

AMENDED FISCAL REPORTS

For Fiscal Years:

July 1, 2014 to June 30, 2015

July 1, 2015 to June 30, 2016

July 1, 2016 to June 30, 2017

Bradford County Children and Youth Agency

December 2019



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE
AUDITOR GENERAL

Independent Auditor's Report

The Commissioners of Bradford County
Bradford County Courthouse
301 Main Street
Towanda, PA 18848

Dear Commissioners:

We have fulfilled the requirements pursuant to authority derived from Act 148 of 1976, as amended, (62 P.S. § 704.1(a)(4)) for the submitted CY-370 Expenditure Report, the CY-370A Revenue Report, and the CY-348 Fiscal Summary, hereinafter referred to as the submitted fiscal reports, and the related financial records of the Bradford County Children and Youth Agency (agency), legally known as Bradford County Children and Youth Services, for the purpose of ascertaining and certifying the actual Commonwealth expenditures incurred on behalf of children residing within the County for the fiscal years July 1, 2014 to June 30, 2015, July 1, 2015 to June 30, 2016, and July 1, 2016 to June 30, 2017. The scope of our engagement was limited to the fiscal reports submitted to the Department of Human Services (DHS) as part of the Act 148 Invoice Packages for the fiscal years ended June 30, 2015, June 30, 2016, and June 30, 2017.

Preparation of the submitted fiscal reports, and compliance with children, youth, and families regulations, are the responsibility of agency management. Our engagement procedures included a review of selected agency records, and other procedures we deemed necessary, to enable us to ascertain and certify the actual Commonwealth expenditures incurred on behalf of children residing within the County and to determine the County's compliance with certain provisions of 55 Pa. Code, Part V. Children, Youth, and Families Manual, Subpart C, Chapters 3140 and 3170 (55 Pa. Code §§ 3140.1 *et seq.* and 3170.1 *et seq.*), but was not required to be and was not conducted in accordance with professional auditing or attestation standards. We believe that our engagement procedures provided us a reasonable basis to ascertain and certify the actual Commonwealth expenditures incurred on behalf of children residing within Bradford County.

We certify that the enclosed amended fiscal reports fairly present, in all material respects, the total Commonwealth expenditures paid on behalf of children residing within the county for the 2014-2015, 2015-2016, and 2016-2017 fiscal years based on the accrual basis of accounting.¹

¹ The accrual basis of accounting is required by DHS.

Independent Auditor's Report (Continued)

Adjustments to the agency's submitted fiscal reports resulting from the procedures we performed during this engagement are as follows:

- For the **2014-2015 fiscal year**, our engagement resulted in no adjustments being made to the agency's submitted fiscal reports. Thus, there is no effect on the Final Net State Share, as detailed in our amended fiscal reports for fiscal year 2014-2015, as included in Section 1 of this report.
- For the **2015-2016 fiscal year**, our engagement resulted in one adjustment being made to the agency's submitted fiscal reports. This adjustment in total impacted the agency's Final Net State Share by decreasing agency expenditures by \$25,513. Based on the application of the state participation rates, the adjustment impacting the agency's Final Net State Share Payable resulted in an amount due to the state totaling \$20,288. The adjustment is detailed in our amended fiscal reports for fiscal year 2015-2016, as included in Section 2 of this report.
- For the **2016-2017 fiscal year**, our engagement resulted in one adjustment being made to the agency's submitted fiscal reports. This adjustment in total impacted the agency's Final Net State Share by decreasing non-reimbursable expenditures by \$5,515. No amount is due to the county/state because agency expenditures exceeded the Total State Act 148 allocation by \$3,309. This adjustment is detailed in our amended fiscal reports for fiscal year 2016-2017, as included in Section 3 of this report.

In addition, due to the timing of the conduct of our prior engagement, the agency was not able to implement corrective action to comply with the recommendations in the finding included in our prior released engagement report, as detailed in Section 4 of this report. As a result, we concluded that this finding should be reissued as a repeat finding in the current section of our engagement report, as listed below and detailed Section 5 of this report.

Finding – Unresolved Prior Audit Recommendations - Lack of Internal Control Policies and Procedures to Reduce the Risk of Paying Overbillings or Fraudulent Billings by Contracted In-Home Purchased Service Providers

Furthermore, we updated our Child Protective Services Law Observation to include DHS management's current and planned corrective actions in response to our concerns, as listed below and detailed in Section 6 of this report:

Observation – Significant Control Deficiencies Exist in DHS' Oversight of Children and Youth (C&Y) Agencies' Adherence with the Requirements of the Child Protective Services Law

The results of our engagement procedures, as presented in this report, were discussed with County representatives and agency management at an exit conference held on December 18, 2019.

Independent Auditor's Report (Continued)

This report is being forwarded to the DHS Bureau of Financial Operations, and the Office of Children, Youth, and Families for review and settlement of the recommended adjustments included in our amended fiscal reports. You will be notified by DHS of the decisions made regarding the approval and finalization of the adjustment amounts during the DHS settlement process and the impact, if any, on a future Act 148 payment. At that time, in accordance with the Commonwealth's General Rules of Administrative Practice and Procedure, 1 Pa. Code § 31.1 *et seq.*, you will be afforded the opportunity by Commonwealth DHS to appeal its settlement process decision.

We appreciate the cooperation, assistance, and courtesy granted our representatives by your officials and the staff of the Bradford County Children and Youth Agency.

Sincerely,

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Eugene A. DePasquale
Auditor General

December 19, 2019

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BACKGROUND

The Department of the Auditor General is responsible for reviewing the fiscal reports, known as the submitted CY-370 Expenditure Report, the CY-370A Revenue Report, and the CY-348 Fiscal Summary of the 67 County Children and Youth Agencies to determine proper reporting and utilization of funds according to program regulations and guidelines under the Human Services Code 62 P.S. § 704.1(a)(4). The annual state Act 148 allocations are used by the Counties to administer social services for the children and youth that reside within the Commonwealth of Pennsylvania, whose stated goal is “to ensure, for each child in this Commonwealth, a permanent, legally assured family which protects the child from abuse and neglect.” According to information provided by the Department of Human Services (DHS), Office of Children, Youth and Families (OCYF), the Bradford County Children and Youth Agency provided in-home and placement services to 2,015 children residing within the County during the 2017-2018 fiscal year. The Children and Youth Social Services Program is County-Administered and State-Supervised by DHS and thus, they are jointly responsible for achieving the Commonwealth’s goal.

In accordance with the Human Services Code (62 P. S. § 703), DHS is responsible for making and enforcing all rules and regulations necessary and appropriate to the proper accomplishment of the child welfare duties and functions vested by law in the county institution districts or their successors. Title 55 Pa. Code, Part V. Children, Youth, and Families Manual, Subpart C, outlines the rules and regulations relative to the County Administration of the Children and Youth Social Service Programs. Specifically, in compliance with 55 Pa. Code § 3140.31, the Counties must report their cumulative actual expenditures incurred for the provision of children and youth social services on a quarterly basis to DHS through the Act 148 Invoice package. The expenditures reported in the Act 148 Invoice Package refers to all costs for dependent and delinquent children and youth services funded or administered by DHS.

As part of our engagement, we reviewed the County Children and Youth Agency’s submitted fiscal reports, as referenced above, which are included in the Act 148 Invoice package. Specifically, we reviewed the final, cumulative 4th Quarter fiscal reports submitted to DHS, along with the County Children and Youth Agency’s related financial records and supporting documentation, to determine whether the County Children and Youth Agency’s actual, cumulative expenditures and revenues were properly reported to DHS for the respective fiscal years (FYs). Any variances identified between the submitted and actual costs and revenues required adjustments to these fiscal reports, and thus, our Amended CY-370 Expenditure Report, Amended CY-370A Revenue Report, and Amended CY-348 Fiscal Summary, resulting from our engagement procedures and included in this report for each fiscal year included in our scope, reflect the County Children and Youth Agency’s actual related costs and revenues for those years. The reports also include the impact of those costs and revenues on the County Children and Youth Agency’s corresponding Net State Shares.

SECTION 1

AMENDED FISCAL REPORTS

FOR THE FISCAL YEAR:

JULY 1, 2014 to JUNE 30, 2015

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015
AMENDED
COMPUTATION OF FINAL NET STATE SHARE**

| | | | |
|---|----|----|------------------|
| Approved State Allocation ¹ | | \$ | 3,877,221 |
| Supplemental Act 148 | | | <u>0</u> |
| Total State Allocation | | | 3,877,221 |
| State Share (CY348) ² | \$ | | 3,321,586 |
| Less: Major Service Category Adjustment | | | <u>0</u> |
| Net State Share | | \$ | 3,321,586 |
| Less: Expenditures in Excess of the Approved State Allocation | | | <u>0</u> |
| Final Net State Share Payable ³ | | \$ | 3,321,586 |
| Actual Act 148 Revenues Received ⁴ | | | <u>3,321,586</u> |
| Net Amount Due County/(State) ⁵ | | \$ | <u><u>0</u></u> |

¹ Approved State Allocation is the amount of Act 148 State Funds that were budgeted for the County.

² State Share (CY348) is the total amount of County expenditures that are eligible for reimbursement from Act 148 Funds after audit adjustments are considered.

³ Final Net Share Payable is the net amount of reimbursable expenditures from Act 148 funds after audit adjustments are considered.

⁴ Actual Act 148 Revenues Received is the amount of Act 148 funds the County received.

⁵ Net Amount Due the County/(State) is the variance between the amount of Act 148 funds the County received and the Final Net State Share Payable to the County.

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
 FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015
 AMENDED CV348
 FISCAL SUMMARY

| A | B | C | D | E | F | G | H | I | J | K |
|-------------------------------------|----------------|------------|--------|----------|------------|--|--------------------|-----------|---------------|-------------|
| GRAND TOTAL | PROGRAM INCOME | TITLE IV-E | TANF | TITLE XX | TITLE IV-B | Child Welfare Demonstration Project Title IV-E | MEDICAL ASSISTANCE | NET TOTAL | STATE ACT 148 | LOCAL SHARE |
| NET CHILD WELFARE EXPENDITURES | | | | | | | | | | |
| 01. 100% REIMBURSEMENT | 0 | 5,353 | 0 | 0 | 0 | 0 | 0 | 37,380 | 37,380 | 0 |
| 02. 90% REIMBURSEMENT | 847 | 11,317 | 19,057 | 0 | 0 | 0 | 0 | 109,064 | 98,157 | 10,907 |
| 03. 80% REIMBURSEMENT | 201,655 | 928,094 | 0 | 64,103 | 15,876 | 0 | 0 | 3,577,176 | 2,861,741 | 715,435 |
| 04. 60% REIMBURSEMENT | 156,192 | 86,032 | 0 | 0 | 0 | 0 | 2,730 | 522,540 | 313,524 | 209,016 |
| 05. 50% REIMBURSEMENT | 7,483 | 0 | 0 | 0 | 0 | 0 | 0 | 21,567 | 10,784 | 10,783 |
| 06. TOTAL NET CHILD WELFARE EXPEND. | 366,177 | 1,030,796 | 19,057 | 64,103 | 15,876 | 0 | 2,730 | 4,267,727 | 3,321,586 | 946,141 |

| | | | | | | | | | | |
|---------------------------|---|--|--|--|--|--|--|---------|---------|--------|
| YDC/YFC PLACEMENT COSTS | | | | | | | | | | |
| 07. 60% DHS PARTICIPATION | 0 | | | | | | | 226,644 | 135,986 | 90,658 |

| | | | | | | | | | | |
|-----------------------------------|---|--|--|--|--|--|--|--|---|---|
| 08. NON-REIMBURSABLE EXPENDITURES | 0 | | | | | | | | 0 | 0 |
|-----------------------------------|---|--|--|--|--|--|--|--|---|---|

| | | | | | | | | | | |
|------------------------|-----------|---------|-----------|--------|--------|--------|---|-----------|-----------|-----------|
| 09. TOTAL EXPENDITURES | 5,993,110 | 366,177 | 1,030,796 | 19,057 | 64,103 | 15,876 | 0 | 4,494,371 | 3,457,572 | 1,036,799 |
|------------------------|-----------|---------|-----------|--------|--------|--------|---|-----------|-----------|-----------|

10. TOTAL TITLE IV-D COLLECTIONS 358,994

11. TITLE IV-D Collections for IV-E Children 46,722

12. STATE ACT 148 - Inc 6 3,321,586

13. STATE ACT 148 ALLOCATION 3,877,221

14. ADJUSTED STATE SHARE (lower of 12 or 13) 3,321,586

| | | | | | | | | | | |
|-------------------------------|-----------|--|--|--|--|--|--|--|--|--|
| INVOICE | | | | | | | | | | |
| AMENDED STATE SHARE (ACT 148) | 3,321,586 | | | | | | | | | |
| ACT 148 AMOUNT RECEIVED | 3,321,586 | | | | | | | | | |
| ADJUSTMENT TO STATE SHARE | 0 | | | | | | | | | |

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015
AMENDED CY370A
REVENUE REPORT**

| MAJOR SERVICE CATEGORIES & COST CENTERS | REVENUE SOURCES | | | | | | | | | | | |
|--|---------------------------------------|-------------------|---------------------------|----------------------|------|----------|------------|--|-----------------------|-------------------------------------|------------------|----------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | TOTAL REIMBURSABLE EXPENDITURES | PROGRAM INCOME | TITLE IV-E MAINTENANCE | TITLE IV-E ADMIN. | TANF | TITLE XX | TITLE IV-B | Child Welfare Demonstration Project Title IV-E | MEDICAL ASSISTANCE | NET REIMBURSABLE EXPENDITURES | STATE ACT 148 | LOCAL SHARE |
| IN-HOME | | | | | | | | | | | | |
| 1-A ADOPTION SERVICE | 42,733 | 0 | 0 | 5,353 | 0 | | 0 | 0 | 0 | 37,380 | 540,958 | 135,239 |
| 1-B ADOPTION ASSISTANCE | 995,610 | 2,475 | 316,938 | 0 | 0 | | 0 | 0 | 0 | 676,197 | 95,088 | 23,772 |
| 1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP | 146,867 | 6,072 | 21,935 | 0 | 0 | | 0 | 0 | 0 | 118,860 | 0 | 0 |
| 1-D COUNSELING - DEPENDENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-E COUNSELING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-F DAY CARE | 2,608 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 2,608 | 2,086 | 522 |
| 1-G DAY TREATMENT - DEPENDENT | 259,888 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 259,888 | 207,910 | 51,978 |
| 1-H DAY TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-I HOMEMAKER SERVICE | 55,244 | 0 | 0 | 7,602 | 0 | | 0 | 0 | 0 | 47,642 | 38,114 | 9,528 |
| 1-J INTAKE & REFERRAL | 220,979 | 1,093 | 0 | 30,409 | 0 | | 0 | 0 | 0 | 189,477 | 151,582 | 37,895 |
| 1-K LIFE SKILLS - DEPENDENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-L LIFE SKILLS - DELINQUENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-M PROTECTIVE SERVICE - CHILD ABUSE | 306,365 | 61,477 | 0 | 41,679 | 0 | | 0 | 0 | 0 | 203,209 | 162,567 | 40,642 |
| 1-N PROTECTIVE SERVICE - GENERAL | 1,050,436 | 220 | 0 | 106,109 | 0 | | 0 | 0 | 0 | 944,107 | 755,286 | 188,821 |
| 1-O SERVICE PLANNING | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-P JUVENILE ACT PROCEEDINGS - DEPENDENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-R SUBTOTAL IN-HOME | 3,080,730 | 71,337 | 338,873 | 191,152 | 0 | | 0 | 0 | 0 | 2,479,368 | 1,990,971 | 488,397 |

| COMMUNITY BASED PLACEMENT | REVENUE SOURCES | | | | | | | | | | | |
|--|---------------------------------------|-------------------|---------------------------|----------------------|--------|----------|------------|--|-----------------------|-------------------------------------|------------------|----------------|
| | TOTAL REIMBURSABLE EXPENDITURES | PROGRAM INCOME | TITLE IV-E MAINTENANCE | TITLE IV-E ADMIN. | TANF | TITLE XX | TITLE IV-B | Child Welfare Demonstration Project Title IV-E | MEDICAL ASSISTANCE | NET REIMBURSABLE EXPENDITURES | STATE ACT 148 | LOCAL SHARE |
| 2-A ALTERNATIVE TREATMENT - DEPENDENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-B ALTERNATIVE TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-C COMMUNITY RESIDENTIAL - DEPENDENT | 137,413 | 31,493 | 42,886 | 2,441 | 0 | | 0 | 0 | 0 | 60,593 | 48,474 | 12,119 |
| 2-D COMMUNITY RESIDENTIAL - DELINQUENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-E EMERGENCY SHELTER - DEPENDENT | 137,567 | 847 | 6,328 | 4,989 | 19,057 | | 0 | 0 | 0 | 106,346 | 95,711 | 10,635 |
| 2-F EMERGENCY SHELTER - DELINQUENT | 2,718 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 2,718 | 2,446 | 272 |
| 2-G FOSTER FAMILY - DEPENDENT | 1,537,834 | 96,371 | 130,281 | 217,677 | 0 | 64,103 | 15,876 | 0 | 0 | 1,013,526 | 810,821 | 202,705 |
| 2-H FOSTER FAMILY - DELINQUENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-I SUP. INDEPENDENT LIVING - DEPENDENT | 73,660 | 2,454 | 0 | 10,137 | 0 | | 0 | 0 | 0 | 61,069 | 48,855 | 12,214 |
| 2-J SUP. INDEPENDENT LIVING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-K SUBTOTAL CBP | 1,889,192 | 131,165 | 179,495 | 235,244 | 19,057 | 64,103 | 15,876 | 0 | 0 | 1,244,252 | 1,006,307 | 237,945 |

| INSTITUTIONAL PLACEMENT | REVENUE SOURCES | | | | | | | | | | | |
|---|---------------------------------------|-------------------|---------------------------|----------------------|--------|----------|------------|--|-----------------------|-------------------------------------|------------------|----------------|
| | TOTAL REIMBURSABLE EXPENDITURES | PROGRAM INCOME | TITLE IV-E MAINTENANCE | TITLE IV-E ADMIN. | TANF | TITLE XX | TITLE IV-B | Child Welfare Demonstration Project Title IV-E | MEDICAL ASSISTANCE | NET REIMBURSABLE EXPENDITURES | STATE ACT 148 | LOCAL SHARE |
| 3-A JUVENILE DETENTION SERVICE | 29,050 | 7,483 | 55,533 | 3,537 | 0 | | 0 | 0 | 0 | 21,567 | 10,784 | 10,783 |
| 3-B RESIDENTIAL SERVICE - DEPENDENT | 385,696 | 105,176 | 55,533 | 3,537 | 0 | | 0 | 0 | 0 | 221,450 | 132,870 | 88,580 |
| 3-C RES. SERVICE - DELINQUENT (NON YDC/YFC) | 173,828 | 51,016 | 0 | 0 | 0 | | 0 | 0 | 0 | 122,812 | 73,687 | 49,125 |
| 3-D SECURE RES. SERVICE (EXCEPT YDC) | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| 3-E YDC SECURE | 226,644 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 226,644 | 135,986 | 90,658 |
| 3-F SUBTOTAL INSTITUTIONAL | 815,218 | 163,675 | 55,533 | 3,537 | 0 | | 0 | 0 | 0 | 592,473 | 353,327 | 239,146 |
| 4 ADMINISTRATION | 207,970 | 0 | 0 | 26,962 | 0 | | 0 | 0 | 2,730 | 178,278 | 106,967 | 71,311 |
| TOTAL REVENUES | 5,993,110 | 366,177 | 573,901 | 456,895 | 19,057 | 64,103 | 15,876 | 0 | 2,730 | 4,494,371 | 3,457,572 | 1,036,799 |

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015
AMENDED CY370
EXPENDITURE REPORT**

| MAJOR SERVICE CATEGORIES & COST CENTERS | OBJECTS OF EXPENDITURE | | | | | | | | | | | |
|--|--|-------------------|-----------|-----------|--------------------|--------------|--------------------|-----------------------------|-----------------------------|------------------------------|-------------------------------------|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | WAGES AND SALARIES | EMPLOYEE BENEFITS | SUBSIDIES | OPERATING | PURCHASED SERVICES | FIXED ASSETS | TOTAL EXPENDITURES | Children Served (by county) | Children Served (Purchased) | Non-Reimbursable Non PS/Ssb. | Non-Reim. Purchased Serv/ Subsidies | Program Income related to all Non-Reimbursable |
| IN-HOME | | | | | | | | | | | | |
| 1-A ADOPTION SERVICE | 25,647 | 8,315 | 4,897 | 3,874 | 0 | 42,733 | 0 | 12 | 0 | 0 | 0 | 0 |
| 1-B ADOPTION ASSISTANCE | 0 | 0 | 994,053 | 1,557 | 0 | 995,610 | 0 | 139 | 0 | 0 | 0 | 0 |
| 1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP | 0 | 0 | 146,867 | 0 | 0 | 146,867 | 0 | 21 | 0 | 0 | 0 | 0 |
| 1-D COUNSELING - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-E COUNSELING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-F DAY CARE | 0 | 0 | 0 | 2,608 | 0 | 2,608 | 0 | 4 | 0 | 0 | 0 | 0 |
| 1-G DAY TREATMENT - DEPENDENT | 0 | 0 | 0 | 259,888 | 0 | 259,888 | 0 | 92 | 0 | 0 | 0 | 0 |
| 1-H DAY TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-I HOMEMAKER SERVICE | 38,469 | 12,472 | 4,303 | 0 | 0 | 55,244 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-J INTAKE & REFERRAL | 153,878 | 49,892 | 17,209 | 0 | 0 | 220,979 | 890 | 0 | 0 | 0 | 0 | 0 |
| 1-K LIFE SKILLS - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-L LIFE SKILLS - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-M PROTECTIVE SERVICE - CHILD ABUSE | 205,170 | 66,523 | 31,692 | 2,980 | 0 | 306,365 | 234 | 10 | 0 | 0 | 0 | 0 |
| 1-N PROTECTIVE SERVICE - GENERAL | 538,572 | 174,621 | 75,872 | 261,371 | 0 | 1,050,436 | 731 | 119 | 0 | 0 | 0 | 0 |
| 1-O SERVICE PLANNING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-P JUVENILE ACT PROCEEDINGS - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-R SUBTOTAL IN-HOME | 961,736 | 311,823 | 1,140,920 | 133,973 | 532,278 | 3,080,730 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Number of Children receiving only NON-PURCHASED IN-Home Services | | | | | | | | | | | |
| COMMUNITY BASED PLACEMENT | | | | | | | | | | | | |
| 2-A ALTERNATIVE TREATMENT - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-B ALTERNATIVE TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-C COMMUNITY RESIDENTIAL - DEPENDENT | 12,823 | 4,157 | 1,434 | 118,999 | 0 | 137,413 | 524 | 5 | 0 | 0 | 0 | 0 |
| 2-D COMMUNITY RESIDENTIAL - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-E EMERGENCY SHELTER - DEPENDENT | 12,823 | 4,157 | 20,901 | 99,686 | 0 | 137,567 | 900 | 48 | 0 | 0 | 0 | 0 |
| 2-F EMERGENCY SHELTER - DELINQUENT | 0 | 0 | 0 | 2,718 | 0 | 2,718 | 13 | 1 | 0 | 0 | 0 | 0 |
| 2-G FOSTER FAMILY - DEPENDENT | 179,524 | 58,208 | 58,892 | 1,241,210 | 0 | 1,537,834 | 14,336 | 81 | 0 | 0 | 0 | 0 |
| 2-H FOSTER FAMILY - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-I SUP. INDEPENDENT LIVING - DEPENDENT | 51,293 | 16,631 | 5,736 | 0 | 0 | 73,660 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-J SUP. INDEPENDENT LIVING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-K SUBTOTAL CBP | 256,463 | 83,153 | 86,963 | 1,462,613 | 0 | 1,889,192 | 15,773 | 135 | 0 | 0 | 0 | 0 |
| INSTITUTIONAL PLACEMENT | | | | | | | | | | | | |
| 3-A JUVENILE DETENTION SERVICE | 0 | 0 | 0 | 29,050 | 0 | 29,050 | 112 | 9 | 0 | 0 | 0 | 0 |
| 3-B RESIDENTIAL SERVICE - DEPENDENT | 12,823 | 4,157 | 11,076 | 357,640 | 0 | 385,696 | 1,729 | 20 | 0 | 0 | 0 | 0 |
| 3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC) | 0 | 0 | 0 | 173,828 | 0 | 173,828 | 747 | 9 | 0 | 0 | 0 | 0 |
| 3-D SECURE RES. SERVICE (EXCEPT YDC) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3-E YDC SECURE | 0 | 0 | 0 | 226,644 | 0 | 226,644 | 474 | 5 | 0 | 0 | 0 | 0 |
| 3-F SUBTOTAL INSTITUTIONAL | 12,823 | 4,157 | 11,076 | 787,162 | 0 | 815,218 | 3,062 | 43 | 0 | 0 | 0 | 0 |
| 4. ADMINISTRATION | 51,293 | 16,631 | 140,046 | 0 | 0 | 207,970 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 1,282,315 | 415,764 | 1,140,920 | 372,058 | 2,782,053 | 0 | 5,993,110 | 0 | 0 | 0 | 0 | 0 |
| | County Indirect Costs = \$ 134,310 | | | | | | | | | | | |

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015
AMENDED
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

| COST CENTER ITEMS | AS REPORTED PER CY370 | INCREASE (DECREASE) | AS AMENDED PER CY370 |
|--|-----------------------------|------------------------|----------------------------|
| Adoption Service | \$ 42,733 | \$ 0 | \$ 42,733 |
| Adoption Assistance | 995,610 | 0 | 995,610 |
| Subsidized Permanent Legal Custodianship | 146,867 | 0 | 146,867 |
| Counseling | 0 | 0 | 0 |
| Day Care | 2,608 | 0 | 2,608 |
| Day Treatment | 259,888 | 0 | 259,888 |
| Homemaker Service | 55,244 | 0 | 55,244 |
| Intake and Referral | 220,979 | 0 | 220,979 |
| Life Skills | 0 | 0 | 0 |
| Protective Service - Child Abuse | 306,365 | 0 | 306,365 |
| Protective Service - General | 1,050,436 | 0 | 1,050,436 |
| Service Planning | 0 | 0 | 0 |
| Juvenile Act Proceedings | 0 | 0 | 0 |
| Alternative Treatment | 0 | 0 | 0 |
| Community Residential | 137,413 | 0 | 137,413 |
| Emergency Shelter | 140,285 | 0 | 140,285 |
| Foster Family | 1,537,834 | 0 | 1,537,834 |
| Supervised Independent Living | 73,660 | 0 | 73,660 |
| Juvenile Detention Service | 29,050 | 0 | 29,050 |
| Residential Service | 559,524 | 0 | 559,524 |
| Secure Residential Service (Except YDC) | 0 | 0 | 0 |
| YDC Secure | 226,644 | 0 | 226,644 |
| Administration | 207,970 | 0 | 207,970 |
| Combined Total Expense | <u>5,993,110</u> | <u>0</u> | <u>5,993,110</u> |
| Less Non-reimbursables | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Net Expense | <u>\$ 5,993,110</u> | <u>\$ 0</u> | <u>\$ 5,993,110</u> |

| OBJECTS OF EXPENDITURE | AS REPORTED PER CY370 | INCREASE (DECREASE) | AS AMENDED PER CY370 |
|-------------------------------|-----------------------------|------------------------|----------------------------|
| Wages and Salaries | \$ 1,282,315 | \$ 0 | \$ 1,282,315 |
| Employee Benefits | 415,764 | 0 | 415,764 |
| Subsidies | 1,140,920 | 0 | 1,140,920 |
| Operating | 372,058 | 0 | 372,058 |
| Purchased Services | 2,782,053 | 0 | 2,782,053 |
| Fixed Assets | 0 | 0 | 0 |
| Combined Total Expense | <u>5,993,110</u> | <u>0</u> | <u>5,993,110</u> |
| Less Non-reimbursables | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Net Expense | <u>\$ 5,993,110</u> | <u>\$ 0</u> | <u>\$ 5,993,110</u> |

SECTION 2

AMENDED FISCAL REPORTS

FOR THE FISCAL YEAR:

JULY 1, 2015 to JUNE 30, 2016

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016
AMENDED
COMPUTATION OF FINAL NET STATE SHARE**

| | | |
|---|----|------------------------|
| Approved State Allocation ¹ | \$ | 3,338,143 |
| Supplemental Act 148 | | <u>0</u> |
| Total State Allocation | | 3,338,143 |
| State Share (CY348) ² | \$ | 3,201,523 |
| Less: Major Service Category Adjustment | | <u>0</u> |
| Net State Share | \$ | 3,201,523 |
| Less: Expenditures in Excess of the Approved State Allocation | | <u>0</u> |
| Final Net State Share Payable ³ | \$ | 3,201,523 |
| Actual Act 148 Revenues Received ⁴ | | <u>3,221,811</u> |
| Net Amount Due County/(State) ⁵ | \$ | <u><u>(20,288)</u></u> |

¹ Approved State Allocation is the amount of Act 148 State Funds that were budgeted for the County.

² State Share (CY348) is the total amount of County expenditures that are eligible for reimbursement from Act 148 Funds after audit adjustments are considered.

³ Final Net Share Payable is the net amount of reimbursable expenditures from Act 148 funds after audit adjustments are considered.

⁴ Actual Act 148 Revenues Received is the amount of Act 148 funds the County received.

⁵ Net Amount Due the County/(State) is the variance between the amount of Act 148 funds the County received and the Final Net State Share Payable to the County.

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
 FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016
 AMENDED CY3-48
 FISCAL SUMMARY

| | A | B | C | D | E | F | G | H | I | J | K |
|--|-------------|----------------|------------|--------|----------|------------|--|--------------------|-----------|---------------|-------------|
| | GRAND TOTAL | PROGRAM INCOME | TITLE IV-E | TANF | TITLE XX | TITLE IV-B | Child Welfare Demonstration Project Title IV-E | MEDICAL ASSISTANCE | NET TOTAL | STATE ACT 148 | LOCAL SHARE |
| NET CHILD WELFARE EXPENDITURES | | | | | | | | | | | |
| 01. 100% REIMBURSEMENT | 44,797 | 0 | 6,677 | 0 | 0 | 0 | 0 | 0 | 38,120 | 38,120 | 0 |
| 02. 90% REIMBURSEMENT | 141,529 | 1,993 | 4,566 | 12,696 | 0 | 0 | 0 | 0 | 122,274 | 110,047 | 12,227 |
| 03. 80% REIMBURSEMENT | 4,688,916 | 141,012 | 1,000,891 | 6,361 | 64,103 | 15,876 | 0 | 0 | 3,460,673 | 2,768,539 | 692,134 |
| 04. 60% REIMBURSEMENT | 627,820 | 115,726 | 39,466 | 0 | 0 | 0 | 0 | 2,517 | 470,111 | 282,067 | 188,044 |
| 05. 50% REIMBURSEMENT | 5,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,500 | 2,750 | 2,750 |
| 06. TOTAL NET CHILD WELFARE EXPEND. | 5,508,562 | 258,731 | 1,051,600 | 19,057 | 64,103 | 15,876 | 0 | 2,517 | 4,096,678 | 3,201,523 | 895,156 |
| YDC/YFC PLACEMENT COSTS | | | | | | | | | | | |
| 07. 60% DHS PARTICIPATION | 387,133 | 0 | | | | | | | 387,133 | 232,280 | 154,853 |
| 08. NON-REIMBURSABLE EXPENDITURES | 11,548 | 0 | | | | | | | 11,548 | | 11,548 |
| 09. TOTAL EXPENDITURES | 5,907,243 | 258,731 | 1,051,600 | 19,057 | 64,103 | 15,876 | 0 | 2,517 | 4,495,359 | 3,433,803 | 1,061,557 |
| 10. TOTAL TITLE IV-D COLLECTIONS | 256,442 | | | | | | | | | | |
| 11. TITLE IV-D Collections for IV-E Children | 48,266 | | | | | | | | | | |
| 12. STATE ACT 148 - line 6 | 3,201,523 | | | | | | | | | | |
| 13. STATE ACT 148 ALLOCATION | 3,338,143 | | | | | | | | | | |
| 14. ADJUSTED STATE SHARE (lower of 12 or 13) | 3,201,523 | | | | | | | | | | |
| INVOICE | | | | | | | | | | | |
| AMENDED STATE SHARE (ACT 148) | 3,201,523 | | | | | | | | | | |
| ACT 148 AMOUNT RECEIVED | 3,221,811 | | | | | | | | | | |
| ADJUSTMENT TO STATE SHARE | (20,288) | | | | | | | | | | |

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016
AMENDED CY370A
REVENUE REPORT

| MAJOR SERVICE CATEGORIES & COST CENTERS | REVENUE SOURCES | | | | | | | | | | | |
|--|---------------------------------------|-------------------|---------------------------|----------------------|--------|----------|------------|--|-----------------------|-------------------------------------|------------------|----------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | TOTAL REIMBURSABLE EXPENDITURES | PROGRAM INCOME | TITLE IV-E MAINTENANCE | TITLE IV-E ADMIN. | TANF | TITLE XX | TITLE IV-B | Child Welfare Demonstration Project Title IV-E | MEDICAL ASSISTANCE | NET REIMBURSABLE EXPENDITURES | STATE ACT 148 | LOCAL SHARE |
| IN-HOME | | | | | | | | | | | | |
| 1-A ADOPTION SERVICE | 44,797 | 0 | | 6,677 | 0 | | 0 | 0 | 0 | 38,120 | 38,120 | (0) |
| 1-B ADOPTION ASSISTANCE | 1,099,976 | 0 | 365,893 | 57 | | | | | 0 | 734,026 | 587,221 | 146,805 |
| 1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP | 126,816 | 6,310 | 28,965 | 0 | | | | | 0 | 91,541 | 73,233 | 18,308 |
| 1-D COUNSELING - DEPENDENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-E COUNSELING - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-F DAY CARE | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-G DAY TREATMENT - DEPENDENT | 284,485 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 284,485 | 227,588 | 56,897 |
| 1-H DAY TREATMENT - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-I HOMEMAKER SERVICE | 39,353 | 0 | | 5,823 | 0 | 0 | 0 | 0 | 0 | 33,530 | 26,824 | 6,706 |
| 1-J INTAKE & REFERRAL | 225,373 | 0 | | 33,874 | 0 | 0 | 0 | 0 | 0 | 191,499 | 153,199 | 38,300 |
| 1-K LIFE SKILLS - DEPENDENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-L LIFE SKILLS - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-M PROTECTIVE SERVICE - CHILD ABUSE | 375,184 | 12,320 | | 56,633 | 0 | 0 | 0 | 0 | 0 | 306,231 | 244,985 | 61,246 |
| 1-N PROTECTIVE SERVICE - GENERAL | 827,675 | 29,112 | | 107,848 | 6,361 | 0 | 0 | 0 | 0 | 684,354 | 547,483 | 136,871 |
| 1-O SERVICE PLANNING | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-P JUVENILE ACT PROCEEDINGS - DEPENDENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-R SUBTOTAL IN-HOME | 3,023,658 | 47,742 | 394,858 | 210,912 | 6,361 | 0 | 0 | 0 | 0 | 2,363,785 | 1,898,653 | 465,132 |
| COMMUNITY BASED PLACEMENT | | | | | | | | | | | | |
| 2-A ALTERNATIVE TREATMENT - DEPENDENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-B ALTERNATIVE TREATMENT - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-C COMMUNITY RESIDENTIAL - DEPENDENT | 260,978 | 25,712 | 44,991 | 4,580 | | 0 | 0 | 0 | 0 | 185,695 | 148,556 | 37,139 |
| 2-D COMMUNITY RESIDENTIAL - DELINQUENT | 20,692 | 0 | | 0 | | 0 | 0 | 0 | 0 | 20,692 | 16,554 | 4,138 |
| 2-E EMERGENCY SHELTER - DEPENDENT | 129,950 | 1,993 | | 4,566 | 12,696 | 0 | 0 | 0 | 0 | 110,695 | 99,626 | 11,069 |
| 2-F EMERGENCY SHELTER - DELINQUENT | 11,579 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 11,579 | 10,421 | 1,158 |
| 2-G FOSTER FAMILY - DEPENDENT | 1,361,622 | 67,558 | 148,216 | 196,247 | | 64,103 | 15,876 | 0 | 0 | 869,622 | 695,697 | 173,925 |
| 2-H FOSTER FAMILY - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-I SUP. INDEPENDENT LIVING - DEPENDENT | 66,762 | 0 | | 7,764 | | 0 | 0 | 0 | 0 | 58,998 | 47,199 | 11,799 |
| 2-J SUP. INDEPENDENT LIVING - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-K SUBTOTAL CBP | 1,851,583 | 95,263 | 193,207 | 213,157 | 12,696 | 64,103 | 15,876 | 0 | 0 | 1,257,282 | 1,018,053 | 239,229 |
| INSTITUTIONAL PLACEMENT | | | | | | | | | | | | |
| 3-A JUVENILE DETENTION SERVICE | 5,500 | 0 | | | | | | | | 5,500 | 2,750 | 2,750 |
| 3-B RESIDENTIAL SERVICE - DEPENDENT | 341,861 | 76,202 | 3,710 | 6,278 | | 0 | 0 | 0 | 0 | 255,671 | 153,403 | 102,268 |
| 3-C RES. SERVICE - DELINQUENT (NON YDC/YFC) | 92,614 | 39,524 | | 0 | | 0 | 0 | 0 | 0 | 53,090 | 31,854 | 21,236 |
| 3-D SECURE RES. SERVICE (EXCEPT YDC) | 0 | 0 | | | | | | | | 0 | 0 | 0 |
| 3-E YDC SECURE | 387,133 | 0 | | | | | | | | 387,133 | 232,280 | 154,853 |
| 3-F SUBTOTAL INSTITUTIONAL | 827,108 | 115,726 | 3,710 | 6,278 | 0 | 0 | 0 | 0 | 0 | 701,394 | 420,287 | 281,107 |
| 4 ADMINISTRATION | 193,345 | 0 | | 29,478 | | 0 | 0 | 0 | 2,517 | 161,350 | 96,810 | 64,540 |
| 5 TOTAL REVENUES | 5,895,695 | 258,731 | 591,775 | 459,825 | 19,057 | 64,103 | 15,876 | 0 | 2,517 | 4,483,811 | 3,433,803 | 1,050,008 |

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016
AMENDED CV370
EXPENDITURE REPORT

| MAJOR SERVICE CATEGORIES & COST CENTERS | OBJECTS OF EXPENDITURE | | | | | | | | | | | |
|--|------------------------|-------------------|-------------------|-----------|--------------------|--------------|--------------------|-----------------------------|-----------------------------|------------------------------|-------------------------------------|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | WAGES AND SALARIES | EMPLOYEE BENEFITS | EMPLOYEE BENEFITS | OPERATING | PURCHASED SERVICES | FIXED ASSETS | TOTAL EXPENDITURES | CHILDREN SERVED (BY COUNTY) | CHILDREN SERVED (PURCHASED) | NON-REIMBURSABLE NON-PS/SUB. | NON-REIM. PURCHASED SERV./SUBSIDIES | PROGRAM INCOME RELATED TO ALL NON-REIMBURSABLE |
| IN-HOME | 24,225 | 8,279 | 12,293 | 397 | 0 | 0 | 44,797 | 21 | 8 | 0 | 0 | 0 |
| 1-A ADOPTION SERVICE | 0 | 0 | 1,099,579 | 0 | 0 | 0 | 1,099,576 | 151 | 8 | 0 | 0 | 0 |
| 1-B ADOPTION ASSISTANCE | 0 | 0 | 126,816 | 0 | 0 | 0 | 126,816 | 19 | 0 | 0 | 0 | 0 |
| 1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-D COUNSELING - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-E COUNSELING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-F DAY CARE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-G DAY TREATMENT - DEPENDENT | 0 | 0 | 0 | 0 | 284,485 | 0 | 284,485 | 0 | 58 | 0 | 0 | 0 |
| 1-H DAY TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-I HOMEMAKER SERVICE | 26,176 | 9,668 | 3,509 | 0 | 0 | 0 | 39,353 | 24 | 0 | 0 | 0 | 0 |
| 1-J INTAKE & REFERRAL | 148,744 | 50,588 | 26,041 | 0 | 0 | 0 | 225,373 | 567 | 0 | 0 | 0 | 0 |
| 1-K LIFE SKILLS - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-L LIFE SKILLS - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-M PROTECTIVE SERVICE - CHILD ABUSE | 241,234 | 79,058 | 54,172 | 720 | 0 | 0 | 375,184 | 602 | 2 | 0 | 0 | 0 |
| 1-N PROTECTIVE SERVICE - GENERAL | 474,865 | 164,684 | 80,678 | 107,448 | 0 | 0 | 827,675 | 1,326 | 87 | 0 | 0 | 0 |
| 1-O SERVICE PLANNING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-P JUVENILE ACT PROCEEDINGS - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-R SUBTOTAL IN-HOME | 915,244 | 312,276 | 1,226,395 | 177,090 | 392,653 | 0 | 3,023,658 | 1,111 | 123 | 0 | 0 | 0 |
| Number of Children receiving only NON-PURCHASED IN-Home Services | | | | | | | | | | | | |
| COMMUNITY BASED PLACEMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-A ALTERNATIVE TREATMENT - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-B ALTERNATIVE TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-C COMMUNITY RESIDENTIAL - DEPENDENT | 18,888 | 5,972 | 5,890 | 0 | 230,228 | 0 | 260,978 | 817 | 6 | 0 | 0 | 0 |
| 2-D COMMUNITY RESIDENTIAL - DELINQUENT | 0 | 0 | 0 | 0 | 20,692 | 0 | 20,692 | 188 | 3 | 0 | 0 | 0 |
| 2-E EMERGENCY SHELTER - DEPENDENT | 15,501 | 5,055 | 10,241 | 99,153 | 0 | 0 | 129,950 | 778 | 36 | 0 | 0 | 0 |
| 2-F EMERGENCY SHELTER - DELINQUENT | 0 | 0 | 0 | 0 | 11,579 | 0 | 11,579 | 30 | 1 | 0 | 0 | 0 |
| 2-G FOSTER FAMILY - DEPENDENT | 166,193 | 57,033 | 70,172 | 1,068,224 | 0 | 0 | 1,361,622 | 10,685 | 74 | 0 | 0 | 0 |
| 2-H FOSTER FAMILY - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-I SUP. INDEPENDENT LIVING - DEPENDENT | 34,901 | 12,891 | 4,678 | 14,292 | 0 | 0 | 66,762 | 10 | 3 | 0 | 0 | 0 |
| 2-J SUP. INDEPENDENT LIVING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-K SUBTOTAL CBP | 235,483 | 80,951 | 90,981 | 1,444,168 | 0 | 0 | 1,851,583 | 12,508 | 123 | 0 | 0 | 0 |
| INSTITUTIONAL PLACEMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3-A JUVENILE DETENTION SERVICE | 0 | 0 | 0 | 0 | 5,500 | 0 | 5,500 | 22 | 3 | 0 | 0 | 0 |
| 3-B RESIDENTIAL SERVICE - DEPENDENT | 22,276 | 6,888 | 14,133 | 298,564 | 0 | 0 | 341,861 | 1,148 | 21 | 0 | 0 | 0 |
| 3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC) | 0 | 0 | 0 | 92,614 | 0 | 0 | 92,614 | 402 | 7 | 0 | 0 | 0 |
| 3-D SECURE RES. SERVICE (EXCEPT YDC) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3-E YDC SECURE | 0 | 0 | 85 | 387,048 | 0 | 0 | 387,133 | 807 | 6 | 0 | 0 | 0 |
| 3-F SUBTOTAL INSTITUTIONAL | 22,276 | 6,888 | 14,218 | 783,726 | 0 | 0 | 827,108 | 2,379 | 37 | 0 | 0 | 0 |
| ADMINISTRATION | 38,289 | 13,808 | 152,796 | 0 | 0 | 0 | 204,893 | 11,548 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 1,211,292 | 413,924 | 1,226,395 | 435,085 | 2,620,547 | 0 | 5,907,243 | 11,548 | 11,548 | 0 | 0 | 0 |
| County Indirect Costs = \$ 147,195 | | | | | | | | | | | | |

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016
AMENDED
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

| COST CENTER ITEMS | AS REPORTED PER CY370 | INCREASE (DECREASE) | AS AMENDED PER CY370 |
|--|-----------------------------|------------------------|----------------------------|
| Adoption Service | \$ 45,307 | \$ (510) | \$ 44,797 |
| Adoption Assistance | 1,099,976 | 0 | 1,099,976 |
| Subsidized Permanent Legal Custodianship | 126,816 | 0 | 126,816 |
| Counseling | 0 | 0 | 0 |
| Day Care | 0 | 0 | 0 |
| Day Treatment | 284,485 | 0 | 284,485 |
| Homemaker Service | 39,949 | (596) | 39,353 |
| Intake and Referral | 228,491 | (3,118) | 225,373 |
| Life Skills | 0 | 0 | 0 |
| Protective Service - Child Abuse | 380,057 | (4,873) | 375,184 |
| Protective Service - General | 837,825 | (10,150) | 827,675 |
| Service Planning | 0 | 0 | 0 |
| Juvenile Act Proceedings | 0 | 0 | 0 |
| Alternative Treatment | 0 | 0 | 0 |
| Community Residential | 282,038 | (368) | 281,670 |
| Emergency Shelter | 141,841 | (312) | 141,529 |
| Foster Family | 1,365,137 | (3,515) | 1,361,622 |
| Supervised Independent Living | 67,557 | (795) | 66,762 |
| Juvenile Detention Service | 5,500 | 0 | 5,500 |
| Residential Service | 434,900 | (425) | 434,475 |
| Secure Residential Service (Except YDC) | 0 | 0 | 0 |
| YDC Secure | 387,133 | 0 | 387,133 |
| Administration | 205,744 | (851) | 204,893 |
| Combined Total Expense | <u>5,932,756</u> | <u>(25,513)</u> | <u>5,907,243</u> |
| Less Non-reimbursables | <u>11,548</u> | <u>0</u> | <u>11,548</u> |
| Total Net Expense | <u>\$ 5,921,208</u> | <u>\$ (25,513)</u> | <u>\$ 5,895,695</u> |

| OBJECTS OF EXPENDITURE | AS REPORTED PER CY370 | INCREASE (DECREASE) | AS AMENDED PER CY370 |
|-------------------------------|-----------------------------|------------------------|----------------------------|
| Wages and Salaries | \$ 1,211,292 | \$ 0 | \$ 1,211,292 |
| Employee Benefits | 439,437 | (25,513) | 413,924 |
| Subsidies | 1,226,395 | 0 | 1,226,395 |
| Operating | 435,085 | 0 | 435,085 |
| Purchased Services | 2,620,547 | 0 | 2,620,547 |
| Fixed Assets | 0 | 0 | 0 |
| Combined Total Expense | <u>5,932,756</u> | <u>(25,513)</u> | <u>5,907,243</u> |
| Less Non-reimbursables | <u>11,548</u> | <u>0</u> | <u>11,548</u> |
| Total Net Expense | <u>\$ 5,921,208</u> | <u>\$ (25,513)</u> | <u>\$ 5,895,695</u> |

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016
ADJUSTMENT SCHEDULE**

| REPORT REFERENCE | | | ADJ. NO. | EXPLANATION OF ADJUSTMENTS | AS REPORTED OR ADJUSTED | INCREASE/ (DECREASE) | ADJUSTED TOTAL |
|------------------|------|--------|-------------|--|----------------------------|-------------------------|-------------------|
| SCHEDULE | LINE | COLUMN | | | | | |
| | | | | CY-370 Adjustment | | | |
| CY-370 | 1-A | 2 | 1 | Adoption Service - Employee Benefits | \$ 8,789 | \$ (510) | \$ 8,279 |
| | 1-I | 2 | | Homemaker Service - Employee Benefits | \$ 10,264 | \$ (596) | \$ 9,668 |
| | 1-J | 2 | | Intake & Referral - Employee Benefits | \$ 53,706 | \$ (3,118) | \$ 50,588 |
| | 1-M | 2 | | Protect. Service Child Abuse - Employee Benefits | \$ 83,931 | \$ (4,873) | \$ 79,058 |
| | 1-N | 2 | | Protective Service General - Employee Benefits | \$ 174,834 | \$ (10,150) | \$ 164,684 |
| | 2-C | 2 | | Community Residential (Dep.) - Employee Benefits | \$ 6,340 | \$ (368) | \$ 5,972 |
| | 2-E | 2 | | Emergency Shelter (Dep.) - Employee Benefits | \$ 5,367 | \$ (312) | \$ 5,055 |
| | 2-G | 2 | | Foster Family (Dep.) - Employee Benefits | \$ 60,548 | \$ (3,515) | \$ 57,033 |
| | 2-I | 2 | | Sup. Independent Living - Employee Benefits | \$ 13,686 | \$ (795) | \$ 12,891 |
| | 3-B | 2 | | Residential Service (Dep.) - Employee Benefits | \$ 7,313 | \$ (425) | \$ 6,888 |
| | 4 | 2 | | Administration - Employee Benefits | \$ 14,659 | \$ (851) | \$ 13,808 |
| | | | | Total Adjustment Amount | | <u>\$ (25,513)</u> | |
| | | | | To decrease employee benefits by \$25,513 to include agency adjustments made to the expenditure ledger for retirement, medical insurance, and reporting errors, subsequent to the submission of the Act 148 invoice to Commonwealth DHS. | | | |
| | | | | Title 55 PA Code, Chapter 3170.47(f)(g) | | | |
| | | | | Title 55 PA Code, Chapter 3170.95(a)(b) | | | |

SECTION 3

AMENDED FISCAL REPORTS

FOR THE FISCAL YEAR:

JULY 1, 2016 to JUNE 30, 2017

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017
AMENDED
COMPUTATION OF FINAL NET STATE SHARE**

| | | |
|---|----|------------------|
| Approved State Allocation ¹ | \$ | 3,467,465 |
| Supplemental Act 148 | | <u>165,451</u> |
| Total State Allocation | | 3,632,916 |
| State Share (CY348) ² | \$ | 3,636,225 |
| Less: Major Service Category Adjustment | | <u>0</u> |
| Net State Share | \$ | 3,636,225 |
| Less: Expenditures in Excess of the Approved State Allocation | | <u>3,309</u> |
| Final Net State Share Payable ³ | \$ | 3,632,916 |
| Actual Act 148 Revenues Received ⁴ | | <u>3,632,916</u> |
| Net Amount Due County/(State) ⁵ | \$ | <u>0</u> |

¹ Approved State Allocation is the amount of Act 148 State Funds that were budgeted for the County.

² State Share (CY348) is the total amount of County expenditures that are eligible for reimbursement from Act 148 Funds after audit adjustments are considered.

³ Final Net Share Payable is the net amount of reimbursable expenditures from Act 148 funds after audit adjustments are considered.

⁴ Actual Act 148 Revenues Received is the amount of Act 148 funds the County received.

⁵ No amount is due to the County or State because the Children and Youth Agency's expenditures exceeded the Total State Act 148 Allocation by \$3,309, as detailed on this page. While our adjustment resulted in a net decrease of \$5,515 in non-reimbursable expenditures for the agency for said fiscal year, as detailed on page 19 of this report, the agency cannot receive state reimbursement in excess of the Total State Act 148 Allocation. Thus, there is no impact on the the Final Net State Share of Expenditures.

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
 FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017
 AMENDED CY348
 FISCAL SUMMARY

| | A | B | C | D | E | F | G | H | I | J | K |
|--|-----------|---------|---------|--------|--------|--------|--------------------|------------|-----------|-----------|-----------|
| | GRAND | PROGRAM | TITLE | TANF | TITLE | TITLE | Child Welfare | MEDICAL | NET | STATE | LOCAL |
| | TOTAL | INCOME | IV-E | | XX | IV-B | Demonstration | ASSISTANCE | TOTAL | ACT 148 | SHARE |
| | | | | | | | Project Title IV-E | | | | |
| NET CHILD WELFARE EXPENDITURES | | | | | | | | | | | |
| 01. 100% REIMBURSEMENT | 18,199 | 0 | 2,205 | 0 | 0 | 0 | 0 | 0 | 15,994 | 15,994 | 0 |
| 02. 90% REIMBURSEMENT | 236,227 | 1,212 | 10,045 | 0 | 0 | 0 | 0 | 0 | 224,970 | 202,473 | 22,497 |
| 03. 80% REIMBURSEMENT | 4,750,535 | 98,993 | 792,600 | 19,057 | 64,103 | 15,876 | 0 | 0 | 3,759,906 | 3,007,923 | 751,983 |
| 04. 60% REIMBURSEMENT | 926,174 | 91,752 | 160,984 | 0 | 0 | 0 | 0 | 2,556 | 670,882 | 402,530 | 268,352 |
| 05. 50% REIMBURSEMENT | 18,750 | 4,140 | 0 | 0 | 0 | 0 | 0 | 0 | 14,610 | 7,305 | 7,305 |
| 06. TOTAL NET CHILD WELFARE EXPEND. | 5,949,885 | 196,097 | 965,834 | 19,057 | 64,103 | 15,876 | 0 | 2,556 | 4,686,362 | 3,636,225 | 1,050,137 |
| YDC/YFC PLACEMENT COSTS | | | | | | | | | | | |
| 07. 60% DHS PARTICIPATION | 350,880 | 0 | | | | | | | 350,880 | 210,528 | 140,352 |
| 08. NON-REIMBURSABLE EXPENDITURES | 13,325 | 0 | | | | | | | 13,325 | | 13,325 |
| 09. TOTAL EXPENDITURES | 6,314,090 | 196,097 | 965,834 | 19,057 | 64,103 | 15,876 | 0 | 2,556 | 5,050,567 | 3,846,753 | 1,203,814 |
| 10. TOTAL TITLE IV-D COLLECTIONS | 0 | | | | | | | | | | |
| 11. TITLE IV-D Collections for IV-E Children | 0 | | | | | | | | | | |
| 12. STATE ACT 148 - line 6 | 3,636,225 | | | | | | | | | | |
| 13. STATE ACT 148 ALLOCATION | 3,467,465 | | | | | | | | | | |
| 14. ADJUSTED STATE SHARE (lower of 12 or 13) | 3,467,465 | | | | | | | | | | |
| INVOICE | | | | | | | | | | | |
| AMENDED STATE SHARE (ACT 148) | 3,636,225 | | | | | | | | | | |
| ACT 148 AMOUNT RECEIVED | 3,632,916 | | | | | | | | | | |
| ADJUSTMENT TO STATE SHARE | 3,309 | | | | | | | | | | |

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017
AMENDED CY370A
REVENUE REPORT

| MAJOR SERVICE CATEGORIES & COST CENTERS | REVENUE SOURCES | | | | | | | | | | | |
|---|---------------------------------------|-------------------|---------------------------|----------------------|--------|----------|------------|--|-----------------------|-------------------------------------|------------------|----------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | TOTAL REIMBURSABLE EXPENDITURES | PROGRAM INCOME | TITLE IV-E MAINTENANCE | TITLE IV-E ADMIN. | TANF | TITLE XX | TITLE IV-B | Child Welfare Demonstration Project Title IV-E | MEDICAL ASSISTANCE | NET REIMBURSABLE EXPENDITURES | STATE ACT 148 | LOCAL SHARE |
| IN-HOME | | | | | | | | | | | | |
| I-A ADOPTION SERVICE | 18,199 | 0 | 0 | 2,205 | 0 | | | 0 | 0 | 15,994 | 0 | 0 |
| I-B ADOPTION ASSISTANCE | 1,165,186 | 0 | 348,187 | 0 | | | | 0 | 0 | 816,999 | 653,599 | 163,400 |
| I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANS | 137,830 | 475 | 30,165 | 0 | | | | 0 | 0 | 107,190 | 85,752 | 21,438 |
| I-D COUNSELING - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-E COUNSELING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-F DAY CARE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-G DAY TREATMENT - DEPENDENT | 93 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 93 | 74 | 19 |
| I-H DAY TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-I HOMEMAKER SERVICE | 12,300 | 0 | 0 | 1,185 | 0 | 0 | 0 | 0 | 0 | 11,115 | 8,892 | 2,223 |
| I-L INTAKE & REFERRAL | 277,286 | 0 | 0 | 30,023 | 0 | 0 | 0 | 0 | 0 | 247,263 | 197,810 | 49,453 |
| I-K LIFE SKILLS - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-L LIFE SKILLS - DELINQUENT | 0 | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (32) | (26) | (6) |
| I-M LIFE SKILLS - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-N PROTECTIVE SERVICE - CHILD ABUSE | 583,018 | 24,710 | 0 | 62,708 | 0 | 0 | 0 | 0 | 0 | 495,600 | 396,480 | 99,120 |
| I-M PROTECTIVE SERVICE - GENERAL | 870,650 | 0 | 0 | 72,055 | 19,057 | 0 | 0 | 0 | 0 | 779,538 | 623,630 | 155,908 |
| I-O SERVICE PLANNING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-P JUVENILE ACT PROCEEDINGS - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I-R SUBTOTAL IN-HOME | 3,064,562 | 25,217 | 378,352 | 168,176 | 19,057 | 0 | 0 | 0 | 0 | 2,473,760 | 1,982,205 | 491,535 |
| COMMUNITY BASED PLACEMENT | | | | | | | | | | | | |
| 2-A ALTERNATIVE TREATMENT - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-B ALTERNATIVE TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-C COMMUNITY RESIDENTIAL - DEPENDENT | 245,819 | 14,021 | 0 | 3,928 | 0 | 0 | 0 | 0 | 0 | 227,870 | 182,296 | 45,574 |
| 2-D COMMUNITY RESIDENTIAL - DELINQUENT | 7,893 | 470 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,423 | 5,938 | 1,485 |
| 2-E EMERGENCY SHELTER - DEPENDENT | 226,745 | 419 | 0 | 10,045 | 0 | 0 | 0 | 0 | 0 | 216,281 | 194,653 | 21,628 |
| 2-F EMERGENCY SHELTER - DELINQUENT | 9,482 | 793 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,689 | 7,820 | 869 |
| 2-G FOSTER FAMILY - DEPENDENT | 1,446,876 | 59,285 | 86,683 | 157,212 | 0 | 64,103 | 15,876 | 0 | 0 | 1,063,717 | 850,974 | 212,743 |
| 2-H FOSTER FAMILY - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-I SUP. INDEPENDENT LIVING - DEPENDENT | 3,584 | 0 | 0 | 454 | 0 | 0 | 0 | 0 | 0 | 3,130 | 2,504 | 626 |
| 2-J SUP. INDEPENDENT LIVING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-K SUBTOTAL CBP | 1,940,309 | 74,988 | 86,683 | 171,639 | 0 | 64,103 | 15,876 | 0 | 0 | 1,527,110 | 1,244,185 | 282,925 |
| INSTITUTIONAL PLACEMENT | | | | | | | | | | | | |
| 3-A JUVENILE DETENTION SERVICE | 18,750 | 4,140 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14,610 | 7,305 | 7,305 |
| 3-B RESIDENTIAL SERVICE - DEPENDENT | 648,522 | 91,752 | 136,793 | 5,449 | 0 | 0 | 0 | 0 | 0 | 414,528 | 248,717 | 165,811 |
| 3-C RES. SERVICE - DELINQUENT (NON YDC/YFC) | 97,156 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 97,156 | 58,294 | 38,862 |
| 3-D SECURE RES. SERVICE (EXCEPT YDC) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3-E YDC SECURE | 350,880 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 350,880 | 210,528 | 140,352 |
| 3-F SUBTOTAL INSTITUTIONAL | 1,115,308 | 95,892 | 136,793 | 5,449 | 0 | 0 | 0 | 0 | 0 | 877,174 | 524,844 | 352,330 |
| ADMINISTRATION | 180,496 | 0 | 0 | 18,742 | 0 | 0 | 0 | 0 | 0 | 159,198 | 95,519 | 63,679 |
| TOTAL REVENUES | 6,300,765 | 196,097 | 601,828 | 364,006 | 19,057 | 64,103 | 15,876 | 0 | 0 | 5,037,242 | 3,846,753 | 1,190,489 |

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
 FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017
 AMENDED CY370
 EXPENDITURE REPORT

| MAJOR SERVICE CATEGORIES & COST CENTERS | OBJECTS OF EXPENDITURE | | | | | | | | | | Program Income related to all Non-Reimbursable | |
|---|------------------------|-------------------|-----------|-----------|--------------------|--------------|--------------------|-----------------------------|-----------------------------|------------------------------|--|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 |
| | WAGES AND SALARIES | EMPLOYEE BENEFITS | SUBSIDIES | OPERATING | PURCHASED SERVICES | FIXED ASSETS | TOTAL EXPENDITURES | Children Served (by county) | Children Served (Purchased) | Non-Reimbursable Non PS/Sub. | Non-Reim. Purchased Serv/ Subsidies | Program Income related to all Non-Reimbursable |
| IN-HOME | | | | | | | | | | | | |
| 1-A ADOPTION SERVICE | 11,498 | 4,091 | | 2,610 | 0 | 0 | 18,199 | 1 | 4 | 0 | 0 | 0 |
| 1-B ADOPTION ASSISTANCE | 0 | 0 | 1,165,186 | 0 | 0 | 0 | 1,165,186 | 296 | 439 | 0 | 0 | 0 |
| 1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANS/SH | 0 | 0 | 137,830 | 0 | 0 | 0 | 137,830 | 15 | 17 | 0 | 0 | 0 |
| 1-D COUNSELING - DEPENDENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-E COUNSELING - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-F DAY CARE | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-G DAY TREATMENT - DEPENDENT | 0 | 0 | | 0 | 93 | 0 | 93 | 0 | 0 | 0 | 0 | 0 |
| 1-H DAY TREATMENT - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-I HOME/MAKER SERVICE | 7,776 | 2,836 | | 1,688 | 0 | 0 | 12,300 | 58 | 66 | 0 | 0 | 0 |
| 1-J INTAKE & REFERRAL | 179,837 | 64,810 | | 32,639 | 0 | 0 | 277,286 | 0 | 0 | 0 | 0 | 0 |
| 1-K LIFE SKILLS - DEPENDENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-L LIFE SKILLS - DELINQUENT | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-M PROTECTIVE SERVICE - CHILD ABUSE | 368,898 | 132,732 | | 70,420 | 10,968 | 0 | 583,018 | 22 | 87 | 0 | 0 | 0 |
| 1-N PROTECTIVE SERVICE - GENERAL | 428,363 | 154,342 | | 82,056 | 205,889 | 0 | 870,650 | 35 | 103 | 0 | 0 | 0 |
| 1-O SERVICE PLANNING | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-P JUVENILE ACT PROCEEDINGS - DEPENDENT | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1-R SUBTOTAL IN-HOME | 996,372 | 358,811 | 1,303,016 | 189,413 | 216,950 | 0 | 3,064,562 | | | 0 | 0 | 0 |
| Number of Children receiving only NON-PURCHASED IN-Home Services: 2,350 | | | | | | | | | | | | |
| COMMUNITY BASED PLACEMENT | | | | | | | | | | | | |
| 2-A ALTERNATIVE TREATMENT - DEPENDENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-B ALTERNATIVE TREATMENT - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-C COMMUNITY RESIDENTIAL - DEPENDENT | 21,283 | 7,595 | 0 | 4,941 | 212,000 | 0 | 245,819 | 691 | 19 | 0 | 0 | 0 |
| 2-D COMMUNITY RESIDENTIAL - DELINQUENT | 0 | 0 | 0 | 0 | 7,893 | 0 | 7,893 | 31 | 25 | 0 | 0 | 0 |
| 2-E EMERGENCY SHELTER - DEPENDENT | 48,936 | 17,739 | 0 | 31,463 | 128,607 | 0 | 226,745 | 1,171 | 47 | 0 | 0 | 0 |
| 2-F EMERGENCY SHELTER - DELINQUENT | 0 | 0 | 0 | 0 | 9,482 | 0 | 9,482 | 44 | 2 | 0 | 0 | 0 |
| 2-G FOSTER FAMILY - DEPENDENT | 182,206 | 65,659 | 0 | 53,741 | 1,145,270 | 0 | 1,446,876 | 12,604 | 151 | 0 | 0 | 0 |
| 2-H FOSTER FAMILY - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-I SUP. INDEPENDENT LIVING - DEPENDENT | 1,442 | 513 | 0 | 1,629 | 0 | 0 | 3,584 | 1,267 | 70 | 0 | 0 | 0 |
| 2-J SUP. INDEPENDENT LIVING - DELINQUENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2-K SUBTOTAL CBP | 253,867 | 91,506 | 0 | 91,774 | 1,503,252 | 0 | 1,940,399 | 15,808 | 314 | 0 | 0 | 0 |
| INSTITUTIONAL PLACEMENT | | | | | | | | | | | | |
| 3-A JUVENILE DETENTION SERVICE | 0 | 0 | 0 | 0 | 18,750 | 0 | 18,750 | 71 | 9 | 0 | 0 | 0 |
| 3-B RESIDENTIAL SERVICE - DEPENDENT | 31,228 | 11,181 | 0 | 8,841 | 597,272 | 0 | 648,522 | 2,890 | 58 | 0 | 0 | 0 |
| 3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC) | 0 | 0 | 0 | 0 | 97,156 | 0 | 97,156 | 310 | 5 | 0 | 0 | 0 |
| 3-D SECURE RES. SERVICE (EXCEPT YDC) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3-E YDC SECURE | 0 | 0 | 0 | 0 | 350,880 | 0 | 350,880 | 688 | 9 | 0 | 0 | 0 |
| 3-F SUBTOTAL INSTITUTIONAL | 31,228 | 11,181 | 0 | 8,841 | 1,064,058 | 0 | 1,115,308 | 3,959 | 81 | 0 | 0 | 0 |
| ADMINISTRATION | 9,261 | 3,297 | 0 | 181,263 | 0 | 0 | 193,821 | | | 13,325 | 0 | 0 |
| TOTAL EXPENDITURES | 1,290,728 | 464,795 | 1,303,016 | 471,291 | 2,784,260 | 0 | 6,314,090 | | | 13,325 | 0 | 0 |
| County Indirect Costs = \$ 159,842 | | | | | | | | | | | | |

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017
AMENDED
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

| COST CENTER ITEMS | AS REPORTED PER CY370 | INCREASE (DECREASE) | AS AMENDED PER CY370 |
|--|-----------------------------|------------------------|----------------------------|
| Adoption Service | \$ 18,199 | \$ 0 | \$ 18,199 |
| Adoption Assistance | 1,165,186 | 0 | 1,165,186 |
| Subsidized Permanent Legal Custodianship | 137,830 | 0 | 137,830 |
| Counseling | 0 | 0 | 0 |
| Day Care | 0 | 0 | 0 |
| Day Treatment | 93 | 0 | 93 |
| Homemaker Service | 12,300 | 0 | 12,300 |
| Intake and Referral | 277,286 | 0 | 277,286 |
| Life Skills | 0 | 0 | 0 |
| Protective Service - Child Abuse | 583,018 | 0 | 583,018 |
| Protective Service - General | 870,650 | 0 | 870,650 |
| Service Planning | 0 | 0 | 0 |
| Juvenile Act Proceedings | 0 | 0 | 0 |
| Alternative Treatment | 0 | 0 | 0 |
| Community Residential | 253,712 | 0 | 253,712 |
| Emergency Shelter | 236,227 | 0 | 236,227 |
| Foster Family | 1,446,876 | 0 | 1,446,876 |
| Supervised Independent Living | 3,584 | 0 | 3,584 |
| Juvenile Detention Service | 18,750 | 0 | 18,750 |
| Residential Service | 745,678 | 0 | 745,678 |
| Secure Residential Service (Except YDC) | 0 | 0 | 0 |
| YDC Secure | 350,880 | 0 | 350,880 |
| Administration | 193,821 | 0 | 193,821 |
| Combined Total Expense | <u>6,314,090</u> | <u>0</u> | <u>6,314,090</u> |
| Less Non-reimbursables | <u>18,840</u> | <u>(5,515)</u> | <u>13,325</u> |
| Total Net Expense | <u>\$ 6,295,250</u> | <u>\$ 5,515</u> | <u>\$ 6,300,765</u> |

| OBJECTS OF EXPENDITURE | AS REPORTED PER CY370 | INCREASE (DECREASE) | AS AMENDED PER CY370 |
|-------------------------------|-----------------------------|------------------------|----------------------------|
| Wages and Salaries | \$ 1,290,728 | \$ 0 | \$ 1,290,728 |
| Employee Benefits | 464,795 | 0 | 464,795 |
| Subsidies | 1,303,016 | 0 | 1,303,016 |
| Operating | 471,291 | 0 | 471,291 |
| Purchased Services | 2,784,260 | 0 | 2,784,260 |
| Fixed Assets | 0 | 0 | 0 |
| Combined Total Expense | <u>6,314,090</u> | <u>0</u> | <u>6,314,090</u> |
| Less Non-reimbursables | <u>18,840</u> | <u>(5,515)</u> | <u>13,325</u> |
| Total Net Expense | <u>\$ 6,295,250</u> | <u>\$ 5,515</u> | <u>\$ 6,300,765</u> |

**BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017
ADJUSTMENT SCHEDULE**

| REPORT REFERENCE | | | ADJ. NO. | EXPLANATION OF ADJUSTMENTS | AS REPORTED OR ADJUSTED | INCREASE/ (DECREASE) | ADJUSTED TOTAL |
|------------------|------|--------|-------------|---|----------------------------|-------------------------|-------------------|
| SCHEDULE | LINE | COLUMN | | | | | |
| CY-370 | 4 | 10 | 1 | <p style="text-align: center;">CY-370 Adjustment</p> <p>Adminstration - Non-Reimbursable Non PS/Sub.</p> <p>To decrease non-reimbursable expenditures by \$5,515 to properly report the amount of indirect costs which exceed the 2% cost limitation.</p> <p>Title 55 PA Code, Chapter 3170.60 OCYF Bulletin 00-95-12</p> | \$ 18,840 | \$ (5,515) | \$ 13,325 |

SECTION 4

STATUS OF PRIOR ENGAGEMENT FINDINGS AND RECOMMENDATIONS

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
STATUS OF PRIOR ENGAGEMENT FINDINGS AND RECOMMENDATIONS

Finding No. 1 – Noncompliance: Bradford County Children and Youth Agency Failed to Perform Annual Physical Inventories of Fixed Assets (Resolved)

In our prior audit report, we issued a repeat finding citing the Bradford County Children and Youth Agency (agency) for its continued failure to perform annual physical inventories of fixed assets. During our current engagement, for the 2014-2015, 2015-2016, and 2016-2017 fiscal years, we found that the agency developed and implemented written policy and corresponding procedures and performed a physical inventory of fixed assets on December 23, 2016. Furthermore, we verified that annual fixed asset inventories were performed during October 2017 and December 2018. Since corrective actions were made during our current engagement period, we concluded that the issuance of a repeat finding in this area was not warranted.

Finding No. 2 – The Bradford County Children and Youth Agency Paid Contractors for In-Home Purchased Services but Failed to Obtain Reasonable Assurance That These Services Were Actually Provided, and if Provided, Provided in Adherence to Executed Contract Terms (Unresolved).

In our prior engagement report, for the fiscal years July 1, 2010 to June 30, 2014, we cited the agency for failure to obtain reasonable assurance that contracted In-Home Purchased Service providers actually provided the services for which the agency was invoiced, and subsequently paid, and that if provided, provided in adherence to the requirements of the respective provider's contract terms. We concluded that the agency did not have sufficient controls in place to obtain reasonable assurance that contracted services invoiced by In-Home Purchased Service providers were actually provided and if provided, provided in adherence to key executed contract terms.

Our current engagement scope period included the 2014-2015, 2015-2016, and 2016-2017 fiscal years. Due to the timing of the conduct of our prior audit engagement, we did not make the agency aware of these internal control deficiencies until April 26, 2018, well after the June 30, 2017, end of our current engagement scope period. Therefore, these control deficiencies and corresponding risks continued to exist for all three fiscal years included in our current engagement scope period. As such, we concluded that the issuance of a repeat finding is warranted. This repeat finding is included in the Current Engagement Finding and Recommendations section (Section 5) of this report.

SECTION 5

CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

Finding – Unresolved Prior Audit Recommendations – Lack of Internal Control Policies and Procedures to Reduce the Risk of Paying Overbillings or Fraudulent Billings by Contracted In-Home Purchased Service Providers

Condition: As detailed in our Status of Prior Engagement Finding and Recommendations section (Section 4) of this report, the Bradford County Children and Youth Agency (agency) lacked internal control policies and procedures designed to sufficiently reduce the risk of paying overbillings or fraudulent billings submitted by contracted In-Home Purchased Service providers. For contracted In-Home Fee-For-Service Purchased Service providers, as cited in the finding included in our prior engagement report, the agency could not provide evidence that substantiated the validity of the number of units invoiced for each individual listed on invoices submitted by these providers. For contracted In-Home Program-Funded providers, the agency failed to provide supporting documentation evidencing that services related to contracted costs invoiced by this provider, and paid by the agency, were actually provided, and if provided, provided in adherence to the requirements of the respective provider’s contract terms.

During the conduct of our current engagement, in response to the recommendations included in our prior engagement report, agency management stated fiscal-related monitoring policy and corresponding procedures were developed and implemented in May 2018. However, agency management did not document the process in writing until September 9, 2019, in order to obtain reasonable assurance that contracted In-Home services were actually provided and to reduce the agency’s risk of paying overbillings or fraudulent billings submitted by contracted In-Home Purchased Service providers. Because agency management did not develop and implement policies and procedures until after the close of our current engagement scope period (June 30, 2017), we did not assess the sufficiency of these newly created monitoring policies and procedures during the conduct of our current engagement. We will review and evaluate the implemented policies and procedures during the conduct of our next regularly scheduled engagement of this agency and determine whether they are sufficient in providing agency management reasonable assurance that invoiced contracted In-Home Services were actually provided, and that the number of units invoiced by contracted Fee-for-Service In-Home providers and the contracted costs invoiced by contracted Program-Funded In-Home providers are properly substantiated, thus reducing the agency’s risk of paying overbillings or fraudulent billings submitted by In-Home Purchased Service providers.

Criteria: The following section of 55 Pa. Code Chapter 3140. Planning and Financial Reimbursement Requirements for County Children and Youth Social Service Programs.

Section 3140.21. Reimbursement for Services. General. “(a) Under section 704.1 of the [Human Services] (62 P.S. § 704.1), the Department reimburses expenses incurred by the county for children and youth social services, including services to alleged and adjudicated

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dependent and delinquent children according to an approved county plan and budget estimate up to the amount of State funds allocated to the county under section 709.3 of the [Human Services] Code (62 P.S. § 709.3).”

- *Office of Children, Youth and Families (OCYF) Bulletin 3140-06-06, applicable for fiscal year ended 6/30/2011; Bulletin 3140-11-02, applicable for fiscal year ended 6/30/2012; Bulletin 3140-13-01, applicable for fiscal year ended 6/30/2013; Bulletin 3140-13-05, applicable for fiscal year ended 6/30/2014 : Act 148 Invoicing Procedures for County Child Social Services - Instructions for Completion of Expenditure Report. This form is a report of the ACTUAL EXPENDITURES of the County Children and Youth Agency (CCYA).*

The following sections of 55 Pa. Code § 3170. Allowable Costs and Procedures for County Children and Youth.

- *Section 3170.2. Definitions.* Program funded agency – An agency whose total eligible expenditures are funded in a manner which is predetermined by the appropriate county authorities.
- *Section 3170.23(a). Purchase of Service.* Purchase of service funding may be by unit of service funding or by program funding.
- *Section 3170.85. Responsibility of the County.* “...the county executive officers shall be responsible for the effective execution of each purchase of service agreement...”
- *Section 3170.91. County Responsibility.* “The county is responsible for the general fiscal management of the county agency. This includes maintaining fiscal records of expenditures and revenues of the program, providing data for budgeting and expenditure reporting to the Department, monitoring the financial activities of the program, and other activities related to the fiscal operations of the program.”
- *Section 3170.92(b). Accountability for Expenditures for Clients. Records Maintenance.* “County agencies shall maintain sufficient and appropriate records and data to justify payment for expenses by the Department. The local authorities or contractors shall maintain books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for funds supported by the Department and for which reimbursement is claimed...”

Cause: Due to the timing of the conduct of our prior engagement, agency management was not notified of these internal control deficiencies until April 26, 2018, well after the June 30, 2017,

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end of our current engagement scope period. Agency management informed us that it developed and implemented fiscal-related monitoring policy and corresponding procedures in May 2018, but written internal control procedures over payments to In-Home providers were not completed until September 9, 2019. Therefore, these control deficiencies and corresponding risks continued to exist for all three fiscal years (2014-2015, 2015-2016 and 2016-2017) included in our current engagement scope period.

Effect: The agency's lack of internal control procedures, during the fiscal years included in our current engagement scope period, designed to reduce the risk of paying overbillings and/or fraudulent billings submitted by contracted In-Home Purchased Service providers, increased agency management's risk of:

- Failure to detect fraudulent or erroneous In-Home provider billings (invoices).
- Failure to prevent or detect improper payments for such invoices.
- Inappropriately billing the Commonwealth DHS for such improper payments.
- Receipt of Act 148 funds to which the agency may not be entitled.

Recommendations: We again recommend that agency management ensure that the agency's created/implemented monitoring procedures are sufficient in reducing the agency's risk of paying overbillings and fraudulent billings submitted by contracted In-Home Purchased Service providers. We further recommend that agency management ensure that such policies and procedures are sufficient in providing agency management reasonable assurance that services related to the fees invoiced by contracted In-Home Purchased Service providers were actually provided, and provided in adherence to executed contract terms.

Specifically, this written fiscal-related monitoring policy, and corresponding procedures, must be sufficient to assess the validity of the number of units invoiced by Fee-for-Service providers and the invoiced contract costs of Program-Funded In-Home Purchased Service providers. Procedures typically performed to achieve these objectives are listed below for agency management's consideration and comparison to its newly created and implemented procedures:

- Performance of on-site fiscal-related monitoring visits of In-Home Purchased Services providers, as deemed necessary by agency management, to determine whether appropriate supporting documentation exists substantiating invoiced costs, including assessing the validity the number of units invoiced by Fee-for-Service providers and of operating costs invoiced by any Program-Funded providers, and that related services were actually provided according to executed contract terms.
- Requiring In-Home Purchased Service providers, as deemed necessary by agency management, to submit substantiation evidencing that services related to invoiced In-Home Purchased Service costs were actually provided.

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We again further recommend that agency management ensure that:

- Agency staff responsible for reviewing and approving submitted In-Home Purchased Services providers' invoices for payment are made aware of the results of fiscal-related monitoring reviews of these providers and, for any such providers for which significant documentation deficiencies have been identified, the impact on the agency's review and approval process for these providers.
- The agency maintains sufficient evidence substantiating the results of all fiscal-related monitoring procedures performed to determine whether the services for which In-Home Purchased Services providers were paid were actually provided, and provided in adherence to DHS regulations and executed contract terms and to reduce the risk of overbillings and fraudulent billings by contracted In-Home Purchased Services Providers going undetected.

Agency Management Response: During the prior audit engagement, which concluded in April 2018, the agency was notified of the control deficiency and the Agency Director immediately notified In-Home providers of the requirement for supporting documentation. The Agency Director worked with the In-Home providers on providing documentation showing proof of service which was duly enforced. That practice was implemented and enforced, unfortunately a formal written policy and procedure was not established and documented. The Agency has since written formal policy and procedures in September 2019, which was updated in December 2019. The Agency will continue to monitor and enforce In-Home provider requirements for supporting documentation for services provided and will update the policy and procedures as needed.

Auditor's Conclusion: We commend Bradford County Children and Youth Agency management on their efforts to develop formal written fiscal-related monitoring policy and procedures for contracted In-Home Purchased Service providers. During our next engagement, we will review the agency's implemented policy and procedures and determine whether they are sufficient to reduce the agency's risk of paying overbillings and fraudulent billings submitted by contracted In-Home Purchased Service providers and such erroneous payments going undetected.

SECTION 6

CURRENT ENGAGEMENT OBSERVATION

BRADFORD COUNTY CHILDREN AND YOUTH AGENCY
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Observation – Significant Control Deficiencies Exist in the Commonwealth Department of Human Services’ Oversight of Children and Youth (C&Y) Agencies’ Adherence with the Requirements of the Child Protective Services Law (CPSL)

The Child Protective Services Law (CPSL) requires the conduct of criminal background checks and child abuse history clearances (certifications) for all employees and direct volunteers of county children and youth (C&Y) agencies as well as the volunteers/employees of these agencies’ contractors (providers) and subcontractors (sub-recipients).² To ensure adherence to these requirements, the Commonwealth DHS (DHS) has assigned monitoring responsibilities to internal offices and bureaus based on the types of services provided.

Foster Care

As a part of its annual licensing inspection process of county C&Y agencies, the Commonwealth DHS’ Office of Children, Youth and Families (OCYF) performs reviews of agency employees and agency foster parents’ adherence to the requirements of the CPSL. The OCYF also performs CPSL adherence reviews of employees of contracted foster family agencies through its annual licensing inspection of these providers. However, because the OCYF is behind in its completion of these annual inspections and does not have adequate procedures in place to determine whether C&Y agencies are monitoring their respective providers’ and sub-recipients’ adherence to the CPSL,³ the safety of children receiving services from these agencies and their contractors and subcontractors may be at **risk**. According to information provided by DHS OCYF, the Bradford County Children and Youth Agency provided in-home and placement services to 2,015 children residing within the County during the 2017-2018 fiscal year.

Day Treatment Centers and Child Residential Facilities

Beginning July 1, 2012, the DHS Bureau of Human Services’ Licensing (bureau) took over responsibility for the performance of the annual licensing inspections of Child Day Treatment Centers and Child Residential Facilities, which encompasses the performance of CPSL adherence reviews of the employees of these providers. Prior to July 1, 2012, DHS OCYF had been responsible for performing these CPSL adherence reviews during its annual licensing inspections of these providers. Through a review of the DHS website, we found letters, posted by DHS, to the management staff of Child Day Treatment Centers and Child Residential Facilities detailing the results of the licensing inspections performed by the bureau and identifying regulatory violations, including CPSL adherence violations, as specified in the accompanying License Inspection Summaries. However, we are unable to attest to: 1) the

² 23 Pa.C.S. §§ 6344 and 6344.2.

³ This is detailed in the Commonwealth of Pennsylvania Single Audit Reports (most recently for the fiscal year ended June 30, 2018, via Finding 2018-010).

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timeliness of the completion and approval of these annual inspections and 2) whether the CPSL adherence of any potential sub-recipients used by these providers are being monitored.⁴

Contracted In-Home Preventative Service Providers

For contracted In-Home Preventative Service providers, we were informed by DHS OCYF that these providers are not required to be licensed by the Commonwealth and, thus, are not subject to the annual inspections performed by DHS.⁵ DHS' position was that while not all in-home service providers would meet the criteria requiring the conduct of *certifications* for employees/volunteers, when they do, C&Y agencies were responsible for including provisions in their executed contracts with these providers.

In correspondence with management of C&Y agencies during some of our recently conducted engagements, we have found that some C&Y agencies' management staffs are still of the opinion that there is no need to directly monitor CPSL adherence of the providers' employees/volunteers because they are now including the requirements for this type of monitoring in their executed contracts with these providers. However, our interpretation of the CPSL remains that C&Y agencies cannot fulfill their duties under the CPSL to protect the children receiving in-home preventative services from child abuse by merely including the requirements for "direct monitoring" in their provider executed contracts.⁶ Instead, all C&Y agencies should have a process in place that allows them to actively monitor their providers and sub-recipients by routinely reviewing their employees' and volunteers' *certifications* for disqualifying convictions.

Therefore, we concluded that DHS had not taken every action to obtain reasonable assurance that C&Y agencies were taking enough action to ensure the safety and welfare of the vulnerable, at risk children receiving in-home preventative services. Further, because DHS has not implemented a process to ensure that C&Y agencies are consistently monitoring the CPSL adherence of the contracted In-Home Preventative Service providers' employees and

⁴ This is detailed in the Commonwealth of Pennsylvania Single Audit Reports (most recently for the fiscal year ended June 30, 2018, via Finding 2018-010).

⁵ Please note that based on recent correspondence with DHS, these providers are referred to as "private providers delivering prevention and reunification services." We refer to them as *contracted In-Home Preventative Service providers* throughout our observation for ease of understanding.

⁶ In our Department's opinion "direct monitoring" consists of C&Y agencies routinely performing procedures to obtain reasonable assurance that their *contracted In-Home Preventative Service providers* and their sub-recipients are properly vetting a representative sample of the background checks and child abuse history clearances of their employees and volunteers to identify, and properly address, any identified disqualifying convictions.

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volunteers, this Department will continue to raise concerns about the risks posed to the safety of these vulnerable children.⁷

DHS Senior Management Follow-Up Response

DHS senior management provided an official response to our concerns detailed in this Observation in a February 28, 2018 letter that affirmed their assertion that, because DHS has no contractual relationship with *contracted In-Home Preventative Service providers*, the ability and responsibility to monitor private providers⁸ to ensure that their *certifications* adhere to the CPSL falls to the C&Y agencies, as does the responsibility to take appropriate action when they do not comply.

DHS senior management staff further stated that DHS recognizes that they are responsible for communicating contract monitoring expectations to the C&Y agencies and for implementing a method to ensure that contract monitoring is being performed adequately. DHS' OCYF has communicated DHS' expectation that C&Y agencies must monitor these private providers' compliance with the requirements of the CPSL. DHS has also reiterated this expectation during quarterly Pennsylvania Children and Youth Administrators (PCYA) meetings held between June 2016 and October 2017, as well as in general guidance regarding contract monitoring efforts included in OCYF Bulletins issued for the 2017-18 and 2018-19 fiscal years. Further, DHS stated that OCYF will issue additional guidance in its Needs-Based Plan and Budget instructions for this year to emphasize adherence to the CPSL requirements for these providers as part of the C&Y agencies' monitoring expectations.

Finally, DHS informed us that they will address the adequacy of C&Y agencies' monitoring through the July 2019 version of the DHS Single Audit Supplement (SAS) and will develop and require through the SAS a schedule that captures the details of each C&Y agency's monitoring efforts.⁹ This will include a listing of these private providers, whether they were monitored and if any CPSL violations were identified. The schedule will be submitted with the respective county's annual single audit report and will be subject to an Agreed Upon Procedures (AUP) engagement. DHS will also provide technical assistance to any C&Y agency that needs improvement.

⁷ The *2017 Annual Child Protective Services Report* notes that the DHS' Office of Children, Youth and Families (OCYF) and its regional offices (in Philadelphia, Scranton, Harrisburg, and Pittsburgh) have responsibilities that include, among others: "Monitoring, licensing, and providing technical assistance to CCYA and private children and youth agencies and facilities." [Emphasis added.], p. 7; http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_275378.pdf, accessed August 3, 2018.

⁸ This includes *contracted In-Home Preventative Service providers* and their sub-recipients.

⁹ As of the date of this report, DHS has not notified us that the Single Audit Supplement has been updated.

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We believe that DHS obtaining C&Y agencies' reporting of the CPSL status of these providers as a part of their Single Audit Supplement and the other above discussed DHS' methods taken to address the issues we raised in our March 18, 2018, Position Statement letter to DHS would be a significant improvement. However, until DHS implements a process to ensure that all 67 C&Y agencies are routinely directly monitoring the CPSL adherence to the *certifications* of their contracted in-home preventative service providers' employees and volunteers, this Department, as indicated in our March 18, 2018, Position Statement letter, will continue to raise our concerns. Our Department again wishes to re-emphasize that any failure to perform such monitoring puts the safety of these vulnerable children at great risk.

Greater Scrutiny of Arrest and Conviction Records

It is important to note that background checks and child abuse clearances have historically been valid for one year after being obtained.¹⁰ However, recent amendments to the CPSL extend this time frame from one year to five years.¹¹ Therefore, there is a need for DHS and C&Y agencies across the commonwealth to have a *greatly heightened* awareness about the arrest and conviction records, as well as child abuse adjudications, of the employees/volunteers of C&Y agencies' *contracted In-Home Preventative Service providers* and their sub-recipients. This is to ensure that no new, disqualifying incidents have occurred from the date of the background clearances since certain disqualifying offenses could go undetected for years.

Auditor General Senior Management's Follow-up Conclusion Statement

We commend DHS management for acknowledging the seriousness of the risks to children's safety resulting from the significant control deficiencies we identified related to CPSL adherence as discussed in our March 18, 2018 Position Statement letter. Further, we recognize the challenges that DHS faces in monitoring the 67 C&Y agencies' direct monitoring of the numerous *contracted In-Home Preventative Service providers* and their sub-recipients. We believe that requiring C&Y agencies to submit a schedule that captures the details of the agency's monitoring efforts as described above will be a major improvement. However, we also recognize that risks to these vulnerable children continue to exist. One such risk results from the potential delay of 9 to 21 months (or possibly longer) between the date of possible noncompliance by a *contracted In-Home Preventative Service provider* and/or inadequate monitoring by a county C&Y agency and DHS becoming aware of those issues.¹²

¹⁰ Please note that the previous one year validity of checks and clearances only applied to prospective employees, which is a requirement that was deleted by Act 153 of 2014.

¹¹ 23 Pa.C.S. § 6344.4.

¹² The potential 9-21 month delay is based on the Single Audit being due nine months after the end of the fiscal year plus up to 12 months for possible noncompliance occurring at the beginning of the fiscal year. The period of delay would be higher when the Single Audit is not received within nine months from the end of the fiscal year.

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Furthermore, as previously stated, we have communicated to DHS that we believe that DHS should do more to assure that employees/volunteers of *contracted In-Home Preventative Service providers* are properly vetted through reviews of background checks and child abuse history clearances and to ensure that employees/volunteers do not have any convictions or adjudications that are disqualifying under the CPSL. Further, because of more recent amendments to the CPSL that changed the validity timeframe for background checks and child abuse history clearances from one to five years (i.e., 60 months) after being obtained, we believe that a greatly heightened awareness of these providers and sub-recipients' arrest and conviction records and child abuse adjudications is warranted.¹³

Directly monitoring whether employees/volunteers of *contracted In-Home Preventative Service providers* are properly vetted through a background check process is a crucial step towards protecting these at-risk children. Therefore, we will continue to monitor the adequacy of measures taken by DHS to monitor and address C&Y agencies' compliance with the requirements of the CPSL as it relates to their contracted in-home preventative service providers and their sub-recipients. Again, our Department re-emphasizes that any failure to perform such monitoring puts the safety of these vulnerable children at great risk.

Finally, we requested that DHS reach out to, and work with, the chairs of the legislative committees of the Pennsylvania Senate and House of Representatives who help to protect the wellbeing of Pennsylvania children and youth to amend the Human Services Code to include provisions requiring the licensure and annual inspections of *contracted In-Home Preventative Service providers and their subcontractors (sub-recipients)*.

¹³ As noted in an earlier footnote, the now repealed one year validity of checks and clearances only applied to prospective employees.

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This report was originally distributed to the following:

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