

AMENDED FISCAL REPORTS

For Fiscal Years:

July 1, 2017 to June 30, 2018

July 1, 2018 to June 30, 2019

Crawford County Children and Youth Agency

January 2022



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



**Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
Facebook: Pennsylvania Auditor General
Twitter: @PAAuditorGen
www.PaAuditor.gov**

**TIMOTHY L. DEFOOR
AUDITOR GENERAL**

The Commissioners of Crawford County
Crawford County Courthouse
903 Diamond Square
Meadville, PA 16335

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 Crawford County Children and Youth Agency (agency), legally known as Crawford 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, 2017 to June 30, 2018, and July 1, 2018 to June 30, 2019. 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, 2018, and June 30, 2019.

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 conducted, nor was it required to be, 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 Crawford 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 2017-2018 and 2018-2019 fiscal years based on the accrual basis of accounting.¹

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

- For the **2017-2018 fiscal year**, our engagement resulted in no adjustments being made to the agency's submitted fiscal reports, which are presented in Section 1 of this report.
- For the **2018-2019 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 \$8,118. Based on the application of the state participation rates, the adjustment resulted in an amount due to the state totaling \$8,445. The adjustment is detailed in our amended fiscal reports for fiscal year 2018-2019, as included in Section 2 of this report.

In addition, we found that the agency complied with the finding included in our prior engagement report, as detailed in Section 3 of this report.

Finally, we included the observation listed below related to DHS' monitoring of County Children and Youth (C&Y) Agencies' compliance with the Child Protective Services Law (CPSL), as detailed in Section 4 of this report:

Observation – Despite the Pennsylvania Department of Human Services Apparent Strides in Increasing the Protection of At-Risk Children in the Care of Contracted In-Home Preventative Service Providers, DHS Failed to Review the Adequacy of the C&Y Agencies Procedures and Results for Ensuring these Providers Comply with CPSL Requirements

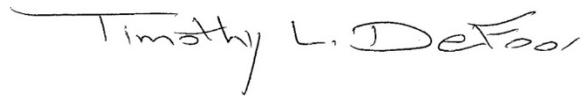
The results of our engagement procedures, as presented in this report, were discussed with agency management at an exit conference held on January 12, 2022.

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 any recommended adjustments included in our amended fiscal reports. You will be notified by DHS of the decisions made regarding the approval and finalization of any recommended 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.

¹ In accordance with DHS regulations, the expenditures reported in the enclosed fiscal reports are limited to expenditures funded by allocations made pursuant to Act 148 of 1976, as amended, (62 P.S. § 704.1) and do not include any expenditures made from other appropriations or grant funds.

We appreciate the cooperation, assistance, and courtesy granted our representatives by your officials and the staff of the Crawford County Children and Youth Agency. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.

Sincerely,

A handwritten signature in black ink that reads "Timothy L. DeFoor". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

Timothy L. DeFoor
Auditor General
January 13, 2022

CONTENTS

	Page
<u>Background</u>	1
<u>Section 1 – Amended Fiscal Reports for the Fiscal Year July 1, 2017 to June 30, 2018</u>	
Amended Computation of Final Net State Share	3
Amended CY-348 - Fiscal Summary	4
Amended CY-370A - Revenue Report	5
Amended CY-370 - Expenditure Report.....	6
Amended Summary of Expense and Expense Adjustments	7
<u>Section 2 – Amended Fiscal Reports for the Fiscal Year July 1, 2018 to June 30, 2019</u>	
Amended Computation of Final Net State Share	9
Amended CY-348 - Fiscal Summary	10
Amended CY-370A - Revenue Report	11
Amended CY-370 - Expenditure Report.....	12
Amended Summary of Expense and Expense Adjustments	13
Adjustment Schedule	14
<u>Section 3 – Status of Prior Engagement Finding and Recommendations</u>	16
<u>Section 4 – Current Engagement Observation</u>	18
<u>Report Distribution List</u>	22

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 Crawford County Children and Youth Agency provided in-home and placement services to 1,972 children residing within the County during the 2018-2019 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 engagement period, 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, 2017 to JUNE 30, 2018

**CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2017 TO JUNE 30, 2018
AMENDED
COMPUTATION OF FINAL NET STATE SHARE**

Approved State Allocation ¹	\$	6,122,267
Supplemental Act 148		<u>71,938</u>
Total State Allocation		6,194,205
State Share (CY348) ²	\$	6,194,205
Less: Major Service Category Adjustment		<u>0</u>
Net State Share	\$	6,194,205
Less: Expenditures in Excess of the Approved State Allocation		<u>0</u>
Final Net State Share Payable ³	\$	6,194,205
Actual Act 148 Revenues Received ⁴		<u>6,194,205</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 auditor's adjustments are considered.

³ Final Net Share Payable is the net amount of reimbursable expenditures from Act 148 funds after auditor's 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.

**CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2017 TO JUNE 30, 2018
AMENDED CV370A
REVENUE REPORT**

MAJOR SERVICE CATEGORIES & COST CENTERS	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
IN-HOME	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
1-A ADOPTION SERVICE	133,303	8		2,007				20,535	0	110,535	110,535	0
1-B ADOPTION ASSISTANCE	944,877	0	381,287	3,600				0	0	559,990	447,992	111,998
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	96,415	0	35,434	1,635				0	0	59,346	47,477	11,869
1-D COUNSELING - DEPENDENT	906,991	0		710	241,081	75,677		7,532	0	581,991	465,593	116,398
1-E COUNSELING - DELINQUENT	96,291	0		31	11,000			341	0	84,919	67,935	16,984
1-F DAY CARE	1,055	0							0	1,055	844	211
1-G DAY TREATMENT - DEPENDENT	0	0							0	0	0	0
1-H DAY TREATMENT - DELINQUENT	0	0							0	0	0	0
1-I HOMEMAKER SERVICE	27,057	0		53	4,847			564	0	21,593	17,274	4,319
1-J INTAKE & REFERRAL	44,434	3		669				6,917	0	36,845	29,476	7,369
1-K LIFE SKILLS - DEPENDENT	0	0							0	0	0	0
1-L LIFE SKILLS - DELINQUENT	0	0							0	0	0	0
1-M PROTECTIVE SERVICE - CHILD ABUSE	577,695	37		8,693				89,927	0	479,038	383,230	95,808
1-N PROTECTIVE SERVICE - GENERAL	2,095,179	134		31,426				326,854	0	1,736,765	1,389,412	347,353
1-O SERVICE PLANNING	88,868	6		1,338				13,945	0	73,579	58,863	14,716
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	28,478	0							0	28,478	14,239	14,239
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0							0	0	0	0
1-R SUBTOTAL IN-HOME	5,040,643	188	416,721	50,162	256,928	75,677	0	466,833	0	3,774,134	3,032,870	741,264
COMMUNITY BASED PLACEMENT	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
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0							0	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	663,561	50,767	8,724	1,338			34,092	114,995	0	453,645	362,916	90,729
2-D COMMUNITY RESIDENTIAL - DELINQUENT	910,433	24,056	18,542					23,610	0	844,225	675,380	168,845
2-E EMERGENCY SHELTER - DEPENDENT	417,071	1,876		669	16,915			113,097	0	284,514	256,063	28,451
2-F EMERGENCY SHELTER - DELINQUENT	69,167	814			4,804			1,408	0	62,141	55,927	6,214
2-G FOSTER FAMILY - DEPENDENT	1,929,270	93,847	2,988	13,991				54,823	0	1,270,210	1,016,168	254,042
2-H FOSTER FAMILY - DELINQUENT	0	0							0	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	131,883	1,714	12,404					3,014	0	114,751	91,801	22,950
2-J SUP. INDEPENDENT LIVING - DELINQUENT	114,808	7,006							0	107,802	86,242	21,560
2-K SUBTOTAL CBP	4,236,193	180,080	42,658	15,998	21,719	0	34,092	804,359	0	3,137,287	2,544,497	592,790
INSTITUTIONAL PLACEMENT	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	8,250	0							0	8,250	4,125	4,125
3-B RESIDENTIAL SERVICE - DEPENDENT	318,164	4,933	0	668			75,000	103,592	0	133,971	80,383	53,588
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	163,537	6,891	0				123,030	5,559	0	28,057	16,834	11,223
3-D SECURE RES. SERVICE (EXCEPT YDC)	129,156	1,904							0	127,252	76,351	50,901
3-E YDC SECURE	0	0								0	0	0
3-F SUBTOTAL INSTITUTIONAL	619,107	13,728	0	668	0	0	198,030	109,150	0	297,531	177,693	119,838
4 ADMINISTRATION	937,963	46		14,080				184,536	7,393	731,908	439,145	292,763
5 TOTAL REVENUES	10,833,906	194,042	459,379	80,908	278,647	75,677	232,122	1,564,878	7,393	7,940,860	6,194,205	1,746,655

**CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2017 TO JUNE 30, 2018
AMENDED CY370
EXPENDITURE REPORT**

MAJOR SERVICE CATEGORIES & COST CENTERS	OBJECTS OF EXPENDITURE										12 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
IN-HOME												
I-A ADOPTION SERVICE	77,335	36,989		18,096	0	883	133,303	1	0	0	0	0
I-B ADOPTION ASSISTANCE	0	0	945,456	0	0	0	945,456	0	156	0	579	0
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	96,415	0	0	0	96,415	0	18	0	0	0
I-D COUNSELING - DEPENDENT	0	0	47,771	859,220	0	0	906,991	0	181	0	0	0
I-E COUNSELING - DELINQUENT	0	0	2,114	94,177	0	0	96,291	0	50	0	0	0
I-F DAY CARE	0	0	0	1,055	0	0	1,055	0	3	0	0	0
I-G DAY TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
I-H DAY TREATMENT - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
I-I HOMEMAKER SERVICE	0	0	3,391	23,466	0	0	27,057	0	8	0	0	0
I-J INTAKE & REFERRAL	25,778	12,330	6,032	0	0	294	44,434	1,873	0	0	0	0
I-K LIFE SKILLS - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
I-L LIFE SKILLS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
I-M PROTECTIVE SERVICE - CHILD ABUSE	335,119	160,284	78,469	0	0	3,823	577,695	551	0	0	0	0
I-N PROTECTIVE SERVICE - GENERAL	1,211,586	579,487	290,285	0	13,821	0	2,095,179	1,909	0	0	0	0
I-O SERVICE PLANNING	51,557	24,659	12,064	0	588	0	88,868	929	0	0	0	0
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT	0	0	0	0	28,478	0	28,478	0	24	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	1,701,375	813,749	1,041,871	458,422	1,006,396	19,409	5,041,222	0	0	0	579	0
Number of Children receiving only NON-PURCHASED IN-Home Services 3,653												
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	51,557	24,659	0	13,391	573,366	588	663,561	3,066	14	0	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	761	909,672	0	910,433	3,985	22	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	25,778	12,330	0	7,075	371,594	294	417,071	2,282	24	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	69,167	0	69,167	380	30	0	0	0
2-G FOSTER FAMILY - DEPENDENT	360,899	172,613	0	139,072	1,253,240	4,117	1,929,941	30,547	131	100	571	0
2-H FOSTER FAMILY - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	328	131,555	0	131,883	755	5	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	114,808	0	114,808	717	5	0	0	0
2-K SUBTOTAL CBP	438,234	209,602	0	160,627	3,423,402	4,999	4,236,864	41,732	231	100	571	0
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	0	0	0	0	8,250	0	8,250	33	3	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	25,778	12,330	0	6,429	273,343	294	318,174	1,350	13	10	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	223	163,314	0	163,537	786	7	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0	0	0	129,156	0	129,156	422	2	0	0	0
3-E YDC SECURE	0	0	0	0	0	0	0	0	0	0	0	0
3-F SUBTOTAL INSTITUTIONAL	25,778	12,330	0	6,652	574,063	294	619,117	2,591	25	10	0	0
4 ADMINISTRATION	484,776	197,273	0	270,580	0	4,704	957,333	0	0	19,370	0	0
5 TOTAL EXPENDITURES	2,650,163	1,232,954	1,041,871	896,281	5,003,861	29,406	10,854,536	0	0	19,480	1,150	0
County Indirect Costs = \$ 174,063												

**CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2017 TO JUNE 30, 2018
AMENDED
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

COST CENTER ITEMS	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 133,303	\$ 0	\$ 133,303
Adoption Assistance	945,456	0	945,456
Subsidized Permanent Legal Custodianship	96,415	0	96,415
Counseling	1,003,282	0	1,003,282
Day Care	1,055	0	1,055
Day Treatment	0	0	0
Homemaker Service	27,057	0	27,057
Intake and Referral	44,434	0	44,434
Life Skills	0	0	0
Protective Service - Child Abuse	577,695	0	577,695
Protective Service - General	2,095,179	0	2,095,179
Service Planning	88,868	0	88,868
Juvenile Act Proceedings	28,478	0	28,478
Alternative Treatment	0	0	0
Community Residential	1,573,994	0	1,573,994
Emergency Shelter	486,238	0	486,238
Foster Family	1,929,941	0	1,929,941
Supervised Independent Living	246,691	0	246,691
Juvenile Detention Service	8,250	0	8,250
Residential Service	481,711	0	481,711
Secure Residential Service (Except YDC)	129,156	0	129,156
YDC Secure	0	0	0
Administration	957,333	0	957,333
Combined Total Expense	<u>10,854,536</u>	<u>0</u>	<u>10,854,536</u>
Less Non-reimbursables	<u>20,630</u>	<u>0</u>	<u>20,630</u>
Total Net Expense	<u>\$ 10,833,906</u>	<u>\$ 0</u>	<u>\$ 10,833,906</u>

OBJECTS OF EXPENDITURE	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 2,650,163	\$ 0	\$ 2,650,163
Employee Benefits	1,232,954	0	1,232,954
Subsidies	1,041,871	0	1,041,871
Operating	896,281	0	896,281
Purchased Services	5,003,861	0	5,003,861
Fixed Assets	29,406	0	29,406
Combined Total Expense	<u>10,854,536</u>	<u>0</u>	<u>10,854,536</u>
Less Non-reimbursables	<u>20,630</u>	<u>0</u>	<u>20,630</u>
Total Net Expense	<u>\$ 10,833,906</u>	<u>\$ 0</u>	<u>\$ 10,833,906</u>

SECTION 2

AMENDED FISCAL REPORTS

FOR THE FISCAL YEAR:

JULY 1, 2018 to JUNE 30, 2019

**CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2018 TO JUNE 30, 2019
AMENDED
COMPUTATION OF FINAL NET STATE SHARE**

Approved State Allocation ¹		\$	6,783,813
Supplemental Act 148			<u>0</u>
Total State Allocation			6,783,813
State Share (CY348) ²	\$		6,012,071
Less: Major Service Category Adjustment			<u>0</u>
Net State Share		\$	6,012,071
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable ³		\$	6,012,071
Actual Act 148 Revenues Received ⁴			<u>6,020,516</u>
Net Amount Due County/(State) ⁵		\$	<u><u>(8,445)</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 auditor's adjustments are considered.

³ Final Net Share Payable is the net amount of reimbursable expenditures from Act 148 funds after auditor's 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.

**CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2018 TO JUNE 30, 2019
AMENDED CY348
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	91,539	204	1,151	0	0	0	14,088	0	76,096	76,096	0
02. 90% REIMBURSEMENT	296,077	6,808	993	12,460	0	0	41,223	0	234,593	211,134	23,459
03. 80% REIMBURSEMENT	8,459,640	114,344	514,623	266,187	75,677	42,551	1,209,077	0	6,237,181	4,989,745	1,247,436
04. 60% REIMBURSEMENT	1,769,309	28,444	12,679	0	0	189,571	354,128	3,481	1,181,006	708,604	472,402
05. 50% REIMBURSEMENT	53,249	266	0	0	0	0	0	0	52,983	26,492	26,491
06. TOTAL NET CHILD WELFARE EXPEND.	10,669,814	150,066	529,446	278,647	75,677	232,122	1,618,516	3,481	7,781,859	6,012,071	1,769,788

YDC/YFC PLACEMENT COSTS											
07. 60% DHS PARTICIPATION	0	0							0	0	0

08. NON-REIMBURSABLE EXPENDITURES	21,890	0							21,890		21,890
--	--------	---	--	--	--	--	--	--	--------	--	--------

09. TOTAL EXPENDITURES	10,691,704	150,066	529,446	278,647	75,677	232,122	1,618,516	3,481	7,803,749	6,012,071	1,791,678
-------------------------------	------------	---------	---------	---------	--------	---------	-----------	-------	-----------	-----------	-----------

10. TOTAL TITLE IV-D COLLECTIONS 85,607

11. TITLE IV-D Collections for IV-E Children 21,490

12. STATE ACT 148 - line 6 6,012,071

13. STATE ACT 148 ALLOCATION 6,783,813

14. ADJUSTED STATE SHARE (lower of 12 or 13) 6,012,071

INVOICE	
AMENDED STATE SHARE (ACT 148)	6,012,071
ACT 148 AMOUNT RECEIVED	6,020,516
ADJUSTMENT TO STATE SHARE	(8,445)

CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
 FOR THE PERIOD JULY 1, 2018 TO JUNE 30, 2019
 AMENDED CY370A
 REVENUE REPORT

MAJOR SERVICE CATEGORIES & COST CENTERS	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
IN-HOME	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
1-A ADOPTION SERVICE	91,539	204		1,151				14,088	0	76,096	76,096	0
1-B ADOPTION ASSISTANCE	968,244	0	423,709	12,376				0	0	532,159	425,727	106,432
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	76,382	0	23,962					0	0	52,420	41,936	10,484
1-D COUNSELING - DEPENDENT	887,040	74		605	256,083	75,677		7,533	0	547,068	437,654	109,414
1-E COUNSELING - DELINQUENT	86,125	0		10	7,022			101	0	78,992	63,194	15,798
1-F DAY CARE	0	0		0	0			0	0	0	0	0
1-G DAY TREATMENT - DEPENDENT	0	0		0	0			0	0	0	0	0
1-H DAY TREATMENT - DELINQUENT	0	0		0	0			0	0	0	0	0
1-I HOMEMAKER SERVICE	16,947	0		29	3,082			357	0	13,479	10,783	2,696
1-J INTAKE & REFERRAL	137,308	305		1,728	0			21,132	0	114,143	91,314	22,829
1-K LIFE SKILLS - DEPENDENT	0	0		0	0			0	0	0	0	0
1-L LIFE SKILLS - DELINQUENT	0	0		0	0			0	0	0	0	0
1-M LIFE SKILLS - CHILD ABUSE	595,187	1,322		7,485	0			91,571	0	494,809	395,847	98,962
1-N PROTECTIVE SERVICE - GENERAL	1,977,969	4,369		24,760	0			300,529	0	1,648,311	1,318,649	329,662
1-O SERVICE PLANNING	274,613	610		3,454	0			42,263	0	228,286	182,629	45,657
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	19,499	0		0	0			0	0	19,499	9,750	9,749
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0		0	0			0	0	0	0	0
1-R SUBTOTAL IN-HOME	5,130,853	6,884	447,671	51,598	266,187	75,677		477,574	0	3,805,262	3,053,579	751,683
COMMUNITY BASED PLACEMENT	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
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0		0				0	0	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	759,504	41,459	1,740	2,299			42,551	188,973	0	482,482	385,986	96,496
2-D COMMUNITY RESIDENTIAL - DELINQUENT	649,338	16,499		4				40	0	632,795	506,236	126,559
2-E EMERGENCY SHELTER - DEPENDENT	196,125	6,762		0	4,281			41,223	0	143,859	129,473	14,386
2-F EMERGENCY SHELTER - DELINQUENT	99,952	46		993	8,179			0	0	90,734	81,661	9,073
2-G FOSTER FAMILY - DEPENDENT	1,800,824	47,310	2,198	10,264				532,414	0	1,208,638	966,910	241,728
2-H FOSTER FAMILY - DELINQUENT	0	0		0				0	0	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	100,952	515		0				24,164	0	76,273	61,019	15,254
2-J SUP. INDEPENDENT LIVING - DELINQUENT	129,207	1,881		0				0	0	127,326	101,861	25,465
2-K SUBTOTAL CBP	3,735,902	114,472	4,931	12,567	12,460	0	42,551	786,814	0	2,762,107	2,233,146	528,961
INSITUATIONAL PLACEMENT	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	33,750	266							0	33,484	16,742	16,742
3-B RESIDENTIAL SERVICE - DEPENDENT	243,983	9,803		0			101,160	63,497	0	69,523	41,714	27,809
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	146,954	6,874		0			88,411	0	0	51,669	31,001	20,668
3-D SECURE RES. SERVICE (EXCEPT YDC)	358,468	10,242							0	348,226	208,936	139,290
3-E YDC SECURE	0	0								0	0	0
3-F SUBTOTAL INSITUATIONAL	783,155	27,185	0	0	0	0	189,571	63,497	0	502,902	298,393	204,509
4 ADMINISTRATION	1,019,904	1,525		12,679				290,631	3,481	711,588	426,953	284,635
5 TOTAL REVENUES	10,669,814	150,066	452,602	76,844	278,647	75,677	232,122	1,618,516	3,481	7,781,859	6,012,071	1,769,788

CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2018 TO JUNE 30, 2019
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/Sub.	Non-Reim. Purchased Serv/ Subsidies	Program Income related to all Non-Reimbursable
IN-HOME												
I-A ADOPTION SERVICE	53,261	26,493		11,422	0	363	91,539	1	0	0	0	0
I-B ADOPTION ASSISTANCE	0	0	968,799	0	0	0	968,799	0	157	0	555	0
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANS/SH	0	0	76,382	0	0	0	76,382	0	18	0	0	0
I-D COUNSELING - DEPENDENT	0	0		48,640	838,400	0	887,040	0	195	0	0	0
I-E COUNSELING - DELINQUENT	0	0		667	85,458	0	86,125	0	44	0	0	0
I-F DAY CARE	0	0		0	0	0	0	0	0	0	0	0
I-G DAY TREATMENT - DEPENDENT	0	0		0	0	0	0	0	0	0	0	0
I-H DAY TREATMENT - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
I-I HOMEMAKER SERVICE	0	0		2,257	14,690	0	16,947	0	12	0	0	0
I-J INTAKE & REFERRAL	79,891	39,741		17,132	0	544	137,308	2,118	0	0	0	0
I-K LIFE SKILLS - DEPENDENT	0	0		0	0	0	0	0	0	0	0	0
I-L LIFE SKILLS - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
I-M PROTECTIVE SERVICE - CHILD ABUSE	346,192	172,206		74,434	0	2,355	595,187	464	0	0	0	0
I-N PROTECTIVE SERVICE - GENERAL	1,145,100	569,602		252,179	3,300	7,788	1,977,969	1,972	2	0	0	0
I-O SERVICE PLANNING	159,781	79,479		34,266	0	1,087	274,613	945	0	0	0	0
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT				0	19,499		19,499	0	29	0	0	0
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT				0	0		0	0	0	0	0	0
I-R SUBTOTAL IN-HOME	1,784,225	887,521	1,045,181	440,997	961,347	12,137	5,131,408			0	555	0
	Number of Children receiving only NON-PURCHASED IN-Home Services 4,034											
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	106,521	52,986	0	24,600	574,724	725	759,556	2,833	17	52	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	960	648,378	0	649,338	2,777	21	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	0	0	0	833	193,325	0	196,158	1,129	13	33	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	99,952	0	99,952	544	31	0	0	0
2-G FOSTER FAMILY - DEPENDENT	372,823	185,452	0	127,314	1,112,699	2,536	1,800,824	26,925	129	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	0	0	0	149	100,803	0	100,952	631	5	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	129,207	0	129,207	842	10	0	0	0
2-K SUBTOTAL CBP	479,344	238,438	0	1,533,856	2,861,088	3,261	3,735,987	35,681	226	85	0	0
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	0	0	0	0	33,750	0	33,750	135	5	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	0	0	0	854	243,129	0	243,983	1,368	9	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	298	146,656	0	146,954	741	10	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0	0	0	358,468	0	358,468	1,124	6	0	0	0
3-E YDC SECURE	0	0	0	0	0	0	0	0	0	0	0	0
3-F SUBTOTAL INSTITUTIONAL	0	0	0	1,152	782,003	0	783,155	3,368	30	0	0	0
ADMINISTRATION	546,546	198,699	0	291,943	1,250	2,716	1,041,154			21,250	0	0
TOTAL EXPENDITURES	2,810,115	1,324,658	1,045,181	887,948	4,605,688	18,114	10,691,704			21,335	555	0
	County Indirect Costs = \$ 189,317											

**CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2018 TO JUNE 30, 2019
AMENDED
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

COST CENTER ITEMS	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 91,539	\$ 0	\$ 91,539
Adoption Assistance	968,799	0	968,799
Subsidized Permanent Legal Custodianship	76,382	0	76,382
Counseling	973,165	0	973,165
Day Care	0	0	0
Day Treatment	0	0	0
Homemaker Service	16,947	0	16,947
Intake and Referral	137,308	0	137,308
Life Skills	0	0	0
Protective Service - Child Abuse	595,187	0	595,187
Protective Service - General	1,977,969	0	1,977,969
Service Planning	274,613	0	274,613
Juvenile Act Proceedings	19,499	0	19,499
Alternative Treatment	0	0	0
Community Residential	1,408,894	0	1,408,894
Emergency Shelter	296,110	0	296,110
Foster Family	1,802,807	(1,983)	1,800,824
Supervised Independent Living	246,048	(15,889)	230,159
Juvenile Detention Service	33,750	0	33,750
Residential Service	390,937	0	390,937
Secure Residential Service (Except YDC)	348,714	9,754	358,468
YDC Secure	0	0	0
Administration	1,041,154	0	1,041,154
Combined Total Expense	<u>10,699,822</u>	<u>(8,118)</u>	<u>10,691,704</u>
Less Non-reimbursables	<u>21,890</u>	<u>0</u>	<u>21,890</u>
Total Net Expense	<u>\$ 10,677,932</u>	<u>\$ (8,118)</u>	<u>\$ 10,669,814</u>

OBJECTS OF EXPENDITURE	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 2,810,115	\$ 0	\$ 2,810,115
Employee Benefits	1,324,658	0	1,324,658
Subsidies	1,045,181	0	1,045,181
Operating	887,948	0	887,948
Purchased Services	4,613,806	(8,118)	4,605,688
Fixed Assets	18,114	0	18,114
Combined Total Expense	<u>10,699,822</u>	<u>(8,118)</u>	<u>10,691,704</u>
Less Non-reimbursables	<u>21,890</u>	<u>0</u>	<u>21,890</u>
Total Net Expense	<u>\$ 10,677,932</u>	<u>\$ (8,118)</u>	<u>\$ 10,669,814</u>

**CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2018 TO JUNE 30, 2019
ADJUSTMENT SCHEDULE**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENT	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
CY-370	2-G	5	1	CY-370 Adjustment			
				Foster Family (Dependent) - Purchased Services	\$ 1,114,682	\$ (1,983)	\$ 1,112,699
				Sup. Independent Living (Delinquent) - Purchased Services	\$ 145,096	\$ (15,889)	\$ 129,207
				Secure Res. Service (Except YDC) - Purchased Services	\$ 348,714	\$ 9,754	\$ 358,468
			Total Adjustment Amount		\$ (8,118)		
			To decrease expenditures by \$8,118 to include revisions made to the agency's expenditures ledger subsequent to the submission of the Act 148 Invoice to Commonwealth DHS.				
			Title 55 PA Code, Chapter 3170.95(a)(b)				

SECTION 3

STATUS OF PRIOR ENGAGEMENT FINDING AND RECOMMENDATIONS

CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
STATUS OF PRIOR ENGAGEMENT FINDING AND RECOMMENDATIONS

Finding – Lack of Internal Control Policies and Procedures to Reduce the Risk of Paying Overbillings or Fraudulent Billings by Contracted In-Home Purchased Service Providers (Resolved)

In our prior engagement report, covering the July 1, 2014 to June 30, 2017 fiscal years, we cited the Crawford County Children and Youth Agency (agency) for a lack of internal control policies and procedures designed to sufficiently reduce the agency’s risk of paying overbillings or fraudulent billings submitted by contracted In-Home Purchased Service providers and for failing to obtain reasonable assurance that services related to costs invoiced by these providers were actually provided and provided in adherence to executed contract terms.

During the conduct of our current engagement, we determined agency management performed fiscal-related monitoring procedures for In-Home Purchased Service providers during both fiscal years in our engagement period. We obtained and reviewed two monitoring reports, one for each fiscal year in our engagement period, and verified that sufficient monitoring procedures were performed. The procedures included agency fiscal team members comparing invoices to contact sheets/encounter forms, signed by the client and provider, to determine whether the invoiced dates, units, rates, and programs were accurate. Based on our evaluation, we concluded that the issuance of a repeat finding is not warranted.

SECTION 4

CURRENT ENGAGEMENT OBSERVATION

CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT OBSERVATION

Observation – Despite the Pennsylvania Department of Human Services Apparent Strides in Increasing the Protection of At-Risk Children in the Care of Contracted In-Home Preventative Service Providers, DHS Failed to Review the Adequacy of the C&Y Agencies Procedures and Results for Ensuring these Providers Comply with CPSL Requirements

The vast majority of Pennsylvania’s County Children and Youth (C&Y) Agencies contract with non-government In-Home Preventative Service Providers (Contracted Providers) to deliver services to children outside of an institutional or community-based setting, and those services are referred to as In-Home Purchased Services.² The Child Protective Services Law (CPSL) requires the conduct of Criminal Background Checks and Child Abuse History Clearances (Certifications) for all Contracted Providers’ (and their respective subcontractors’) employees and direct volunteers.³

Since 2016, we have communicated concerns to the Pennsylvania Department of Human Services (DHS) that these Contracted Providers were not being monitored for compliance with the CPSL certification mandates. Specifically, this needed monitoring relates to obtaining assurance as to the sufficiency of each C&Y Agency’s procedures for reviewing the Certifications of Contracted Providers’ employees and volunteers and their respective subcontractors, whose duties require them to come into direct contact with children and taking appropriate corrective actions when disqualifying incidents are identified. Furthermore, these Contracted Providers are not subject to licensure nor annual inspections under the Human Services Code (Code).⁴ Our concerns have been, and continue to be, communicated through the inclusion of a standardized observation in our C&Y Program engagement reports and through correspondence with DHS.

In February 2018, DHS senior management staff affirmed that DHS is responsible for communicating contract monitoring expectations to the C&Y Agencies and for implementing a method to ensure that the certification monitoring is being performed adequately. DHS staff

² Institutional and community-based settings are those in which the child is outside of the home for the entire time (e.g., Juvenile Detention, Residential Services, Secure Residential, Youth Development Camps, Youth Forestry Camps, Foster Care, Emergency Shelter, Group Homes, etc.). In-Home supportive services are provided while the child is in their own home or supportive services provided to the child or child’s family while the child is in substitute care.

³ 23 Pa.C.S. §§ 6344 and 6344.2. Please note that CPSL 23 Pa.C.S. § 6344.4 now requires recertification of the required state and federal background checks and the child abuse clearance every 60 months.

⁴ Based on a recent communication with DHS in early September 2020, the state agency candidly indicated that it lacks sufficient budgetary resources, leading to inadequate staffing to provide for the licensure and inspection of these Contracted Providers, which includes a large population of not only these providers, but also their subcontractors. Further, the implication of these budgetary constraints is that it would not be reasonable to pursue or support related legislation to make these Contracted Providers and their subcontractors subject to licensure and inspection. Please see the Special Note in Endnote 1.

CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT OBSERVATION

also stated that DHS had communicated these expectations to the C&Y Agencies on numerous occasions since 2016.

Our 2018 Position Statement Letter

On March 18, 2018, we sent a Position Statement Letter to the then DHS Deputy Secretary for Children, Youth and Families, which was also simultaneously delivered to the Pennsylvania Senate and House of Representatives' children and youth committee chairs focused on protecting the health, safety, and wellbeing of the children and youth receiving contracted in-home services across the Commonwealth. The major purpose of our letter was to express our concerns, as detailed above.

DHS Corrective Actions Taken

In an effort to further address our concerns, DHS expanded its CPSL adherence requirements for C&Y Agencies through the issuance of its 2019 revision of its Single Audit Supplement (Supplement) for counties, effective for the fiscal year ended June 30, 2019. The Supplement included the following requirements for C&Y Agencies and their auditors who conduct Single Audits of counties.

C&Y Agencies are required to:

- Monitor Contracted Provider adherence to the CPSL background check requirements to assure the safety of children receiving prevention, reunification, and aftercare services (services coded as in-home).
- Document these efforts and report them to DHS on a supplemental schedule included in each counties' Single Audit package.
- Create a listing of Contracted Providers that deliver in-home coded services.
- Monitor a sample of Contracted Providers' compliance with the CPSL requirements, including checking for incidents since the date of the background clearances.
- Communicate any violations to Contracted Providers and obtain a corrective action plan.
- Follow-up on implementation of the corrective action plan within six months.
- Document the results of the monitoring.

As part of the Single Audit, the auditors are required to perform Agreed-Upon Procedures with regard to the supplemental schedule noted above, including the following:

- Obtain a listing of Contracted Providers that deliver in-home coded services for the C&Y Agency.
- Test the listing of Contracted Providers for completeness.

CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT OBSERVATION

- Analyze the C&Y Agency’s documentation of monitoring activities for adequacy of monitoring, the C&Y Agency’s obtaining of any necessary corrective action plans, the C&Y Agency’s timely follow-up on corrective action plans, and the adequacy and accuracy of the monitoring documentation as represented on the supplemental schedule.
- Disclose any exceptions or findings within the Single Audit package for items not reflected on the supplemental schedule.

Our Current Position

We believe that the requirements that DHS included in its Supplement are great first steps in obtaining assurance of the C&Y Agencies’ compliance with the CPSL certification requirements. Specifically, having independent auditors reviewing the adequacy of the C&Y Agencies’ monitoring of the CPSL background check requirements for Contracted Providers annually, and reporting the C&Y Agencies’ monitoring efforts in a supplemental schedule of the Single Audit package that is provided to DHS appears to be effective. As part of the CPSL certification monitoring process, it is incumbent upon DHS to review the supplemental schedule and any exceptions or findings within the Single Audit packages to ascertain whether the C&Y Agencies are properly monitoring for CPSL certification requirements of its Contracted Providers. However, as of March 2021, DHS officials acknowledged that staff has not started reviewing the Single Audit packages for this purpose.⁵

This lack of review by DHS, as the oversight agency, is especially concerning considering DHS could remain unaware, despite receiving an audit report with the information, of a C&Y Agency failing to identify disqualifying incidents and/or take appropriate corrective actions when disqualifying convictions that would prohibit employees, volunteers, and subcontractors from having direct contact with children receiving services were identified. Therefore, we believe that it is imperative that DHS review the Single Audit packages for CPSL compliance by the C&Y Agencies in a timely manner.

Alternatively, DHS could implement its own monitoring process whereby it reviews the adequacy of the procedures each C&Y Agency has implemented related to ensuring its Contracted Providers and their subcontractors are complying with CPSL certification requirements and evaluate the results the C&Y Agencies found, including reviewing the corrective actions plans when disqualifying incidents were identified and verifying that the corrective action plans were implemented.¹

⁵ DHS informed us that they merely verbally inquire about the status of C&Y agencies’ respective corrective action plans during their monitoring process.

CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT OBSERVATION

Conclusion

As the oversight agency, it is our opinion that DHS should ensure that every C&Y Agency and their respective Contracted Providers are actually adhering to the CPSL certification requirements. This specifically relates to obtaining assurance as to the adequacy of each C&Y Agency's procedures for reviewing the Certifications of their Contracted Providers' employees and volunteers and their subcontractors (whose duties require them to come into direct contact with children) and taking appropriate corrective action when disqualifying incidents are identified. We continue to believe that these children remain particularly vulnerable because contracted in-home services are oftentimes provided outside the presence and view of others.

ⁱ **Special Note:** In marked contrast to contracted foster care parents/providers and day treatment centers/child residential facilities, as well as 12 other types of facilities and programs, these C&Y Contracted Providers are not subject to annual licensure and an inspection process in accordance with the Human Services Code (Code). As noted in an earlier footnote, DHS recently made the candid statement that it lacks sufficient budgetary resources, leading to inadequate staffing, to provide for the licensure and inspection of these Contracted Providers.

Our Department understands and appreciates these budgetary difficulties and that it may not be practical, but it is definitely reasonable to have licensure and inspections under the Code for this very large population of these C&Y Agencies' Contracted Providers and their subcontractors.

CRAWFORD COUNTY CHILDREN AND YOUTH AGENCY
REPORT DISTRIBUTION LIST

This report was originally distributed to the following:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania

The Honorable Megan Snead
Acting Secretary
Department of Human Services

Mr. Jonathan Rubin
Deputy Secretary
Office of Children, Youth and Families
Department of Human Services

Ms. Tia Petrovitz
Fiscal Management Specialist 4
Division of County Programs
Bureau of Budget and Fiscal Support
Office of Children, Youth and Families
Department of Human Services

Mr. Jim Flanagan
Section Chief
Financial Reporting and Payments Section
Division of Financial Policy and Operations
Bureau of Financial Operations
Department of Human Services

Mr. David Bryan, CPA, CGMA
Manager
Audit Resolution Section
Bureau of Financial Operations
Department of Human Services

Ms. Linda L. Herrold
Audit Specialist
Audit Resolution Section
Bureau of Financial Operations
Department of Human Services

The Commissioners of Crawford County

Ms. Sue Watkins
Director
Crawford County Children & Youth Agency

Ms. Roberta Clark
Fiscal Operations Officer
Crawford County Children & Youth Agency

Mr. Paul Compo
Controller
Crawford County

Mr. Michael Burns, CPA
Director
Bureau of Accounting & Financial Management
Office of Comptroller Operations
Office of the Budget

Mr. R. Dennis Welker
Special Audit Services
Bureau of Audits
Office of the Budget

Ms. Melanie Retherford
Human Services Program Specialist Supervisor
Bureau of Budget and Fiscal Support
Office of Children, Youth and Families
Department of Human Services

Ms. Melissa Erazo
Director
Bureau of Budget and Fiscal Support
Office of Children, Youth and Families
Department of Human Services

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.