charged to the contract.

**CBC Cost Allocation Plan Requirement** – A specific OCA code is used (MAGEL) to reflect the cost associated with this contract for the following positions and functions:

Utilization Management Coordinator - The functions of this position include providing first line of review for service eligibility criteria to avoid delays in authorizations, serving as a link between providers and Magellan to ensure Child Welfare children receive appropriate and necessary services, providing Single Point of Access (SPOA) functions for Comprehensive Behavioral Health Assessments, Suitability Assessments, and lead review of Specialized Therapeutic Foster Care (STFC), Specialized Therapeutic Group Care (STGC) and State Inpatient Psychiatric Program (SIPP) for dependent children, serving as a link with the Substance Abuse and Mental Health (SAMH) office for prioritizing admissions to STFC and SIPP, communicating with providers and assisting with training of provider staff, and reviewing provider trends in service delivery for quality improvement and service management.

The Utilization Management Coordinator will work 100% of the time providing SPOA functions as described above and will be required to turn in semi-annual time certifications. All costs will first be charged to the Medicaid and State Funds allocated through the contract with Community Based Care of Seminole and then to any other unused Medicaid Administration funds. Administrative and indirect costs are charged to the cost pool based on their specific time log. These methodologies are currently captured and calculated through the 25 digit coding system as provided by the MIP Fund Accounting System.

**122-Family Team Conferencing Grant (FTCGR)** - Through a three year grant with the Administration for Children and Families, positions have been hired to focus solely on engaging families in Family Team Conferences and assisting in the research involved with this grant. Contracted evaluation team members and the Project Director for Family Connections Grant will also be involved with this grant. This grant will focus on all 'In-Home supervision' and 'Shelter' cases and through rigorous evaluation methods, the evaluation team will strive to determine the most promising aspects of Family Team Conferencing with this population.

Allocation Methodology: All costs associated with this grant will be directly charged to a specific grant fund code for this project. During the 3<sup>rd</sup> year of the grant, some positions will be used as match and will then be coded to PR024 as identified previously under 240 for that fund source. These costs are captured through the 25 digit coding structure as provided by the MIP fund Accounting System.

**192 – The Brookdale Foundation Relatives as Parents Program (RAPP)** – This cost pool captures the costs charged to a grant from the Brookdale Foundation to provide allowable services such as respite care, legal assistance,

and family activities for informal relative caregivers who are not involved with the formal child welfare system.

**194- Alliance for Children and Families-Civic Engagement Grant & National Family Week Event** - This cost pool will provide general support to engagement initiatives that provide clients with opportunities to provide input in order to improve the conditions of life for their families and neighborhoods.

Allocation Methodology: All costs associated with this grant will be directly charged to a specific fund code within Program Code 194.

**195- Ounce of Prevention** - This cost pool will fund normalcy activities for dependent children through innovative, comprehensive, community-based, family focused and culturally relevant programs that assure the physical, emotional, social, cognitive, cultural and spiritual development of children through strengthening and supporting the family.

Allocation Methodology: All costs associated with this grant will be directly charged to a specific fund code within Program Code 195.

**CPCVF Community Partnership for Children (CPC)** - This cost pool captures the cost for information technology support services that are rendered on the behalf of PSF to Community Partnership for Children.

Staff includes but is not limited to: Vice President of Information Technology, and a Network Administrator.

Allocation Methodology: All costs associated with this contract will be directly charged to a specific fund code and a non DCF OCA within Program Code 050. The Network Administrator will be directly charged to this fund source and any time spent working on this contract by the V.P. of Information Technology will be directly charged to CPC based on hours reported by staff on a bi-weekly basis. Please see Attachment IV for a sample of the cost allocation method to CPC.

**SWAG1 Southwest Advocacy Group Neighborhood Resource Center (SWAG)** - This cost pool captures the local contributions and operating expenditures for the SWAG Resource Center.

Allocation Methodology - All operating expenditures for the SWAG Resource Center are captured in Program Code 888.

Cost Allocation Plan  
Attachment I

Funding Sources	IV-E Adoption	TANF	MOE (State)	CAPTA	IV-B	SSBG2	SSBG	Waiver	State (GR/TS/OM/CW)
<b>Case Management</b>									
IH-TANF		X	X						X
IH- Ineligible							X		X
Out of Home Care					X			X	X
Adoption IV-E	X								X
Adoption – TANF		X							X
Adoption – Ineligible									X
<b>Adoption Services</b>									
Adoption IV-E	X								X
Adoption – TANF		X							X
Adoption – Ineligible									X
<b>Prevention Services for Families not Dependent</b>									
TANF Allowable		X	X	X				X	X
TANF Non-Allowable								X	X
<b>Other Client Services - All</b>									
Eligible									X
<b>Training Pre-Service and In-Service</b>									
IH-TANF		X	X						X
IH- Ineligible							X		X
Out of Home Care					X			X	X
Adoption IV-E	X								X
Adoption – TANF		X							X
Adoption – Ineligible									X
<b>Training Foster/Adoptive Parent</b>									
Out of Home Care					X			X	X
Adoption IV-E	X								X
Adoption – TANF		X							X
Adoption – Ineligible									X
<b>Other Services</b>									
Eligible									X



Attachment I

Funding Sources	IV-E Adoption	TANF	MOE (State)	CAPTA	IV-B	SSBG2	SSBG	Waiver	State (GR/TS/OM/CW)
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Licensed Care –All

Eligible									
Ineligible									

Non-Recurring Adoption Expenses

Adoption IV-E	X								
Adoption – TANF									
Adoption – Ineligible									

Adoption Subsidies

Adoption - IV-E	X								
Adoption – TANF		X							X
Adoption – Ineligible									X

Funding Sources	Chafee	ETV	Medicaid Admin	State Access Visitation	Safe and Stable Families Act	State (GR/TS/OM/CW)	MOE (State)
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Independent Living Services Chafee Administration

Eligible	X					X	
Ineligible						X	

Chafee/IL Direct Services

CHFOT, CHFSS, CHTOT, CH0AT	X					X	
ETVSS, ETVOT		X				X	
SFAG0, SFSIL, SF0SS, SFTRB, SFTOT, SFSRA, SF0AT						X	

Medicaid Administration

Eligible			X			X	
Ineligible							

State Access Visitation Grant

Eligible				X		X	
Ineligible							

Safe and Stable Families Act

Eligible					X	X	
Ineligible							

PI Training

Eligible						X	
Ineligible							

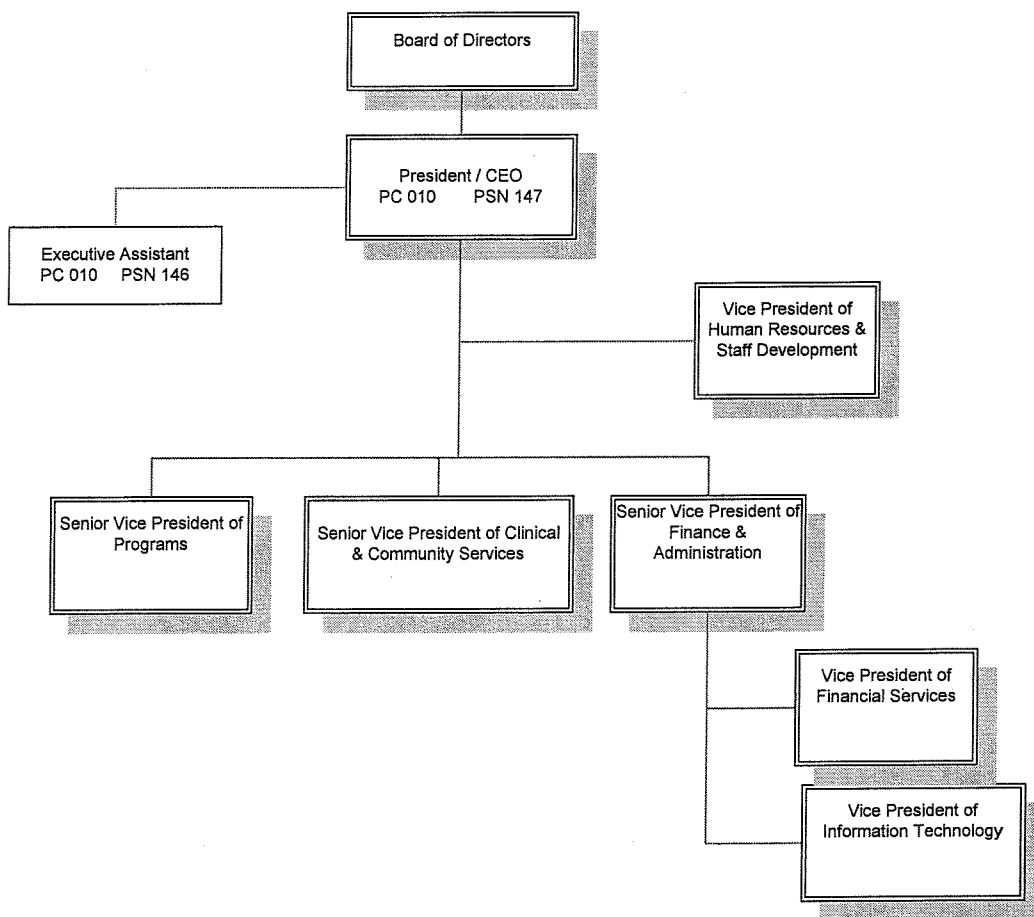
Children's Mental Health (SED) Services

Eligible							X
Ineligible							

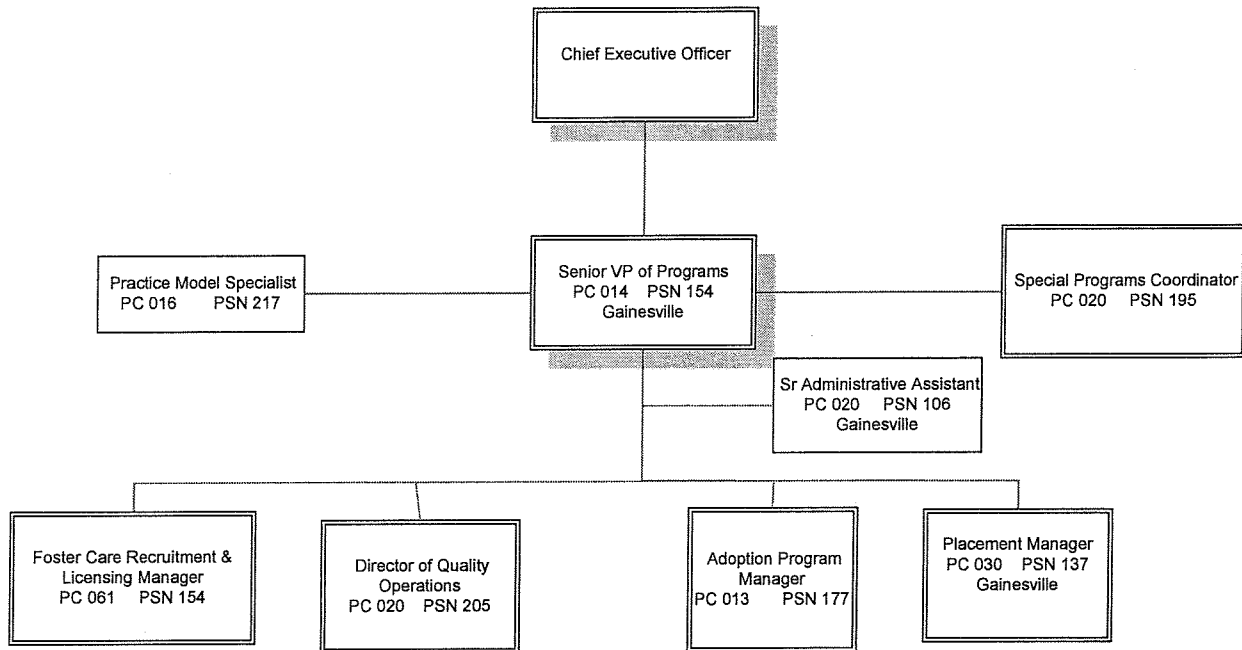
## Attachment II – Organizational Chart

# Partnership for Strong Families, Inc.

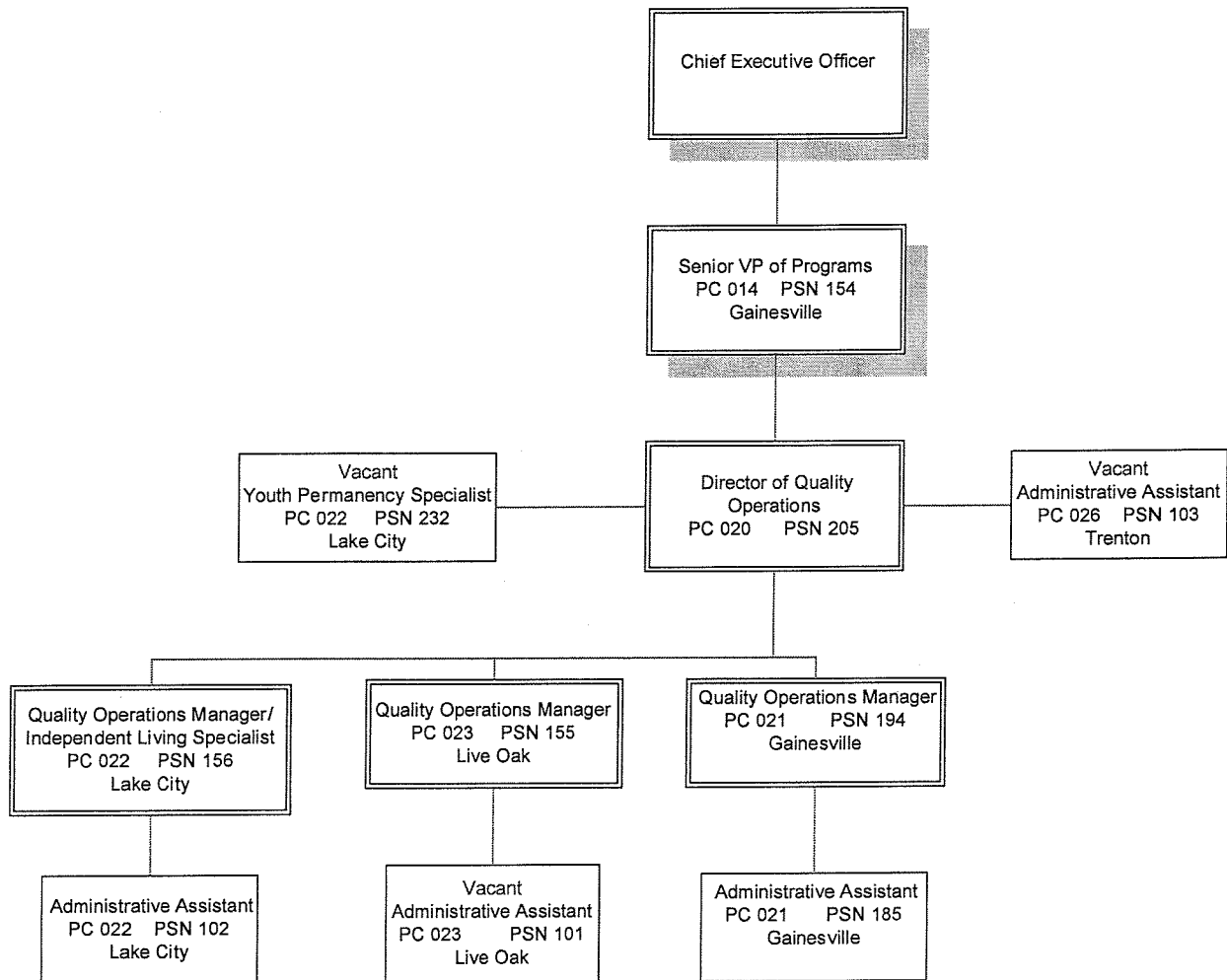
## Executive Administration



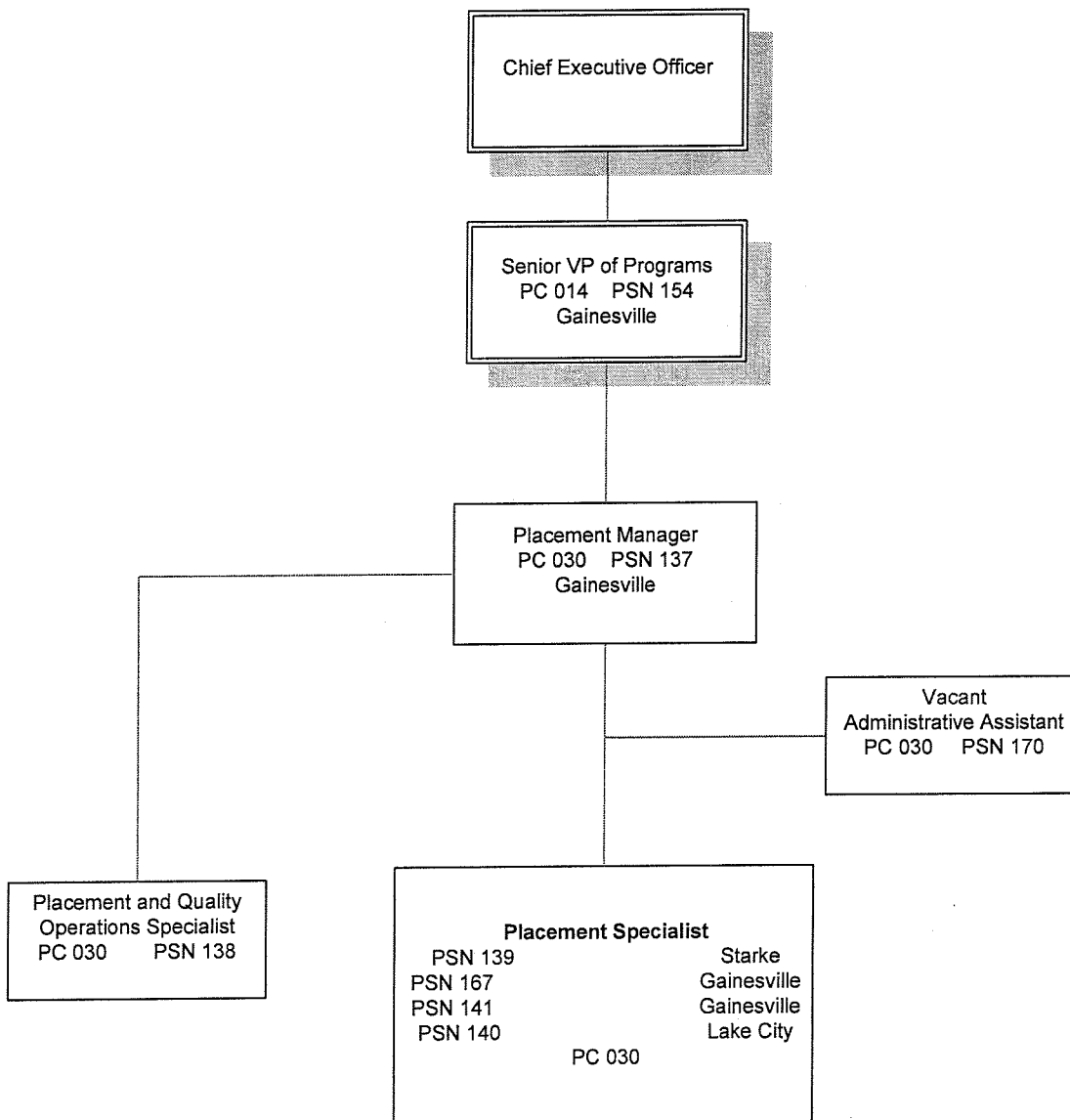
# Programs



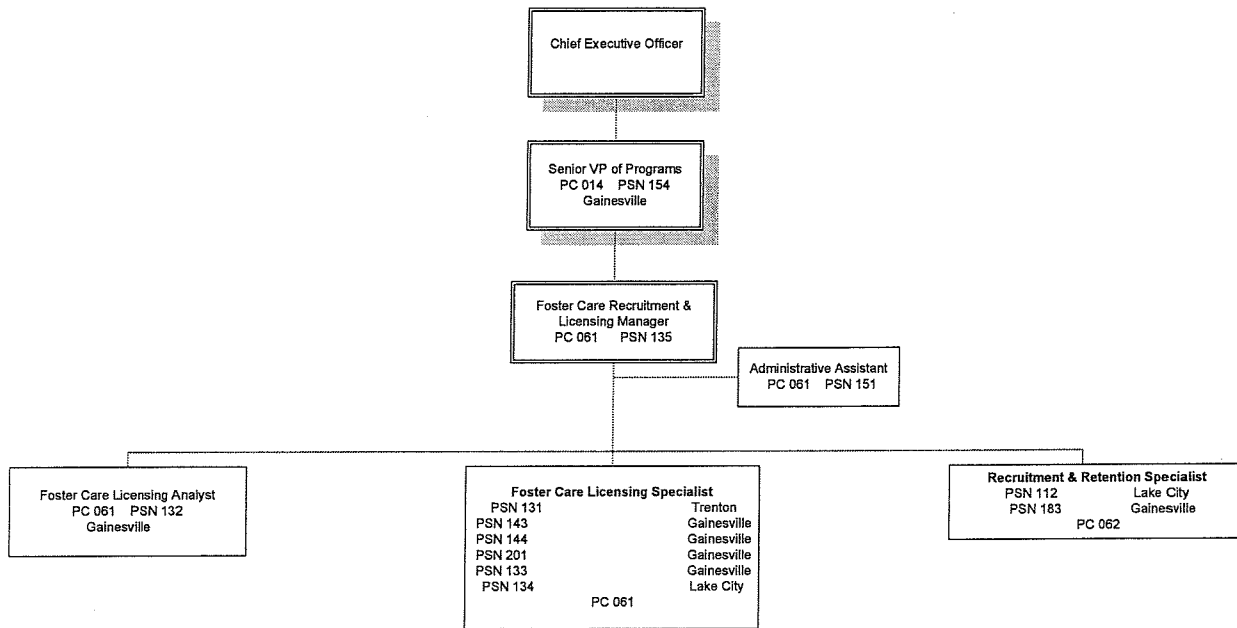
# Quality Operations



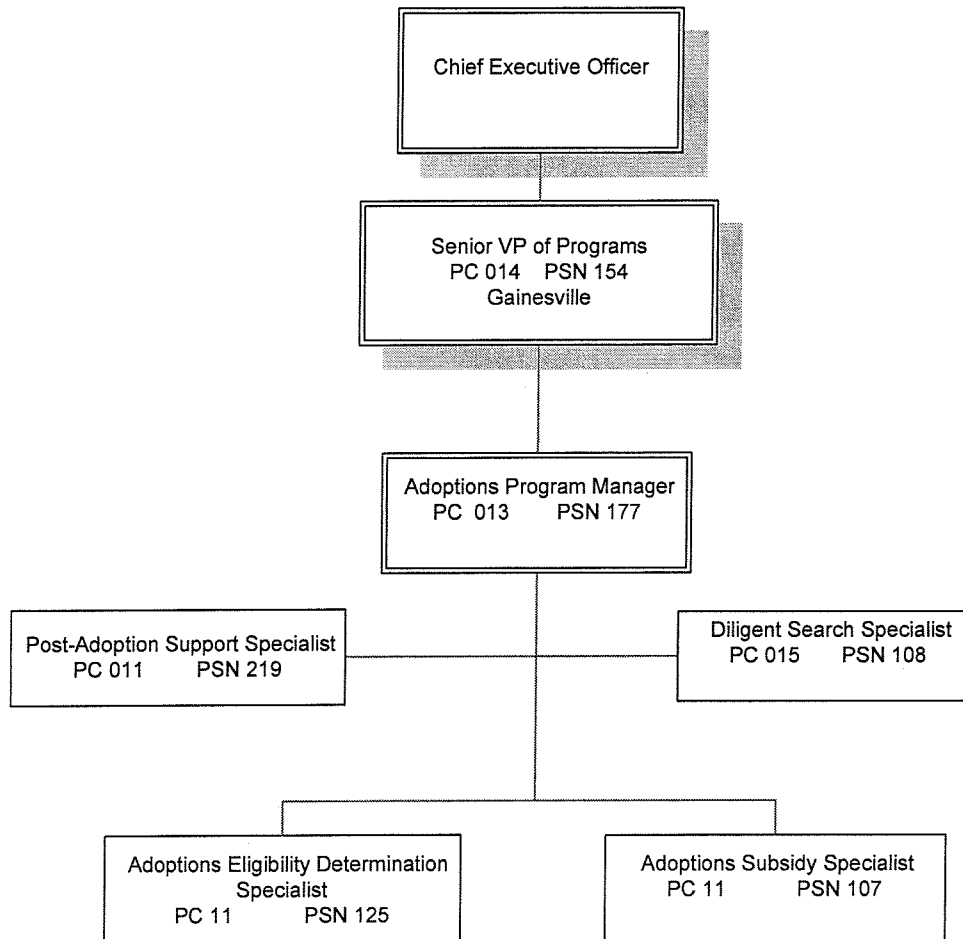
# Placements



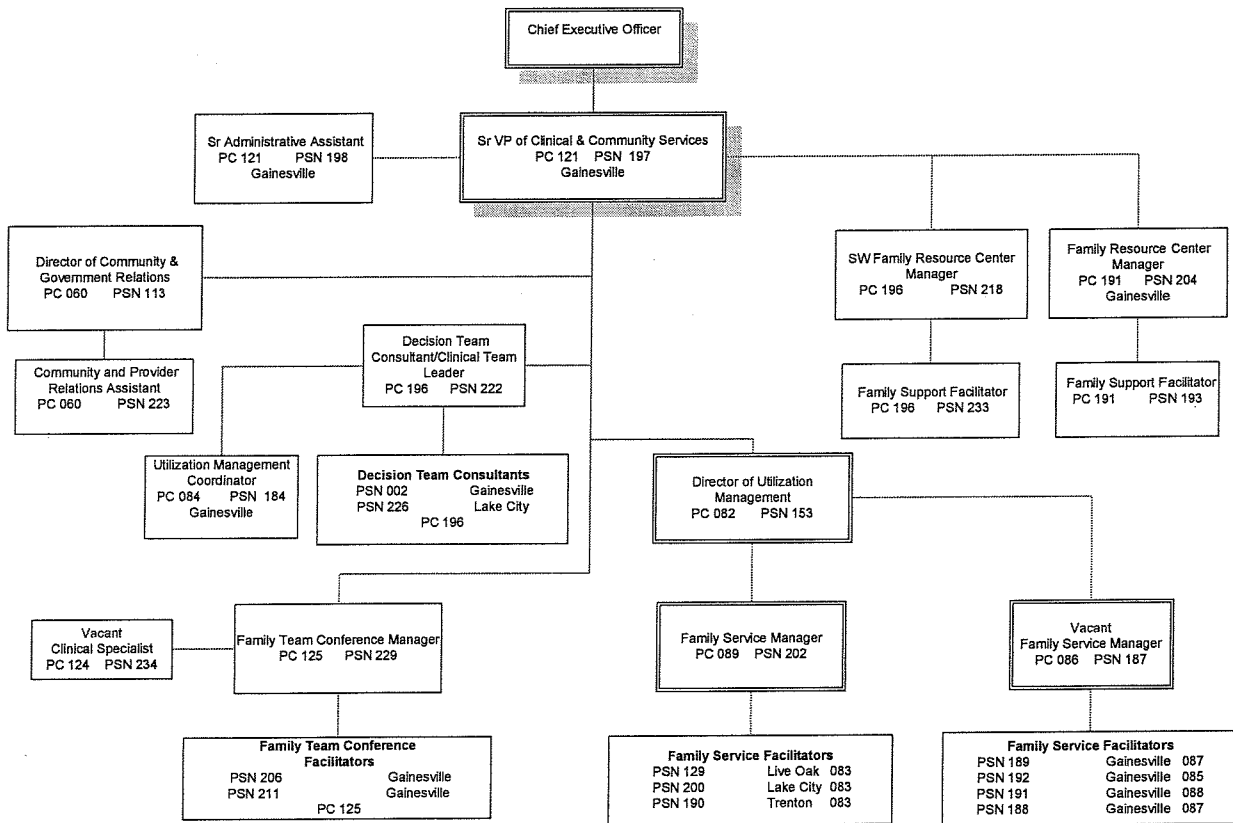
## Foster Care Recruitment & Licensing



# Adoptions

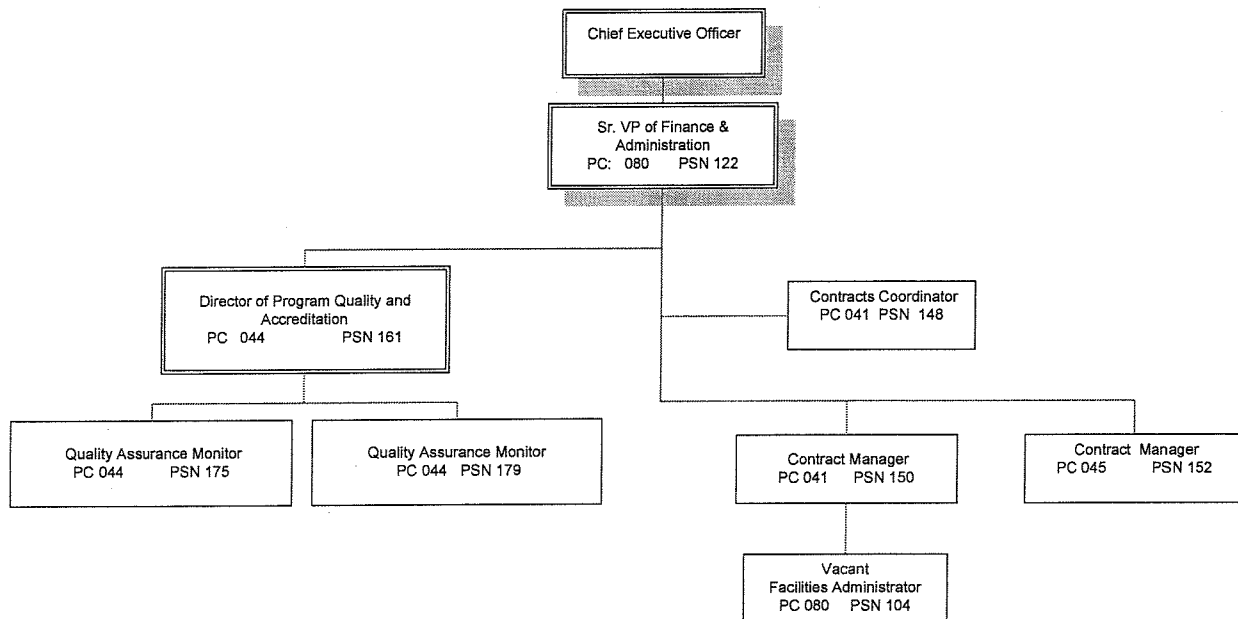


# Clinical & Community Services

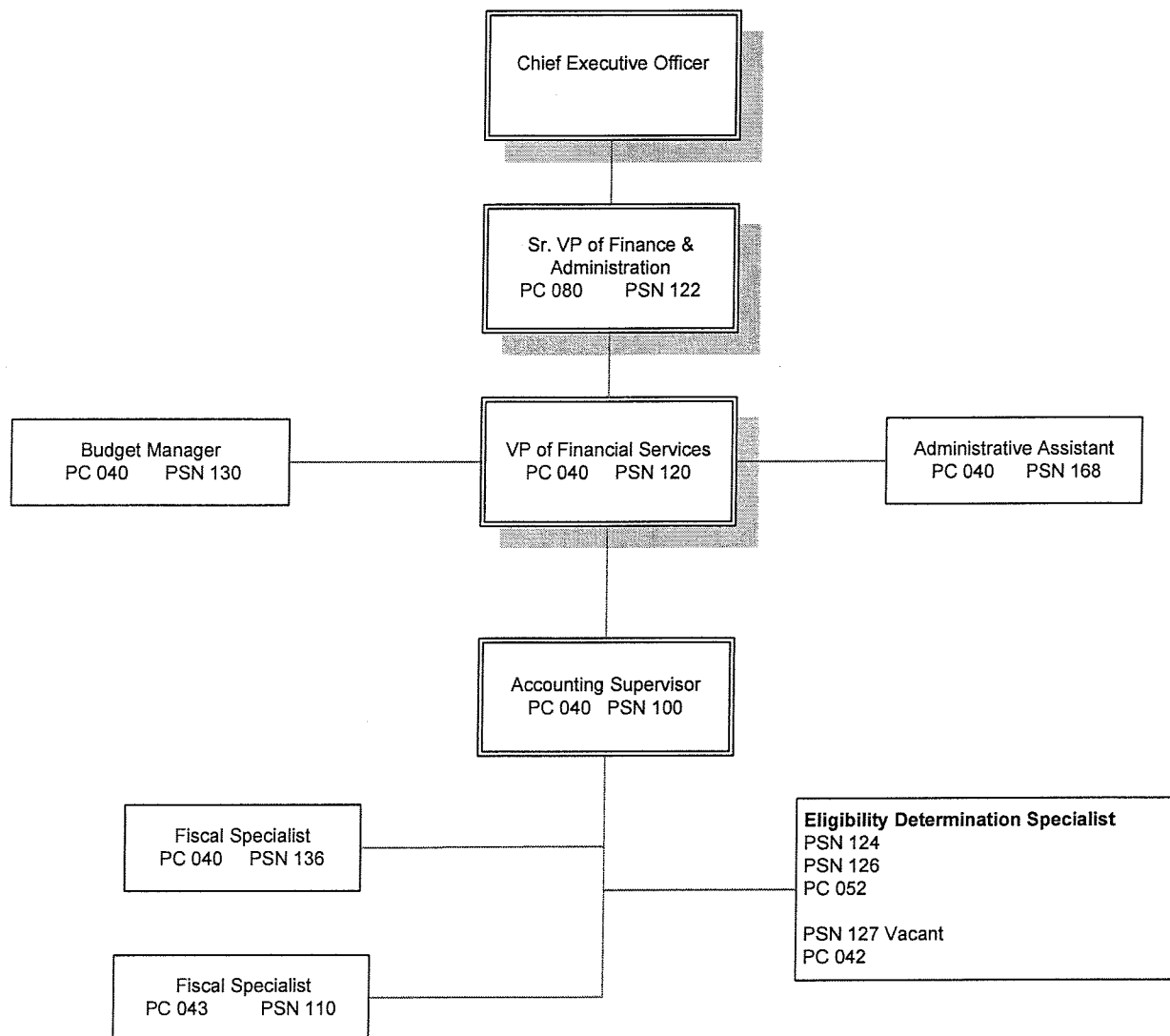




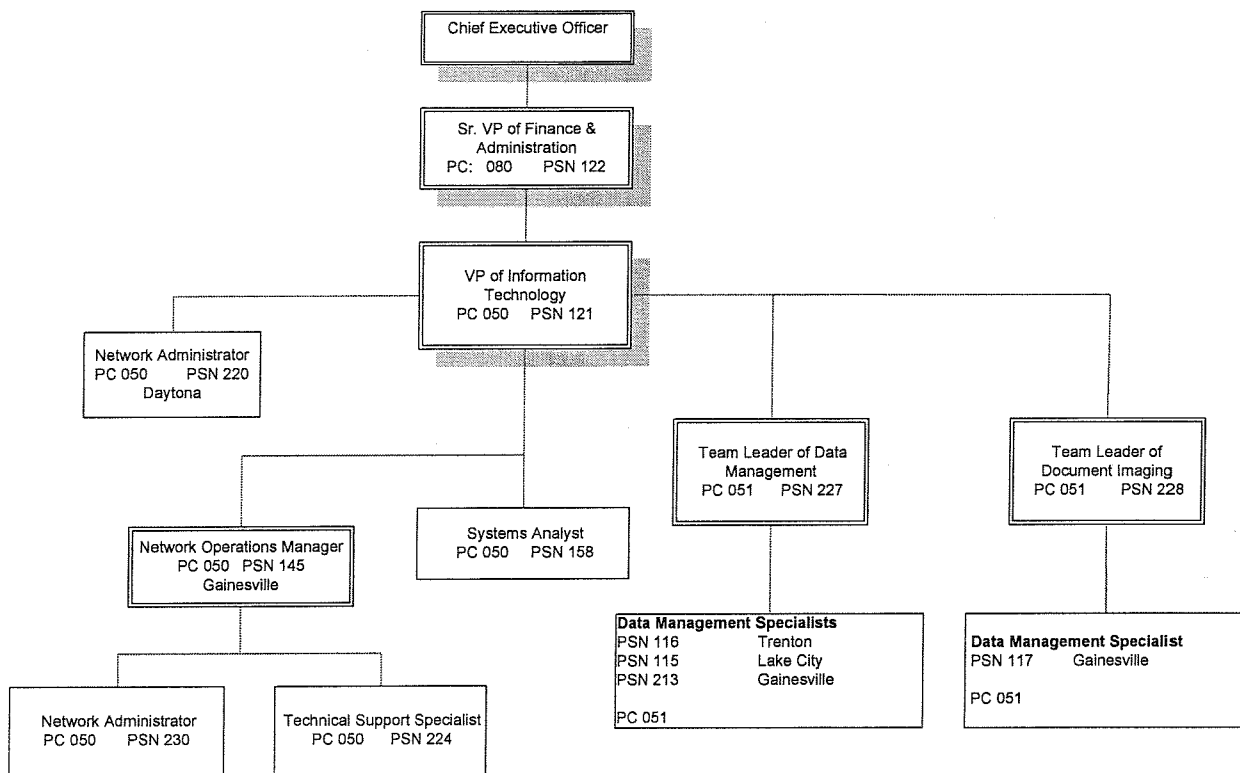
# Administration & Quality Management



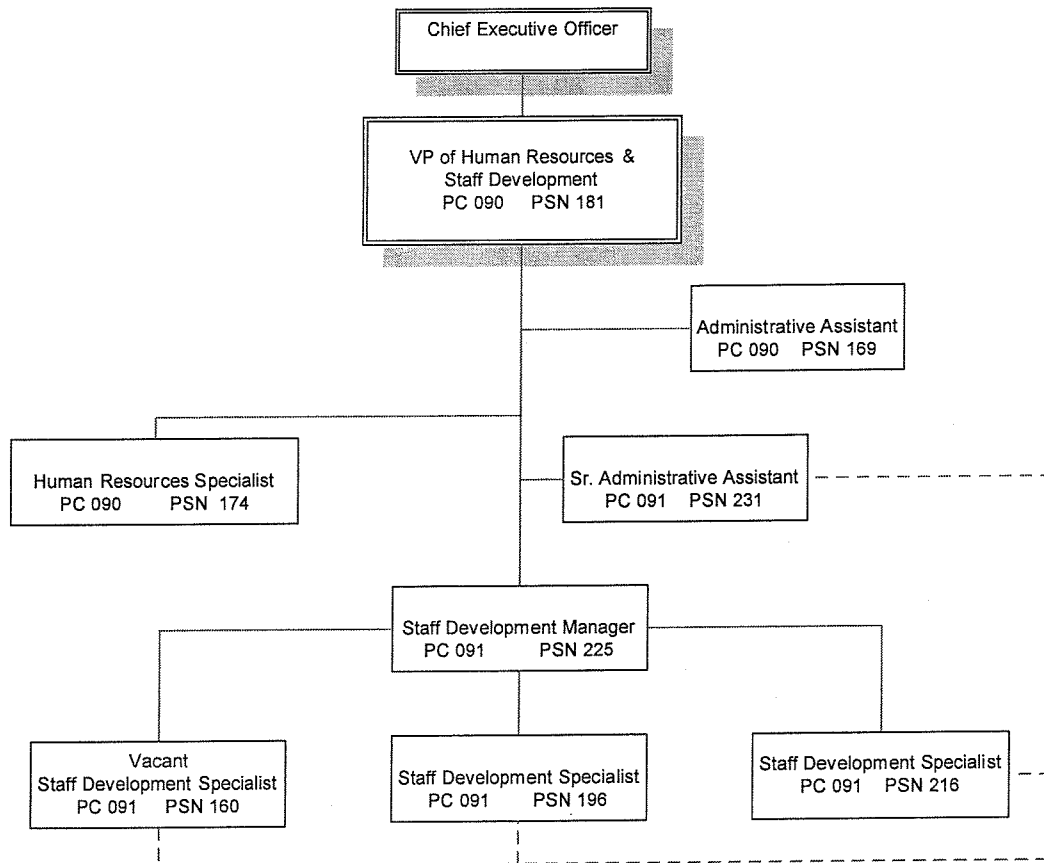
# Finance



# Information Technology



# Human Resources & Staff Development



## ATTACHMENT III CHART OF ACCOUNTS

117 - 3

<u>Account Code</u>	<u>Account Title</u>
1	Unrestricted
<i>Contract - 6</i>	

<u>Account Code</u>	<u>Account Title</u>
0000	No contract
0506	C409 FY 0506 Paid in FY 06/07
C300	Unrestricted
C317	DCF Start-up Prevention
C409	DCF CBC
C809	DCF Contract 0809
CSD0	Celebrate Success
D000	Donations
P000	James Moore & Co
P001	CHS Adoptions
P003	Family Preservation 2010-2011
P006	Devereux
P007	Camelot
P010	RHA-In Home Services
P011	RHA-Nurturing Parent
P012	CHS-In Home Family Support
P013	CHS Visitation
P014	Mediation-8th Circuit ACBC
P015	UF-Child Abuse Prevention Project
P024	Village Counseling Center
P025	FPS Mobile Crisis Response Team
P026	Child Advocacy Center
P027	Advent Christian Village
P028	Peaceful Paths
P030	Brehon Institute
P090	Other Program Consulting
P091	CHS Program Consulting
P092	FPS Program Consulting
P093	MBH Program Consulting
P101	Children's Home Society
P103	Family Preservation Services of Florida, Inc
P106	Devereux
P107	Camelot Community Care
P114	Alachua County Board of County Commissioners
P115	UF-Child Abuse Prevention Project
P116	Gainesville Interactive Psychotherapy

P125	Family Preservation Service
P129	Creative Counseling
P201	Children Home Society
P216	CDS Family & Behavioral Health Services
P431	Neighbor to Family Special Needs
P500	James Moore & Co Accounting Services
P501	CHS Adoptions 10/05-09/06
P502	MBH Care Mgmt 10/05-09/30
P503	FPS Care Management 10/05-09/06
P504	CHS Care Management 10/05-09/06
P511	RHA Nurturing Parent
P512	CHS In Home Family Support Services 05/06 Fiscal year extend
p513	CHS Vistiation Center
P514	8th Cir. Juv Dep Med 10/05-09/06
P515	UF CAPP
P516	CDS Independent Living

*Contract - 6*

<u>Account Code</u>	<u>Account Title</u>
P517	CDS Emergency Shelter
P518	FTC Trainer
P533	Craft Group Home
P541	Needs a Description
P542	Florida Sheriffs Youth Ranches, Inc.
P543	Girls & Boystown Central, Father Flanigans
P545	Heart of Florida Youth Ranch
P546	Pleasant Place Inc.
P548	MBH Achievement Center
P600	James Moore & Co. 7/06-0607
P601	CHS Adoptions Care Management 10/05- 9/30/06
P602	MBH Care Mgmt 10/05-09/30
P603	FPS Care Management - 10/05 - 9/30/06
P604	CHS Care Management 10/06-9/06
P611	Resolutions Health Alliance, P.A. NP 07/06-06/07
P612	CHS-IFSS 07/06-06/07
P613	CHS Visitation 07/06-06/07
P614	Dependency Mediation 10/06-09/07
P615	University of FLorida Board of Trustees 07/06-08/07
P616	Corner Drug Store IL 07/06-06/07
P617	CDS-Emergency Shelter 07/06-06/07
P618	Resolutions Health Alliance, PA. FTC 07/06-06/07
P619	ELC (SB6)
P620	Embrace (SB6)
P621	Big Brothers Bigh Sisters (SB6) 07/06-06/07
P622	UF Healthy Families (SB6)
P623	Foster Care Solutions

P624	Village Counseling Center
P625	Mobile Crisis Response Team
P633	Craft Group Home
P641	Florida Baptist Childrens Home 07/06-06/07
P642	Florida Sheriff's Youth Ranch 07/06-06/07
P643	Girls & Boys Town of Central FL 07/06-06/07 xtd 12-31-07
P645	Heart of FL Youth Ranch 07/06-06/07 xtd 12-31-07
P646	Pleasant Place, Inc. 07/07 - 12/07
P647	World Good News
P648	MBH The Achievement Center 07/07-12/07
P649	Chrism New Horizons 8/06 - 6/07
P650	The Preserve, Inc. 07/07-12/07
P652	Children's Place at Home Safe 07/07 - 12/07
P653	Daniel Memorial 07/07 - 12/07
P654	St. Augustine Youth Services, Inc.
P700	James Moore & Co PL 07/07 - 06/08
P701	CHS 07/07-06/08
P703	need to identify
P705	Community Partnership for Children, Inc 7/01/07 - 6/30/08
P706	Devereux Foundation Inc 07/07-06/08
P710	RHA- In Home Family Support 07/07-06/10
P711	RHA-Nurturing Parent 07/07 - 06/10
P712	CHS of Florida, Mid FL Division 07/07-06/10
P713	CHS Visitation 07/07-06/10
P714	Alachua County Board of County Commissioners 10/07-9/08

*Contract - 6*

<u>Account Code</u>	<u>Account Title</u>
P715	UFCAPP
P716	CDS IL
P719	CDS Independent Living
P724	Village Counseling Center Inc 07/07-06/10
P725	Mobile Crisis Response
P726	Child Advocacy Center Inc 07/07-06/10
p727	Advent Christian Village Inc 10/07-6/10
P728	Peaceful Paths Domestic Abuse Network Inc 07/07-06/10
P800	James Moore & Co
P801	CHS - Adoption
P803	FPS
P806	Devereux
P807	Camelot
P814	Alachua County Dependency Mediations
P815	UF-Capp
P816	CDS-IL
P825	FPS-MCRT
P830	Brehon

P831	DISC VILLAGE
P832	Camelot FCL
P900	JAMES MOORE & CO
P903	FAMILY PRESERVATION SERVICES OF FLORIDA INC
P906	Deverux
P907	Camelot
P915	UF-CAPP In Home
P916	CDS-IL Admin
P925	MCRT-FPS
UW00	United Way Funds

CTF - 4

<u>Account Code</u>	<u>Account Title</u>
000	Unspecified
A0045	595650045-LEIGH MURPHY
A0047	595650047 - LEIGH MURPHY
A0300	257750300 SHAKIRA BRADLEY
A0545	435930545 GABRIEL DRAGON
A0628	772440628 - CODY THURLBY
A0676	767240676-TAKAI JOHNSON
A0714	592430714-BRIANA RAINEY
A0747	593570747 - JON PASQUIN
a0785	259890785-AUSTIN FONDREN
A0790	084780790 AARON YOUNG
A0990	592170990 - ANTHONY RODRIGUEZ
A1027	589191027 - KELTON KING
A1060	591311060-SARA JOHNSON
A1080	594981080-Heather Hawkins
A1188	594941188 - JANINE LESH LOSITO - ALACHUA - FOSTER CARE
A1384	592081384-MASHERIA MITCHELL
A1390	481171390 - KELCEY CURTIS
A1406	591751406 BRIAN AINSWORTH
A1407	591751407 RYAN AINSWORTH
A1455	589921455 - KENNETH L COOPER - ALACHUA - FOSTER CARE
A1527	591111527-JORDE GAINER
A1791	591271791 - ERIC HILL
A1841	592871842 - STEVEN ROSIER
A1842	592871842-STEVEN ROSIER
A1879	146901879-Toya Brown
A2033	594432033 - ALTON GILLEN
A2073	771182073 - BILLY L DORTLY - COLUMBIA - FOSTER CARE
A2223	590652223 - TONI L FOX
A2254	589472254 - KENNETH MICH PERMAL - PUTNAM - FOSTER CARE
A2351	595352351 - SHAYKEEVEY WALLER
A2356	593762356 - ANTOINE BREARLY
A2379	592372379 - LINDSAY BROCKENBROUGH



A2383	591372383-ARTHUR BRIDGES
A2403	772462403 - BLAKE FILES
A2410	595882410 - VIRGINIA LAKATOS - FOSTER CARE
A2436	593942436 - ASHLEY TENSLEY
A2461	594592461- DAVID RODRIGUEZ
A2601	590412601 - LALICIA EPPS
A2664	590172664-COURTNEY HAMMERLE
A2958	592352958 - RODDRICK ANTHONY
A2974	594352974 - ADRIAN PASQUIN
A3011	595153011 - LATASHA M CRAY - COLUMBIA - FOSTER CARE
A3070	591413070-BREANNA BERRY
A3113	592083113-MELISSA SWAIN
A3121	593513121-TRAVIS HORNE
A3539	771363539 - Jaqueria Myhand
A3651	590173651-KIMBERLY WHITE
A3801	594293801-JOHNATHAN AINSWORTH
A3894	591473894 EUGENE WILLIAMS
A4134	589254134 - ASHLEY WILLIAMS - ALACHUA - FOSTER CARE
A4241	338864241- SEAN KOLOVITZ

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<u>Account Code</u>	<u>Account Title</u>
A4289	590814289 - YOLANDA PRESCOTT
A4436	093744436 - LUEVELLE A MERCER - LEVY - FOSTER CARE
A4459	589814459 DELEGATO, SALVATORE
A4576	533374576 - JENNIFER WRIGHT
A4667	589434667-KABOT IVEY
A4690	594134690 - WAHND A N ROBERTS - PUTNAM - FOSTER CARE
A4743	593194743-Tara Brown
a4799	592314799 VATEESHA SMITH
A4994	170784994 - ALEX ONDERKO
A5185	260735185 - STEVE FONDREN-SPARAGO - SUWANNEE - FOSTER CARE
A5239	259975239-Timothy Yawn
A5449	591275449-SIERRA CALDWELL
A5607	589715607 - SCOTT M SIMONTON - DIXIE - FOSTER CARE
A5611	591865611 JESSICA THORNTON
A5630	593945630 ERIC BROOKINS
A5801	594865801 - ANDREA HOUTMAN - LEVY - FOSTER CARE
A5848	591615848 - TALISHA EPPS
A5854	658015854 - KEIRSTEN MCCAY
A5996	252995996 TALA AINSWORTH
A6076	593376076-Angel Yawn
A6145	595156145 - JOSHUA WILLS - ALACHUA - FOSTER CARE
A6249	592376249 Syntonna White
A6383	591316383 - KARISSA BROOKS - ALACHUA - FOSTER CARE
A6412	592456412 JOSHUA RODRIGUEZ

A6517	591256517 DANIEL PATE
A6529	595256529 - WILLIAM B PERNAL - PUTNAM - FOSTER CARE
A6542	308066542 - CHRISTINE POMEROY
A6559	591416559-BROOKE STRAHIN
A6660	595576660 - CHEYENNE MOORE
A6750	590196750 - DONALD E DREW - ALACHUA - FOSTER CARE
A6800	592156800-Joshua Strickland
A6802	590416802-BRADLEY CLOER
A6806	592176806-STERLING ANTHONY
A6831	593596831 - ANNTONETTE OLSEN - DIXIE - EMERGENCY SHELTER
A6934	594196934 - CHERIE B LAWRENCE - PUTNAM - FOSTER CARE
A6990	589576990 Dakota O'Berry
A7160	591177160 - ALECIA PASQUIN
A7214	154867214 - ANDREW BIESIADA
A7288	591177288 JESSICA GONZALEZ
A7289	591357289 MARKEVIA MAGOURIK
A7306	770847306 - Jartavious Myhand
A7318	592377318 - JAVONTE HILL
A7415	591257415 - JOHN DOUKAS - ALACHUA - FOSTER CARE
A7451	593867451- JENNIFER A HOUTMAN
A7500	590337500-JULIE REED
A7525	241617525 - LINDSEY GROCE - ALACHUA - FOSTER CARE
A7534	589787534 - TIERRA LEWIS - ALACHUA - FOSTER CARE
A7551	130847551 - SAGE O'CONNOR
A7579	593987579 - DOUGLAS WASHINGTON - ALACHUA - FOSTER CARE
A7818	428997818-ELIZABETH DESPORTE
A7932	591637932-ARIEL WILLIAMS
A8048	589788048 - GRADY E BRIDGES - ALACHUA - FOSTER CARE

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<u>Account Code</u>	<u>Account Title</u>
A8230	593438230 JOSEPH AINSWORTH
A8261	590238261 LATODD GAINER
A8567	595848567 - FELICIA OLSEN - GILCHRIST - EMERGENCY SHELTER
A8622	598378622-PAIGE JONES
A8740	494028740 - VANCE H DAVIDSON - PUTNAM - FOSTER CARE
A8830	768108830-JUANISHA JOHNSON
A8879	592898879 - DANTWAN WALLER
A9135	595619135 - AMANDA PASTRANA
A9139	410719139 - JOSHUA ORZEHOSKI
A9144	590459144 - ADRIANA OLSEN - GILCHRIST - EMERGENCY SHELTER
A9363	593219363 - TERRELL E NEWTON - ALACHUA - FOSTER CARE
A9387	130749387-AMANDA ABARE
A9403	594989403 - LAKENDRA WILLIAMS - ALACHUA - FOSTER CARE
A9611	592849611 - KATIE PAIDER - PUTNAM - EMERGENCY SHELTER
A9726	594199726 - BILLIEJO LAWRENCE - PUTNAM - FOSTER CARE

A9777	681019777 - KIERSTAN SCHROETER
a9778	121769778-MAJORIE HUDSON
B0603	593720603 - JOEL S LAWRENCE - ALACHUA - FOSTER CARE
B1430	268901430 - JOANNA L KAUFMANN - SUWANNEE - FOSTER CARE
B1893	671221893 - LANDON CATES
B2258	259612258 - LAURA HARPER - DIXIE - FOSTER CARE
b2472	259832472 - BRANDON FONDREN-SPARGO - SUWANNEE - FOSTER CARE
B2854	589812854 - KURSTYNE JAMES
B4875	592154875-JEROME GOGGINS
B5185	260735185 - STEVE FONDREN-SPARAGO - SUWANNEE - FOSTER CARE
B5541	593655541 - DAVONTAY WALLER
B5692	592535692 Nyjuan Waller
B5972	594235972 - SAMANTHA OLSEN - DIXIE - EMERGENCY SHELTER
B6145	595156145 - JOSHUA WILLS - ALACHUA - FOSTER CARE
B6383	591316383-KARISSA BROOKS
B6606	254816606 - JESSE J CARTER - COLUMBIA - FOSTER CARE
B6626	260876626 - CHRISTINE GIDDENS - COLUMBIA - EMERGENCY SHELTER
B6700	594116700 AERIAL HEARST
B6805	255796805 BRETT GIDDENS - COLUMBIA - FOSTER CARE
B6923	255796923- MELISSA FONDREN-SPARGO- SUWANNEE - FOSTER CARE
B6957	258916957 - JIMMIE CROCKETT
B7041	595797041 - JAMES GIBBS
B7567	767127567 - JARQUEZ MYHAND
B7579	593987579 - DOUGLAS WASHINGTON - ALACHUA - FOSTER CARE
B7668	257817668-ASHLEY HANSEN
B7898	766097898 - KENDRICK W JELKS
B8249	591848249 - MICHELLE PORTER - ALACHUA - FOSTER CARE
B8830	768108830-JUANISHA JOHNSON
B9086	595539086-STILLS SHELBY
B9352	389119352 - TEAGAN KOLOVITZ
B9742	595879742-ANDREW PAYTON
C3013	132883013 - ANTHONY DENTON - SUWANNEE - FOSTER CARE
C3950	594753950 - SHANE COLE - ALACHUA - CHILD SUPPORT
C5497	265595497 - BURNETTE B JONES - COLUMBIA - CHILD SUPPORT
D1310	668091310 - JOSEPH HINTZ
D2347	594772347 - DEVONTAY L JOHNSON
D4676	594634676-REBECCA REPSHER

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Account Code

Account Title

D4891	152984891-CHARLES MUGMUCK
D5138	595795138-JOMEAKIA MIMS
D6389	595116389 - KEVIS JOHNSON
D6633	772096633 - Jaheim Lovette
D7826	591557826 - CHELSEY MACK
D9110	591919110-Alexis P Newsome

DINT	Interest Dedicated to Allocate
I0006	767920006 Michael Kendrick
I0031	593890031-ZAKERIA WARREN
i0040	590230040 JAMES FORD
I0049	766160049 - JOSHUA SHEPHERD
I0077	592720077 - ROBERT J OWEN - ALACHUA - FOSTER CARE
I0105	260830105 - ALLIEN POWELL
I0120	772680120 - BENJAMIN REGISTER
I0205	590980205 - FREDRICK JOHNSON - ALACHUA - FOSTER CARE
i0270	770600270 Jaiden Edge
I0274	591610274 CHRISSY JENKINS
I0294	767660294-JEREMIAH H RIVERA
I0303	767660303 TAJH WILLIAMS
I0309	591570504 - KELPRIA LEWIS
I0334	136060334 Danta Pagan
I0504	591570504-Devonte Gardener
I0617	766880617-DELANA MARTIN
I0627	766440627 - HUNTER JOHNSON
I0655	602230655-RICKIAH JORDAN
I0676	767240676-TAKAI JOHNSON
I0694	594860694 - RODNEY L THURMAN - ALACHUA - FOSTER CARE
I0696	592430696-KYLE HIGGINS
I0725	766980725 - ELIJAH TOWER
I0813	592680813 - ASHLEY LEONARD
I0961	769020961 - KATHERINE CHANSRIHARAH
I1040	590231040 - CURTIS D HYDE JR - PUTNAM - FOSTER CARE
I1169	590771169-MALCOLM JOHNSON
I1221	595271221-KIA YARRELL
I1237	202431237 - KATELYN MAY
I1261	772801261 - VALENCIA YOUNG
I1310	668091310 - JOSEPH HINTZ
I1354	591791354-DALTON HAMMERLE
I1391	594231391 - MCCORD KENDALL - ALACHUA - ADOPTIVE PLACEMENT
i1508	595351508-ALIAH HUNTER
I1510	594981510 - FELIPE ESPARZA - COLUMBIA - EMERGENCY SHELTER
i1567	772481567 ANGELINA COLMANARES
I1666	589911666-JOSHUA QUINN
i1715	589471715 - RASARD T HAMPTON
I1717	770561717-Charlie Denley
I1730	063106734-AKEEM CRUMITIE
I1748	TRAVIS HANDY-590171748
I1760	768091760-CYRUS SICKLER
I1818	592871818 - Corrie Castro
I1865	427771865-BRANDI L WALKER
I2161	767072161-JARKIS MCNAIR
I2210	772562210-MAKALYA TILLMAN

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<u>Account Code</u>	<u>Account Title</u>
I2222	592452222 - SEBASTIAN A SCHAEFFER
I2258	259612258 - LAURA HARPER - DIXIE - FOSTER CARE
I2347	594772347 - DEVONTAY L JOHNSON - ALACHUA - FOSTER CARE
I2357	592992357 - TYRIL WARD
I2438	593552438 - CHRISTOPHER SCHUMAN
I2499	767222499 - ANTHONY HOLMES - SUWANNEE - EMERGENCY SHELTER
I2527	592772527 - NOAH MARSH
I2553	590992553-DAVID SHELTON
I2745	593472745-Desiree Kester
I2909	772202909 - MATTHEW SHAWHERNANDEZ - ALACHUA - FOSTER CARE
I2931	849202931-NA'RYIAH SMITH
I3001	052803001 - ROBERT ELSTON - COLUMBIA - FOSTER CARE
I3011	595153011 - LATASHA M CRAY
I3053	594573053 - BETTY BRYAN - PUTNAM - FOSTER CARE
I3144	595913144-JAMES CARVER
i3197	770183197-HEATH DELAIR
I3206	251853206 TONNEKE MILLER
I3308	772303308 - ISAIAH GIBBS - ALACHUA - FOSTER CARE
I3312	385173312-DAVID HOPKINS
I3426	594043426-KEVIN GAUDETTE JR
i3458	766053458 - SHARINA MARTIN
I3540	593623540 - ANGELA D PEARSON - LEVY - FOSTER CARE
I3610	769783610 Jocelynn Howeth
I3620	595233620 - ELMER LANE - GILCHRIST - FOSTER CARE
I3640	592353640 - KRISSY L WILLS - COLUMBIA - FOSTER CARE
I3670	589993670 - JASON MCNAIR
I3718	593373718 - MARISSA R DEMAR - LEVY - FOSTER CARE
I3734	770053734-ALEXANDER DAVIS
I3768	771643768-CORNEILYA DAVIS
I3815	591513815-JAKIRA SMITH
I3860	595713860-TARA RHODEN
I3866	592373866-ANGELICA GONZALEZ
I3893	593493893-Damian Bozeman
I3903	594843903-JARVIS JOHNSON
I3917	591333917 - COLLEEN CARLTON
i3932	594963932 SHABRESE ROBINSON
I3945	770423945 Terrance Tillman
I3950	593293950-JAMES KENNETT
I3982	589253982-Latavia Macklin
I4209	590904209-BRITTANY MILLS
I4253	594774253-CHRISTOPHER C CASTRO
I4286	595954286-KYERA BROWN
I4313	589024313 - CHRISTOPHER THREATTS
i4325	589534325-ANTHONY HAMPTON
I4369	590914369 - JOHN MCDONALD - ALACHUA - FOSTER CARE

I4411	589494411 - MYSTI CAYTON
I4448	772524448 - TYLAR PELLETIER (HUNLEY)
I4451	590454451-CHRISTIAN THOMPSON
i4554	593734554-TYNESHIA GUIDER
I4576	769244576 - CORDELL USHER
I4583	186194583 - RAIFORD GRIFFIN
I4590	591174590 - ARTHUR WILL POGUE - ALACHUA - FOSTER CARE

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<u>Account Code</u>	<u>Account Title</u>
I4606	255774606 - KIMBERLY JORDAN - UNION - FOSTER CARE
I4615	598484615 -Zaymara Vega-Santiago
I4676	594634676-REBECCA REPSHER
I4749	594044749 - STEVEN M GUEST - COLUMBIA - FOSTER CARE
I4757	594044757 - AUDRA EVANS
I4769	086884769 - ALEXANDRA MIERNIK - ALACHUA - EMERGENCY SHELTER
I4867	592274867-CHRISTOPHER ROBINSON
I4891	152984891 - CHARLES MUGMUK - ALACHUA - FOSTER CARE
I4930	593854930-JOSEPH HAMPTON
I4972	772164972-ROOSEVELT DAIES
I4978	168824978 - JASON NORRIS
I5038	593195038 - BRONESHIA WILSON - BAKER COUNTY - FOSTER CARE
I5040	589795040 - BLANE PEARSON - PUTNAM - FOSTER CARE
i5138	JOMEAKIA J MIMS-595795138
I5260	592835260 Richard Marino
I5277	589735277-LATONY WARREN
I5309	767425309-JOSHUA QUINN
I5320	593635320-RENARD RANDOLPH
I5332	590235332-SARAH A BRINKERHOFF
I5333	593615333 - ANGELICA MARI BARROS - DIXIE - EMERGENCY SHELTER
I5430	593215430 - RODNEY KIRKLAND - COLUMBIA - FOSTER CARE
I5447	712955447 - RANIYAH EDDIE
I5476	594715476-ISIAH JOHNSON
I5489	433855489 - CALVIN LUMAR
I5517	640525517- HAYDEN ROBERTS
I5630	5939456300-ERIC BROOKINS
I5641	682095641-Kaytlyn Ramsey
I5648	591473894-JAYLEE WATSON
I5653	772365653 - DAMIEN MCCLELLAND
I5681	154065681-ASHLEY ALVAREZ
I5707	770015707-DEVIN VIERA
I5746	594715476-ISIAH JOHNSON
I5760	769465760 JOURNEY MCCULLERS
I5772	592955772-ADAM COLLINS
I6037	589356037-PRESTON SCHULZE
I6063	590856063 MATHEW MASON

I6145	595156145 - JOSHUA WILLS - ALACHUA - FOSTER CARE
I6172	769926172 NOFEEYAH SWEET ISRAEL
I6334	223776334 - JOVON CHANDLER
I6389	595116389 - KEVIS D JOHNSON - ALACHUA - FOSTER CARE
I6416	593726416 - INGRAM A HAYWOOD - ALACHUA - FOSTER CARE
I6435	591316435-SKYE FOCHLER
I6444	589156444- KEYONNA SCIPPIO
I6488	420396488 MONTERIA ROBINSON
I6528	592156528 - KEVIN CARTER - ALACHUA - FOSTER CARE
I6583	595896583-ANDRICK BROWN
I6599	589896599 DARIUS DAVIS
I6606	254816606 - JESSE J CARTER - COLUMBIA - FOSTER CARE
I6615	592956615-ERIC MCFATTEN
I6626	260876626 - CHRISTINE GIDDENS - COLUMBIA - EMERGENCY SHELTER
I6629	769646629-Jermiey Sheldon
I6633	772096633-JAHEIM LOVETTE

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<u>Account Code</u>	<u>Account Title</u>
I6642	593626642 - DANIEL JAME BENJAMIN - ALACHUA - FOSTER CARE
I6662	767146662 - JASON MCCULLERS
I6802	590416802-BRADLEY CLOER
I6852	379156852-CHRISTOPHER HOPKIN
I6853	379156852- CHRISTOPHER HOPKINS
I6894	593936894 - JAMES ROBINSON
I6927	440066927 - WILLIAM BRADFORD - SUWANNEE - EMERGENCY SHELTER
I6960	629206960 - JESSICA HAMILTON - SUWANNEE - FOSTER CARE
I6968	590336968 - ANDRIA WHITE - ALACHUA - FOSTER CARE
I6969	592936969 - XAVIER WHITMIRE - ALACHUA - FOSTER CARE
I7006	769587006 - Jaden Dopson
I7060	592757060 - JEVON K JACKSON - ALACHUA - FOSTER CARE
I7063	669017063 - JOSHUA RIPLEY - COLUMBIA - EMERGENCY SHELTER
I7199	766017199 - RAYKON JAMES
I7228	767227228-CHELSEA THOMAS
I7270	768037270 - DELACEY GREEN - COLUMBIA - FOSTER CARE
I7289	594937289-DEJA TROTTER
I7329	592497329 Dylan Crews
I7373	589157373-SARA TINDALE
I7426	361027426-Elijah Davidson
I7427	769887427 - JAYLEN HOLLINGS
I7450	593717450 - CHRISTOPHE T DAVIS
I7488	592817488 - HARLEY SHAPPARD
I7492	590787492 - MILDRED TEITLOFF - GILCHRIST - FOSTER CARE
I7514	591717514 - JAHAROLD DAVIS - ALACHUA - EMERGENCY SHELTER
I7522	590257522 - SEAN ALBRITTON
I7577	589597577 - DAMAURICE COLEMAN - ALACHUA - EMERGENCY SHELTER

I7600	591537600 - RACHEL D BARNETT - LAFAYETTE - EMERGENCY SHELTER
I7677	770077677 - WHISPER CASTRO
I7704	767847704-SHNIJAH GREEN
I7781	591887781 - ALLYSON HAGAN
I7826	591557826-CHELSEY MACK
I7854	279967854 - DYLAN CLARK - LEVY - FOSTER CARE
I7856	590297856 - JUSTIN HILL
I7884	770687884 - GERALD HOWETH
I8051	595748051 - VICTORIA A HAMILTON - SUWANNEE - FOSTER CARE
I8113	591318113-JUSTIN HILLEY
I8155	769308155 - ANTOINE DONALDSON
I8168	428798168 - SHAYNICIA LEWIS - ALACHUA - FOSTER CARE
I8206	589598206 Alvin Holmes
I8239	767168239-BRITTANY PRYOR
I8244	592708244-JENNIFER DAVIS
I8249	591848249 - MICHELE PORTER - ALACHUA - FOSTER CARE
I8256	303218256-CHRISTIAN LAYTON
I8268	767128268 - WALTER BURNS - LEVY - FOSTER CARE
I8447	636768447-CATHERINE LASATER
I8537	590478537 - NANCY HOLT - DIXIE - FOSTER CARE
I8540	593028540 - JONATHAN MITCHEM - LEVY - FOSTER CARE
I8578	478198578 JEPHTAH BURTON
I8603	770128603 - WILLIAM L KINDER
I8650	595898650-MICHAEL JOHNSON
I8666	595598666 - EMANUEL T WILLIAMS - ALACHUA - FOSTER CARE

CTF - 4

<u>Account Code</u>	<u>Account Title</u>
I8686	592298686-Cody Devine
I8698	437838698 TRAVIS TANKSLEY
I8730	595538730 - JOSEPH BRADFORD - SUWANNEE - EMERGENCY SHELTER
I8822	632148822 - WILLIAM R HAMILTON - SUWANNEE - FOSTER CARE
I8823	768968823 - DONOVAN MADRAZO
I8830	768108830-JUANISHA JOHNSON
I8921	770188921 - DILLAN JAMISON - COLUMBIA - EMERGENCY SHELTER
I8930	272968930 - BRYAN A. BARNETT - LAFAYETTE - FOSTER CARE
I8944	594718944 - ANTHONY DOUKAS - ALACHUA - FOSTER CARE
I8962	54808962 - DUSTIN FOX
I8995	592598995-DILLON HAMMERLE
I9094	595619094 - COLTON W DAMPIER
I9107	407359107 - HEATHER M STEPHENSON - COLUMBIA - FOSTER CARE
I9109	768129109 - DONALDSON, DAJIONAE
I9110	591919110 - ALEXIS P NEWSOME - ALACHUA - FOSTER CARE
I9160	596369160 - LESLY VEGA
I9297	589919297 - PRECIOUS THOMAS
I9352	389119352-TEAGAN KOLOVITZ



19366	593049366 - TANGANEKA COLLINS - ALACHUA - FOSTER CARE
19460	030869460-JANIYAH DAVIS
19463	093869463-Janiyah Davis
19484	772059484-ALYSHA GRUBB
19626	591779626 Dani Beeman
19724	772929724-CURLEESHA N GARCIA
19814	424499814 Nichole Sagul
19821	591339821 - JOSEPH MENDHAM - ALACHUA - FOSTER CARE
19824	593999824 - MARVIN DAVIS
19829	592629829 - MONTEZ D DAVIS - ALACHUA - EMERGENCY SHELTER
19885	593199885-DANIEL WALKER
19893	771549893 MARIYA NILSEN
19993	594089993 - TEKEDRIC STEPHENS
INT	Interest to Allocate/ Service Charges

*Fund - 2*

<u>Account Code</u>	<u>Account Title</u>
01	Operating
02	Success By Six Grant
03	Alliance for Children & Families Mini Grant
04	Employee Recognition Fund
05	Donations
06	Vending/Unrestricted
07	Child Welfare Prepaid Mental Health Program
08	Ounce of Prevention
09	One Church One Child
10	Relatives As Parents Program (RAPP)
11	Alachua County Community Agency Ptnrshp Prog CAPP
12	Family Team Conference Grant
13	Non Cash Posting Entries
14	Community Partnership
15	Southwest Advocacy Group
16	CASEY - Non DCF

*Funds - 8*

<u>Account Code</u>	<u>Account Title</u>
00	Unspecified
01	State Funds (Non-federal)
02	State MATCH
03	TANF (MOE)
04	SSBG
05	SSBG2 TANF Transfer to SSBG
06	IV-B
07	IV-E Foster Care
08	IV-E Adoption

09	IV-E Adoption Incentive (SSBG)
10	Medicaid Administration
11	Chafee Independent Living
12	CAPTA
13	Safe & Stable Families
14	State Access & Visitation Grant
15	TANF CWTF
16	Casey
17	CMH
88	CWLS
99	Carryforward Identifier

GL - 1

<u>Account Code</u>	<u>Account Title</u>
11110	Petty Cash
11240	M&S Operating
11245	M&S Emergency Account
11300	M&S Client Trust Account
11350	M&S Dedicated Client Trust
11999	Clean Up Account
12100	PFSF.NET Receivable
12130	A/R - Government Contracts
12135	A/R - DCF
12140	A/R - Unbilled
12145	A/R - Recoupment
12150	A/R Allowance for Bad Debt
12210	A/R - Employee Advances
12220	A/R - Miscellaneous
12300	A/R - Employee Flex Benefits
15200	Donated Inventory On Hand
15230	Advance on Contract Payment
15240	Prepaid Insurance
15250	Prepaid Rent
15255	Prepaid Background
15256	Prepaid Court Copies File
15260	Prepaid Benefits/Other
17420	Rent/Utility/Other Deposits
17450	Investment CBSP, Ltd
18000	Land
18010	Buildings
18020	Leasehold Improvements
18030	Furniture & Fixtures-Custodial
18040	Equipment & Software-Non Custodial
18050	Software
18060	Vehicles
18191	Accumulated Depreciation

18192	Equipment & Software-Custodial
20000	A/P Trade System
20001	A/P Accruals
21000	A/P - Client Trust Funds
21050	A/P - Donations Account
22210	Interest Payable
22215	Sales Tax Payable
22250	Payroll Taxes Payable
22290	Accrued Vacation
22300	Accrued Salaries
22305	401K Employee Contributions Payable
22310	Due to United Way-AAA
22315	401 K Loans Payable
22320	Deferred Revenue
22325	Deferred Revenue-United Way
22326	Deferred Revenue - SWAG
22327	Deferred Revenue-4% Contract Reduction
22330	Benefits Payable
22335	Garnishments Payable
22350	Recoupments Due to DCF

GL - 1

<u>Account Code</u>	<u>Account Title</u>
25100	Assets Held for Fundors
25300	Current Portion-Capital Lease
25310	Current Portion- Landlord Buildout
25400	Loans Payable
25420	Millennium L.O.C.
25430	Capital Lease Payable
25440	Landlord Payable
26000	Client Trust Funds
30010	Net Equity-Unrestricted Funds
30020	Net Assets
40000	Contributions - In Kind Services
40001	Contributions - Cash
40002	Contributions - In Kind Gifts & Incidental
40025	Interest Income
40026	Rent Income
40050	Gain/Loss Asset Disposition
50000	DCF
50001	Roll Forward Funds
50010	PFSF.Net Revenues
50070	DCF Prevention Grant
50080	City of Gainesville-Non DCF TANF
50090	Contra DCF Income
61080	Bad Debt Recovery

61090	Miscellaneous/Vending Income
61091	Other Contract Revenue
61092	Magellan Revenue
61093	FTCGR Grant
61094	Small Grants
61095	Employee Appreciation
70010	Officers & Key Employees
70040	Salaries
70050	Payroll Admin Processing Fees
70090	Temporary Employment Services
71010	FICA
71020	Workers' Compensation
71030	Unemployment Compensation
72020	Medical Insurance
72030	401K Match
72035	401K Profit Sharing
72040	Disability Insurance
72045	Dental Insurance
72050	Life Insurance
72055	Vision Plan
72060	Benefits Administration
72065	Educational Assistance
72070	Insurance
80010	Legal Fees
80020	External Audit Fees
80025	Accounting Fees
80030	Professional Development
80055	Professional & Consulting Fees
81020	Supplies

GL - I

<u>Account Code</u>	<u>Account Title</u>
82010	Communication Services
82040	Computer Repairs & Expenses
82050	Leased Equipment
82070	Expendable Computer Equipment & Software
82078	Capitalizable Assets-Vehicle Furniture & Other
82080	Software Licenses & Support
82090	Capitalizable Assets-Computer Equip & Software
83010	Postage & Delivery Expenses
84010	Rent
84020	Utilities
84030	Building & Grounds Maintenance
84050	Licenses
84065	Records & Document Maintenance
85010	Employee Parking 315 BLDG Only

85020	Equipment Maintenance
85030	Expendable Furniture
86010	Printing and Reproduction
86040	Publications & Subscriptions
86050	Staff Training
86060	Workforce Recruitment Advertisement
87000	Foster Parent Travel
87010	Meals
87011	Employee Travel Expense
87012	Meeting Expense
87015	Client Related Travel
87020	Lodging
87030	Employee Local Mileage & Parking
87040	Airfare, Rental Cars & Other Trans. Cost
87050	Leasing Costs
87060	Vehicle Maintenance & Expense
87070	Gasoline
88010	Facility Rental
88060	Membership & Dues Fees
89020	Food-Meetings
89100	Flex Funds
89108	Ounce of Prevention
89110	Foster- Board Payments
89111	Clothing
89112	Foster-Annual Clothing
89113	Foster-Respite
89114	Foster-Education & Development
89120	ES-Room & Board
89121	ES-Clothing
89122	ES-Incidental Expense & Diapers
89123	ES-Emergency Shelter
89125	Adoptions-Psych Eval, Other Medical Expenses
89130	Foster-Therapeutic Care
89140	RGC-Room & Board
89141	RGC-Other Expenses
89142	Specialized RGC Administration
89143	RGC-Specialized
89200	IL-Subsidy

GL - I

<u>Account Code</u>	<u>Account Title</u>
89205	IL-R21 Scholarship
89215	IL Transitional Program
89225	IL Clothing & Incidentals
89230	IL Education & Development
89235	IL Administrative

89240	IL Education & Training Vouchers
89245	IL Scholarship Services
89250	IL-Room & Board
89300	Adoption Subsidy Maintenance
89310	Adoption Support-Medical-Other
89320	Adoption - Special Need Placements
89330	Adoption Support - Legal
89350	TANF Home Maintenance
89355	TANF Food & Nutrition
89360	TANF Family Training & Counseling
89365	TANF Medical
89370	TANF Clothing & Diapers
89375	TANF Legal Service
89380	TANF Respite
89385	TANF Transportation
89390	TANF Housekeeping
89395	TANF Information and Referral
89396	TANF Temporary Housing-Rent
89400	TANF Flex Funds - General
89410	TANF Flex Funds-Clothing
89420	TANF Flex Funds - Medication
89425	TANF Regular Flex Funds
89430	TANF-Annual Clothing Allowances
89435	Title IV-A Emergency Shelter Board
89440	Title IV-A Emergency Foster Care Board
89445	Title IV-A Group Care Board
89450	Title IV-A Clothing
89500	In-Home Family Support
89501	Purchased Services
89502	Foster Care Camelot
89505	Parent Education Classes
89510	Prevention Grant Initiatives
89600	Supervised Family Visitation
89625	Translation Services
89650	Dependency Mediation
89700	Foster Parent Recruitment/Support
89730	Foster:Other
89800	Case Management
89850	Crisis Response
91020	Interest, Other Loans
91030	Bad Debt Expense
91060	Service Charges
92010	Special Events & PR Expense
92015	Adoptive & Foster Recruitment/Support
92030	Penalties, Fines & Judgments
92040	Relocation
92050	Foster Parent Property Damage

GL - 1

<u>Account Code</u>	<u>Account Title</u>
92055	Drug, Fingerprints & Background Screenings - Employees
92061	Birth Certificates
92067	Drug, Fingerprints & Background Screenings - Clients
92070	Sales Taxes Paid
92080	UBI Taxes
92090	Miscellaneous Expenses
93000	Donated Gifts & Incidentals
93500	Support-In Kind
93600	Occupancy-In Kind
93700	Adoptions-In Kind
93800	Purchased Services-In Kind
93900	Out of Home-In Kind
99011	Depreciation Expense
99980	Unallocated Equity
99990	Unallocated Budget Expense
99991	Allocated Salaries
99992	Allocated Occupancy
99993	Allocated General Costs
99994	Allocated Other Costs
99999	InterFund Balance Account

OCA - 7

<u>Account Code</u>	<u>Account Title</u>
00000	Unspecified
19MCB	Mental Health Child Welfare
39EAS	Title IV-A Emergency Assistance Out of Home
39IHS	Title IV-A Emergency Assistance In Home Support
39MAS	TANF Medical Adoption Subsidy
AC001	SF Independent Living Administration
AC006	SF Independent Living Support Services
AC0AT	SF Chafee Aftercare Other
ACC0T	SF Chafee Independence Other
ACCES	SF ETV Scholarship
ACCSS	SF Chafee Independence Scholarship
ACRBA	SF Chafee Aftercare R&B
ACT0T	SF Chafee Transitional Other
ACTEV	SF ETV Transition
ACTRB	SF Chafee Transitional R&B
AIA00	Adoption Incentive Award
ALLIA	Alliance for Children & Families
AMPRO	America's Promise Funding
AS000	Adoption Services
ATEAS	SF Title IV-A/EA OH

ATIHS	SF Title IV-A/EA IH
ATMAS	SF TANF Adoption Subsidy
BAT00	PI Training
BNAI0	B'Nai Israel
BX000	Emergency Shelter Care
CASEY	CASEY - Non DCF
CFNCF	Community Foundation of North Central Florida
CFRSF	CASEY FOUADATION Foster Care Redesign
CH0AT	Chafee Aftercare Other
CHF0T	Chafee Independence Other Costs
CHFSS	Chafee Independence Scholarship
CHRBA	Room & Board-Ages 18-20, (874)
CHT0T	Chafee Transitional Other
CHTRB	Chafee Transitional R&B
COGCG	City of Gainesville Community Grant
CPCAP	Prevention \$\$ from CAPTA
CPCVF	Community Partnership
CPI00	Community Prevention Initiatives
CS00H	Other Client Services - Out of Home
CS0AS	Other Client Services - Adoption
CS0IH	Other Client Services - In Home
DCM00	Dependency Case Management
ETV0T	Chafee ETV - Transition
ETVSS	Chafee ETV - Scholarship
FARGO	Well Fargo Foundation
FTCGR	Family Team Conference Grant
FWEEK	Family Week
GEC00	Gator Exchange Club
IKIND	In Kind Contributions
IWISH	Wish Upon A Star
JEAFS	Jason and Elihu: A Fisherman's Story
KRE00	Independent Living Services - Chafee Administration Eligible
KRI00	Independent Living Services - Chafee Administration Ineligib

OCA - 7

Account Code

Account Title

LCFH0	Licensed Care Foster Home Payments
LCOTH	Licensed Care Other
LCRGE	Licensed Care for Residential Group Care/Emerg Shelter Care
LPBC0	LIBRARY PARTNERSHIP BABY COLLEGE
MAGEL	Magellan Funds
MCSA0	Medical Costs of Subsidized Adoptions
MP000	Non-Recurring Adoption- Special Needs
NA000	Non-Psychiatric Residential Group Care
OCCWT	One Church Child Welfare Trust
OTHER	OTHER



OUNCE	OUNCE OF PREVENTION
PARTY	Employee Christmas Party
PJOBM	Project Job Makeover
PR001	Independent Living Administrative
PR003	IV-E Adoption
PR005	Medicaid Administration
PR006	IV-E Independent Living
PR008	CAPTA Grant
PR014	Case Mgmt Support Ages 18/19
PR020	IV-E Foster Care Case Mgmt
PR021	IV-E Foster Care Placement
PR022	IV-E Foster Care - Eligibility Determination
PR023	IV-E Foster Care - Other
PR024	Other Services
PR026	Title IV-B Child Welfare Services - OH
PR029	Foster Parent Training
PR039	Adoptive Parent Training
PR044	Child Welfare Services OH
PR046	Title IV-B Child Welfare Services - OH
PR050	IV-E Foster Care Maintenance - CBC
PR060	IV-E Adoption Assistance Maintenance - CBC
PR0AT	Chafee Aftercare Other
PR0SS	State Funded Scholarship
PR105	XIX Medicaid Administration In Home Supports
PR124	State Funded Child Welfare Services - IH
PR126	Title IV-B Child Welfare Services - IH
PR2L0	Family Builders Program
PR2LM	TANF MOE
PR4A0	TANF Emergency Assistance OH
PR4A1	TANF In Home Supports
PR4A2	TANF Out of Home Supports
PR4A4	TANF IV-A Emergency Assistance IH
PR89F	SPECIAL PROJECTS
PRA03	One Time Adoption Assistance Payments - CBC
PRA05	XIX Medicaid Administration Adoptions
PRA26	Title IV-B Child Welfare Services - AD
PRA70	State Funded Child Welfare Adoption Payments - CBC
PRA80	Medical Cost of Subsidized Adoptions -CBC
PRA90	TANF Medical Adoption Subsidy
PRAIA	IV-E Adoption Incentive Grant
PRC0T	Chafee Independence Program Other- CBC
PRCES	Chafee ETV Scholarship

OCA - 7

Account Code

Account Title

PRCSS

Chafee Independence Program Scholarship - CBC

PRE04	SSFA - Family Preservation
PRE06	SSFA - Family Support
PRE11	SSFA - Time-Limited Family Reunification
PRE12	SSFA - Adoption
PRE13	SSFA - Community Facilitation IH
PRE14	SSFA - Community Facilitation OOH
PRFCR	Casey End to Foster Care Project
PRHRN	Home Visitor/High Risk Newborn
PROO1	CHAFE IL Admin-Foster Living Program
PRRBA	Chafee Aftercare R&B
PRS01	SSBG Adoption Services
PRS11	SSBG Foster Care Services
PRS20	SSBG Prevention/Intervention
PRS22	SSBG Protective Services
PRS29	SSBG Other
PRS33	SSBG Foster Care Services
PRSAV	State Access and Visitation
PRSBA	State Funded Aftercare R&B
PRSil	State Funded Subsidized IL
PRSS1	SSBG2 Child Welfare Services - IH
PRSS2	SSBG2 Child Welfare Services OH
PRSS4	SSBG2 Child Welfare Services OH
PRSSA	SSBG2 Child Welfare Services - AD
PRSSD	SSBG Emergency Disaster Relief
PRSTA	State Funded Aftercare Other
PRT01	Eligibility Determination - TANF IH
PRT02	IV-E Foster Care - Eligibility Determination - TANF OH
PRT03	TANF Adoption Administration CBC
PRT0T	Chafee Transitional Other
PRTEV	Chafee ETV Transition
PRTRB	Chafee Transitional R&B
PRTSB	State Funded Transitional R&B
PRTST	State Funded Transitional Other
PVS00	Prevention Services for Families Currently Not Dependent
RAPP1	Brookdale RAAP1
RAPP2	Relatives as Parents 2
RECOG	CEO Recognition Account
RGC19	Specialized Residential Group Care
SATCH	SATCH -(grant 100 to patrons who complete literacy class)
SCHOL	Back To School
SF00H	General Revenue Funded
SF0AT	State Funded Transitional Other
SF0SS	Scholarship SVC-Age 18-20 (878),21-22 (879)
SFAG0	Scholarships SVS 18-22
SFSIL	SIL RM & BRD- Ages 16&17 (185)
SFSRA	State Funded Aftercare R&B
SFT0T	State Funded Transitional Other
SFTRB	Room & Brd Ages 21-22 (880)

SPELL	SPELLING BEE Funds
STARB	Starbucks
SWAG1	Southwest Advocacy Group

*OCA - 7*

<u>Account Code</u>	<u>Account Title</u>
TRAEI	IV-E Adoption PMC-CBC
TRAEP	IV-E Training Adoption Parents
TRASI	SF Child Welfare Svcs Adopt Admin PMC-CBC
TRASP	SF Training Adoption Parents
TRATP	TANF Funded Training Adoption Parents
TRFCA	Training - Foster and Adoptive Parent
TRFEI	IV Foster Care: Training & Service
TRFEP	IV-E Training Foster Care
TRFSI	SF Child Welfare Svcs OH Admin PMC-CBC
TRFSP	SF Training Foster Parents
TRFTI	Title IV-A Emergency Assistance Admin PMC-CBC
TRFTP	TANF Funded Training Foster Parents
TRISI	SF Child Welfare Svcs IHS Administration PMC-CBC
TRITI	TANF Related Admin IH PMC-CBC
TRPIS	Training - Pre-Services and In-Service
UNITA	Unitarian Universalist Fellowship
USF01	University of South Florida
WALMT	Walmart
WELLS	WELLNESS
WO004	Child Welfare Services OH
WO006	Child Welfare Services AD
WR000	Title IV-E Foster Care
WR001	Title IV-E Adoption
WR050	Title IV-E Foster Care

*Program - 5*

<u>Account Code</u>	<u>Account Title</u>
000	Unspecified
001	Income
010	Executive Admin
011	Adoption Specialist
012	Executive Admin Split
013	Adoptions
014	Senior VP of Programs
015	Diligent Search Specialist
016	PRACTICE MODEL SPECIALIST
020	Quality Operations-Gainesville
021	Quality Operations - Gainesville
022	Quality Operations - Lake City

023	Quality Operations - Live Oak
024	Quality Operations - Palatka
025	Quality Operations - Starke
026	Quality Operations - Trenton
027	Quality Operations - Client Services
028	Utilization Managment
029	Admin/Care Managment Split
030	Placement
040	Finance and Administration
041	Contract Administration
042	Accounting Supervisor Allocation use Only
043	Accounting - CTF
044	Quality Assurance & Accreditation
045	Contract Manager
050	Information Systems
051	Info & Data Mgmt-Data & Elig Supervisor
052	Info & Data Mgmt-Eligibility Det. Specialists
060	Resource Development
061	Resource Dev. FC Licensing
062	Resource Dev. Recruitment & Retention
070	Eligibility & Data Integrity
071	Eligibility & Data Integrity-Adoption & Eligibility Spec.
072	Eligibility Services & Data Integrity - Medicaid
080	Quality Administration and Risk Management
081	Facilities Administrator
082	Assessment and Services Unit/UM
083	Assessment & Services Unit/UM
084	Utilization & Managment Services
085	Family Service Facilitators
086	Family Services Manager
087	Family Service Facilitators
088	Family Service Facilitators
089	Family Service Manager
090	Human Resource
091	Human Resource & Staff Development
100	Case Management
110	Adoptions Care Management
120	Foster Family Recruitment
121	Sr. VP of Clinical & Community Services
122	Family Team Conference Grant

*Program - 5*

<u>Account Code</u>	<u>Account Title</u>
124	Clinical Specialist
125	Family Team Conferencing
130	Parenting Groups
140	Intensive In-Home services

150	Crisis on-Call Services
160	Family Visitation
170	Juvenile Dependency Mediation
180	Community Organizations and Prevention Initiatives
190	Independent Living - Program Costs
191	Casey End to Foster Care Project
192	RAPP - Brookdale Grant / Expenditures
193	Alachua County - Community Agency Prtnr Prog CAPP
194	Alliance for Children & Families - Civic Engagement Grant
195	Ounce of Prevention
196	Clinical and Community Resource Center Staff
200	Independent Living Services-Support Services
210	SF Case Mgmt Support Age 18/19
220	In Service Training
230	MAPP Training
240	Other
300	Other Direct Charged - ICWSIS
301	Other Client Services-Out of Home Care
305	Licensed Care Room & Board
310	ICWSIS -Other Direct Charged Adoptions
311	Other Client Services Adoption
400	Safe & Stable Families - Family Preservation
405	Safe & Stable Families - Family Support Services
410	Safe & Stable Families - Time Limited Reunification Services
415	Safe & Stable Families - Adoption Promotion & Support Serv.
700	Administrative Costs
888	Southwest Advocacy Group
999	Allocation

## Attachment IV – Time Logs

### Time Log

Name: \_\_\_\_\_ Pay Period: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Day	Date	AS000	DCM00	PVS00	00000	MAGEL (Adoption)	PRFCR (Casey)	PR005 (Medicaid)	PR024	PR89F (SBC)	TRPIS	TRPCA	PTCGR (Grant)	Hours Worked	PTO/Holiday/LWOP/Admin Leave etc.	Total Hours Claimed	Comments
Saturday	12/5/2009															0.00	
Sunday	12/6/2009															0.00	
Monday	12/7/2009															0.00	
Tuesday	12/8/2009															0.00	
Wednesday	12/9/2009															0.00	
Thursday	12/10/2009															0.00	
Friday	12/11/2009															0.00	
Saturday	12/12/2009															0.00	
Sunday	12/13/2009															0.00	
Monday	12/14/2009															0.00	
Tuesday	12/15/2009															0.00	
Wednesday	12/16/2009															0.00	
Thursday	12/17/2009															0.00	
Friday	12/18/2009															0.00	
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SS Worked by Cost Code		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00	

Cost Codes:	AS000	DCM00	PVS00	00000	MAGEL	PRFCR	PR005	PR024	PR89F	TRPIS	TRPCA	PTCGR	Total
PTO Hours by Cost Code:	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Hours Claimed	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Net Total Hours Claimed-Record in Pay Export	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

I certify that the above time record information is true and accurate to the best of my knowledge, and according to the requirements and policies of my position.

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

#### Instructions:

Please indicate the exact amount of hours worked per day including weekends if worked.  
 Please note in the Comments column the Holiday or event that occurred during the week day.

#### Positions required to time log include:

Accounting Supervisor  
 Administrative Assistant Finance  
 Adoptions Program Manager  
 Community and Provider Relations Assistant  
 Diligent Search Specialist  
 DTC/Clinical Team Leader  
 Director of Community & Government Relations  
 Eligibility Determination Specialist  
 Foster Care Licensing Specialist  
 Practice Model Specialist  
 Recruitment and Retention Specialist  
 Senior Administrative Assistant of Clinical and Community Services  
 Senior Vice President of Clinical and Community Services  
 Senior Vice President of Finance and Administration  
 Senior Vice President of Programs

#### Cost pools affected are cited below:

AS000	Adoption Case Management	MAGEL	Magellan-Non DCF Funds
DCM00	Direct Case Management	PR024	Other Services
PVS00	Prevention	PR89F	Special Projects (SBC, Innovat. Sbc)
00000	Indirect Administration	TRPIS	Training- Pre Service and In-Service
PRFCR	Casey/Foster Care Redesign	TRPCA	Training- Foster and Adoptive Parent
PTCGR	Family Team Conference Grant-Non DCF Funds	PR005	Eligibility Determination Specialist/ Medicaid

## Attachment IV – Time Logs

Time logging positions and cost pools per position:		
Senior Vice President of Programs		00000,AS000,DCM00,TRPIS
Adoptions Program Manager		00000,AS000,DCM00,TRPIS
Senior Vice President of Clinical and Community Services		00000, AS000, DCM00, FTCGR,MAGEL,PRFCR, PR024, PVS00,TRPIS
Senior Administrative Assistant of Clinical and Community Services		00000, AS000, DCM00, MAGEL, PRFCR, PR024, PVS00, TRPIS
Eligibility Determination Specialist		DCM00,PR005,TRPIS
Foster Care Licensing Specialist		DCM00,TRFCA,TRPIS
DTC/Clinical Team Leader		MAGEL,PRFCR,PVS00,TRPIS
Diligent Search Specialist		AS000,DCM00,TRPIS
Practice Model Specialist		DCM00,PR89F,TRPIS
Accounting Supervisor		00000,DCM00, PR005,TRPIS
Senior Vice President of Finance and Administration		00000,AS000, DCM00,TRPIS
Administrative Assistance Finance		00000,DCM00, PR005,TRPIS
Recruitment and Retention Specialist		DCM00, TRFCA, TRPIS
Community and Provider Relations Assistant		00000, AS000,DCM00,MAGEL,PVS00,TRPIS
Director of Community and Government Relations		00000,AS000, PR024,PVS00, TRPIS

## ATTACHMENT IV - TIME LOGS

PSF OCA	Current IT Allocation%
00000	8.02%
AS000	1.64%
DCM00	83.26%
FTCGR	0.00%
MAGEL	0.57%
PR005	0.57%
PR024	1.10%
PVS00	3.17%
TRPIS	1.68%
	% CPCVF
	% DCF
	Total %