

# AMENDED FISCAL REPORTS

For Fiscal Years:

July 1, 2012 to June 30, 2013

July 1, 2013 to June 30, 2014

July 1, 2014 to June 30, 2015

July 1, 2015 to June 30, 2016

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## Elk County Children and Youth Agency

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April 2018



Commonwealth of Pennsylvania  
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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**EUGENE A. DePASQUALE  
AUDITOR GENERAL**

The Commissioners of Elk County  
Elk County Courthouse Annex  
300 Center Street, PO Box 448  
Ridgeway, PA 15853

Dear Commissioners:

We have examined 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 Elk County Children and Youth Agency (agency), legally known as Elk 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, 2012 to June 30, 2013, July 1, 2013 to June 30, 2014, July 1, 2014 to June 30, 2015, and July 1, 2015 to June 30, 2016 pursuant to authority derived from Act 148 of 1976, as amended, (62 P.S. § 704.1(a)(4)). 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, 2013, June 30, 2014, June 30, 2015, and June 30, 2016.

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<sup>1</sup> 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 performed a review of the agency's internal controls over its invoice review and approval process for the 2012-2013 through the 2015-2016 fiscal years. We determined that agency staff responsible for reviewing and approving invoices submitted for payment did not perform procedures to obtain reasonable assurance that services corresponding to fees invoiced by In-Home Purchased Service providers were actually provided, and provided in adherence to executed key contract terms, before these invoices were approved for payment. Specifically, as detailed in the Finding in this report, for submitted In-Home Purchased Services invoices selected for detailed review and the corresponding expenditures reported on the agency's submitted fiscal reports, the agency failed to provide supporting documentation evidencing that the services

corresponding to the fees charged on the submitted invoices, and subsequently paid by the agency, were actually provided, and if provided, were provided in adherence to the requirements of the respective provider key contract terms.

Because of the significance of the matter described in the preceding paragraph, we were not able to obtain reasonable assurance that total expenditures of \$1,212,618 paid to In-Home Purchased Service providers and included in total Purchased Services expenditures of \$2,877,886 reported on the agency's CY-370 Expenditure Reports, and corresponding CY-383 Fee-For-Service Schedules, submitted to the DHS for the fiscal years ended 2013, 2014, 2015, and 2016, and included in the agency's respective general ledgers, were valid because the agency did not provide sufficient evidence that the corresponding services were actually provided or, if provided, that the services adhered to respective key executed contract provisions and DHS regulations. Therefore, while we achieved our objective of ascertaining and certifying the total Commonwealth expenditures paid on behalf of children residing within the county for the fiscal years ended 2013, 2014, 2015, and 2016, we cannot attest that services corresponding to the \$1,212,618 expended by the agency (and which the Commonwealth participated in) for In-Home Purchased Services, were actually provided, or if provided, were provided in adherence to executed key contract provisions and DHS regulations because a high risk exists that overbillings and fraudulent billings could have occurred.

Despite the matter described in the third paragraph of the previous page, we did perform procedures using the documentation available to us, and the results of those procedures are described in the bulleted items below. However, these results may have been affected by the matter described in the third paragraph, and our assurance provided is limited by this matter.

The results of our procedures performed during this engagement were as follows:

- **For the 2012-2013 fiscal year** our engagement resulted in no adjustments being made to the agency's submitted fiscal reports. There is no impact on the Final Net State Share which resulted in \$0 due to the county/state. Refer to Section 1 of this report.
- **For the 2013-2014 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 increasing agency expenditures by \$17,446. However, no amount is due to the county or state because the agency's expenditures exceeded the Total State Act 148 Allocation by \$10,504. The one adjustment is detailed in our amended fiscal reports for fiscal year 2013-2014, as included in Section 2 of this report.
- **For the 2014-2015 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 increasing agency expenditures by \$9,326. Based on the application of the state participation rates, the one adjustment impacting the agency's Final Net State Share Payable resulted in an amount due to the county totaling \$5,664. The one adjustment is detailed in our amended fiscal reports for fiscal year 2014-2015, as included in Section 3 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 \$3,309. Based on the application of the state participation rates, the one adjustment impacting the agency's Final Net State Share Payable resulted in an amount due to the state totaling \$2,585. The one adjustment is detailed in our amended fiscal reports for fiscal year 2015-2016, as included in Section 4 of this report.

As previously discussed, we also identified the following internal control deficiency, as detailed in Section 5 of this report:

Finding – The Elk County Children and Youth Agency Paid Contractors for In-Home Purchased Services but Failed to Obtain Reasonable Assurance That These Services Were Actually Provided

Finally, we included the following current engagement observation, as detailed in Section 6 of this report:

Current Engagement 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 (CPSL)

The results of our engagement procedures, as presented in this report, were discussed with agency management at an exit conference held on March 20, 2018.

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 the 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 Elk County Children and Youth Agency.

Sincerely,



Eugene A. DePasquale  
Auditor General

April 4, 2018

### Endnote

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<sup>1</sup> The Child Protective Services Law (CPSL), 23 Pa.C.S. § 6301 *et seq.*, 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 their contractors (providers) and subcontractors (sub-recipients). To ensure adherence to these requirements, the Commonwealth DHS has assigned monitoring responsibilities to internal offices and bureaus based on the types of services provided. However, the safety of children receiving services from/through these agencies may be at risk due to significant control deficiencies related to the CPSL adherence that exist within C&Y agencies and the Commonwealth DHS. Details regarding these deficiencies are further outlined in the Observation included in this report.

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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 Elk County Children and Youth Agency provided in-home and placement services to 1,413 children residing within the County during the 2015-2016 fiscal year. The Children and Youth Social Services Program is County-Administered and State-Supervised by the DHS and thus, they are jointly responsible for achieving the Commonwealth’s goal.

In accordance with the Human Services Code (62 P. S. § 703), the 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 the 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 the 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 4<sup>th</sup> Quarter fiscal reports submitted to the 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 the DHS for the respective fiscal years (FYs). The 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 and those costs and revenues’ impact on the County Children and Youth Agency’s corresponding Net State Shares.

# SECTION 1

## AMENDED FISCAL REPORTS

**FOR THE FISCAL YEAR:**

**JULY 1, 2012 to JUNE 30, 2013**



**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2012 TO JUNE 30, 2013  
AMENDED  
COMPUTATION OF FINAL NET STATE SHARE**

Approved State Allocation <sup>1</sup>		\$	768,566
Supplemental Act 148			<u>23,525</u>
Total State Allocation			792,091
State Share (CY348) <sup>2</sup>	\$		792,091
Less: Major Service Category Adjustment			<u>0</u>
Net State Share		\$	792,091
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable <sup>3</sup>		\$	792,091
Actual Act 148 Revenues Received <sup>4</sup>			<u>792,091</u>
Net Amount Due County/(State) <sup>5</sup>		\$	<u><u>0</u></u>

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

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

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

<sup>4</sup> Actual Act 148 Revenues Received is the amount of Act 148 funds the county received.

<sup>5</sup> 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.

ELK COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2012 TO JUNE 30, 2013  
 AMENDED CY348  
 FISCAL SUMMARY

	A	B	C	D	E	F	G	H	I	J	K
	GRAND	PROGRAM	TITLE	TANF	TITLE	TITLE	OTHER	MEDICAL	NET	STATE	LOCAL
	TOTAL	INCOME	IV-E		XX	IV-B	FUNDING	ASSISTANCE	TOTAL	ACT 148	SHARE
NET CHILD WELFARE EXPENDITURES											
01. 100% REIMBURSEMENT	6,098	0	1,499	0	0	0	0	0	4,599	4,599	0
02. 90% REIMBURSEMENT	11,959	0	4,494	0	0	0	0	0	7,465	6,719	746
03. 80% REIMBURSEMENT	1,223,028	19,220	263,912	25,920	43,512	4,939	0	0	865,525	692,420	173,105
04. 60% REIMBURSEMENT	199,713	21,907	29,950	0	0	16,820	0	1,238	129,798	77,878	51,920
05. 50% REIMBURSEMENT	21,603	640	13	0	0	0	0	0	20,950	10,475	10,475
06. TOTAL NET CHILD WELFARE EXPEND.	1,462,401	41,767	299,868	25,920	43,512	21,759	0	1,238	1,028,337	792,091	236,246

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

08. NON-REIMBURSABLE EXPENDITURES	7,064	0							7,064		7,064
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09. TOTAL EXPENDITURES	1,469,465	41,767	299,868	25,920	43,512	21,759	0	1,238	1,035,401	792,091	243,310
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10. TOTAL TITLE IV-D COLLECTIONS	30,694										
11. TITLE IV-D Collections for IV-E Children	6,893										
12. STATE ACT 148 - line 6	792,091										
13. STATE ACT 148 ALLOCATION	792,091										
14. ADJUSTED STATE SHARE (lower of 12 or 13)	792,091										
INVOICE											
AMENDED STATE SHARE (ACT 148)	792,091										
ACT 148 AMOUNT RECEIVED	792,091										
ADJUSTMENT TO STATE SHARE	0										

ELK COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2012 TO JUNE 30, 2013  
 AMENDED CY 370A  
 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	OTHER FUNDING	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
<b>IN-HOME</b>												
1-A ADOPTION SERVICE	6,098	0		1,499	0			0	0	4,599	4,599	0
1-B ADOPTION ASSISTANCE	57,514	0	31,345	0					0	26,169	20,935	5,234
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANS	0	0	0	0	0			0	0	0	0	0
1-D COUNSELING - DEPENDENT	6,049	0		1,486	0			0	0	4,563	3,650	913
1-E COUNSELING - DELINQUENT	0	0		0	0			0	0	0	0	0
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 HOME/MAKER SERVICE	6,049	0		1,486	0			0	0	4,563	3,650	913
1-J INTAKE & REFERRAL	120,977	0		29,740	0			0	0	91,237	72,990	18,247
1-K LIFE SKILLS - DEPENDENT	292,152	214		1,730	25,920	43,512	4,939	0	0	215,837	172,670	43,167
1-L LIFE SKILLS - DELINQUENT	2,706	0		0	0			0	0	2,706	2,165	541
1-M PROTECTIVE SERVICE - CHILD ABUSE	61,575	804		14,677	0			0	0	46,094	36,875	9,219
1-N PROTECTIVE SERVICE - GENERAL	255,155	0		62,056	0			0	0	193,099	154,479	38,620
1-O SERVICE PLANNING	54,442	0		13,383	0			0	0	41,059	32,847	8,212
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	1,361	0		13	0			0	0	1,348	674	674
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0		0	0			0	0	0	0	0
1-R <b>SUBTOTAL IN-HOME</b>	864,078	1,018	31,345	126,070	25,920	43,512	4,939	0	0	631,274	505,534	125,740

COMMUNITY BASED PLACEMENT	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	OTHER FUNDING	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	111,845	219	49,910	4,601				0	0	57,115	45,692	11,423
2-D COMMUNITY RESIDENTIAL - DELINQUENT	152,769	14,272	17,140	42				0	0	121,315	97,052	24,263
2-E EMERGENCY SHELTER - DEPENDENT	10,541	0	2,385	1,491	0			0	0	6,665	5,999	666
2-F EMERGENCY SHELTER - DELINQUENT	1,418	0	618	0	0			0	0	800	720	80
2-G FOSTER FAMILY - DEPENDENT	33,043	3,348	6,359	6,330				0	0	17,006	13,605	3,401
2-H FOSTER FAMILY - DELINQUENT	0	0	0	0				0	0	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	18,275	82	9,393	15				0	0	8,785	7,028	1,757
2-J SUP. INDEPENDENT LIVING - DELINQUENT	30,477	281	14,185	34				0	0	35,977	28,782	7,195
2-K <b>SUBTOTAL CBP</b>	378,368	18,202	99,990	12,513	0	0	0	0	0	247,663	198,878	48,785

INSTITUTIONAL PLACEMENT	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	OTHER FUNDING	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
3-A JUVENILE DETENTION SERVICE	20,242	640						0	0	19,602	9,801	9,801
3-B RESIDENTIAL SERVICE - DEPENDENT	6,630	633		1,517				0	0	4,480	2,688	1,792
3-C RES. SERVICE - DELINQUENT (NON YDC YFC)	92,654	20,520	3,364	46			16,820	0	0	51,904	31,142	20,762
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0						0	0	0	0	0
3-E YDC SECURE	0	0						0	0	0	0	0
3-F <b>SUBTOTAL INSTITUTIONAL</b>	119,526	21,793	3,364	1,563	0	0	16,820	0	0	75,986	43,631	32,355
4 <b>ADMINISTRATION</b>	100,429	754		25,023			0	0	1,238	73,414	44,048	29,366
<b>TOTAL REVENUES</b>	1,462,401	41,767	134,699	165,169	25,920	43,512	21,759	0	1,238	1,028,337	792,091	236,246

ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2012 TO JUNE 30, 2013  
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
<b>IN-HOME</b>	3,861	1,520	57,514	717	0	0	6,098	0	0	0	0	0
1-A ADOPTION SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
1-B ADOPTION ASSISTANCE	0	0	57,514	0	0	0	57,514	0	9	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	3,861	1,520	0	668	0	0	6,049	523	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	0	0	0	0	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	3,861	1,520	0	668	0	0	6,049	41	0	0	0	0
1-J INTAKE & REFERRAL	77,240	30,396	13,341	0	0	0	120,977	610	0	0	0	0
1-K LIFE SKILLS - DEPENDENT	3,861	1,520	0	2,051	284,720	0	292,152	65	221	0	0	0
1-L LIFE SKILLS - DELINQUENT	0	0	0	2,706	0	0	2,706	8	0	0	0	0
1-M PROTECTIVE SERVICE - CHILD ABUSE	34,758	13,679	11,517	1,675	0	0	61,629	176	1	54	0	0
1-N PROTECTIVE SERVICE - GENERAL	158,341	62,315	0	34,539	0	0	255,195	347	0	40	0	0
1-O SERVICE PLANNING	34,758	13,679	0	65	1,296	0	54,442	610	0	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	0	0	0	0	0	0	1,361	0	6	0	0	0
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-R <b>SUBTOTAL IN-HOME</b>	320,541	126,149	57,514	72,277	287,691	0	864,172	0	94	0	0	0
Number of Children receiving <b>only NON-PURCHASED IN-Home Services</b> 1,420												
<b>COMMUNITY BASED PLACEMENT</b>	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	11,886	4,560	0	3,792	92,046	0	111,984	574	3	139	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	668	152,115	0	152,783	674	4	14	0	0
2-E EMERGENCY SHELTER - DEPENDENT	3,861	1,520	0	708	4,452	0	10,541	28	1	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	249	1,169	0	1,418	6	1	0	0	0
2-G FOSTER FAMILY - DEPENDENT	3,861	1,520	0	3,897	23,801	0	33,079	742	5	36	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	70	18,217	0	18,287	6	1	12	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	159	50,331	0	50,490	359	1	13	0	0
2-K <b>SUBTOTAL CBP</b>	19,308	7,600	0	9,543	342,131	0	378,582	2,389	16	214	0	0
<b>INSTITUTIONAL PLACEMENT</b>	0	0	0	0	0	0	0	0	0	0	0	0
3-A JUVENILE DETENTION SERVICE	0	0	0	115	20,127	0	20,242	86	7	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	3,881	1,520	0	1,240	0	0	6,641	0	0	11	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	696	91,977	0	92,673	944	8	19	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	0	0	0	0	0	0	0	0
3-F <b>SUBTOTAL INSTITUTIONAL</b>	3,881	1,520	0	2,051	112,104	0	119,556	1,030	15	30	0	0
<b>ADMINISTRATION</b>	42,462	16,718	0	47,975	0	0	107,155	0	0	6,726	0	0
<b>TOTAL EXPENDITURES</b>	386,192	151,987	57,514	131,846	741,926	0	1,469,465	0	0	7,064	0	0
County Indirect Costs = \$ 35,824												

**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2012 TO JUNE 30, 2013  
AMENDED  
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

<b>COST CENTER ITEMS</b>	<b>AS REPORTED PER CY370</b>	<b>INCREASE (DECREASE)</b>	<b>AS AMENDED PER CY370</b>
Adoption Service	\$ 6,098	\$ 0	\$ 6,098
Adoption Assistance	57,514	0	57,514
Subsidized Permanent Legal Custodianship	0	0	0
Counseling	6,049	0	6,049
Day Care	0	0	0
Day Treatment	0	0	0
Homemaker Service	6,049	0	6,049
Intake and Referral	120,977	0	120,977
Life Skills	294,858	0	294,858
Protective Service - Child Abuse	61,629	0	61,629
Protective Service - General	255,195	0	255,195
Service Planning	54,442	0	54,442
Juvenile Act Proceedings	1,361	0	1,361
Alternative Treatment	0	0	0
Community Residential	264,767	0	264,767
Emergency Shelter	11,959	0	11,959
Foster Family	33,079	0	33,079
Supervised Independent Living	68,777	0	68,777
Juvenile Detention Service	20,242	0	20,242
Residential Service	99,314	0	99,314
Secure Residential Service (Except YDC)	0	0	0
YDC Secure	0	0	0
Administration	107,155	0	107,155
Combined Total Expense	<u>1,469,465</u>	<u>0</u>	<u>1,469,465</u>
Less Non-reimbursables	<u>7,064</u>	<u>0</u>	<u>7,064</u>
Total Net Expense	<u>\$ 1,462,401</u>	<u>\$ 0</u>	<u>\$ 1,462,401</u>

<b>OBJECTS OF EXPENDITURE</b>	<b>AS REPORTED PER CY370</b>	<b>INCREASE (DECREASE)</b>	<b>AS AMENDED PER CY370</b>
Wages and Salaries	\$ 386,192	\$ 0	\$ 386,192
Employee Benefits	151,987	0	151,987
Subsidies	57,514	0	57,514
Operating	131,846	0	131,846
Purchased Services	741,926	0	741,926
Fixed Assets	0	0	0
Combined Total Expense	<u>1,469,465</u>	<u>0</u>	<u>1,469,465</u>
Less Non-reimbursables	<u>7,064</u>	<u>0</u>	<u>7,064</u>
Total Net Expense	<u>\$ 1,462,401</u>	<u>\$ 0</u>	<u>\$ 1,462,401</u>

# **SECTION 2**

## **AMENDED FISCAL REPORTS**

**FOR THE FISCAL YEAR:**

**JULY 1, 2013 to JUNE 30, 2014**

**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
AMENDED  
COMPUTATION OF FINAL NET STATE SHARE**

Approved State Allocation <sup>1</sup>	\$	817,761
Supplemental Act 148		<u>992</u>
Total State Allocation		818,753
State Share (CY348) <sup>2</sup>	\$	829,257
Less: Major Service Category Adjustment		<u>0</u>
Net State Share	\$	829,257
Less: Expenditures in Excess of the Approved State Allocation		<u>10,504</u>
Final Net State Share Payable <sup>3</sup>	\$	818,753
Actual Act 148 Revenues Received <sup>4</sup>		<u>818,753</u>
Net Amount Due County/(State) <sup>5</sup>	\$	<u>0</u>

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

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

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

<sup>4</sup> Actual Act 148 Revenues Received is the amount of Act 148 funds the county received.

<sup>5</sup> 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 \$10,504, as detailed above. While our adjustment resulted in a net increase of \$17,446 in expenditures for the agency for said fiscal year, 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.

**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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
<b>NET CHILD WELFARE EXPENDITURES</b>											
01. 100% REIMBURSEMENT	6,638	0	1,489	0	0	0	0	0	5,149	5,149	0
02. 90% REIMBURSEMENT	12,853	396	2,160	0	0	0	0	0	10,297	9,267	1,030
03. 80% REIMBURSEMENT	1,318,049	39,115	292,508	25,920	43,512	5,932	0	0	911,062	728,849	182,213
04. 60% REIMBURSEMENT	182,373	23,175	29,348	0	0	9,602	0	1,078	119,170	71,502	47,668
05. 50% REIMBURSEMENT	36,680	2,743	0	0	0	4,957	0	0	28,980	14,490	14,490
<b>06. TOTAL NET CHILD WELFARE EXPEND.</b>	<b>1,536,593</b>	<b>65,429</b>	<b>323,505</b>	<b>25,920</b>	<b>43,512</b>	<b>20,491</b>	<b>0</b>	<b>1,078</b>	<b>1,074,658</b>	<b>829,257</b>	<b>245,401</b>
<b>YDC/YFC PLACEMENT COSTS</b>											
07. 60% DHS PARTICIPATION	0	0	0	0	0	0	0	0	0	0	0
<b>08. NON-REIMBURSABLE EXPENDITURES</b>	<b>419</b>	<b>0</b>							<b>419</b>		<b>419</b>
<b>09. TOTAL EXPENDITURES</b>	<b>1,557,012</b>	<b>65,429</b>	<b>323,505</b>	<b>25,920</b>	<b>43,512</b>	<b>20,491</b>	<b>0</b>	<b>1,078</b>	<b>1,075,077</b>	<b>829,257</b>	<b>245,820</b>
<b>10. TOTAL TITLE IV-D COLLECTIONS</b>	<b>35,610</b>										
<b>11. TITLE IV-D Collections for IV-E Children</b>	<b>5,902</b>										
<b>12. STATE ACT 148 - line 6</b>	<b>829,257</b>										
<b>13. STATE ACT 148 ALLOCATION</b>	<b>818,753</b>										
<b>14. ADJUSTED STATE SHARE (lower of 12 or 13)</b>	<b>818,753</b>										
<b>INVOICE</b>											
AMENDED STATE SHARE (ACT 148)	829,257										
ACT 148 AMOUNT RECEIVED	818,753										
ADJUSTMENT TO STATE SHARE	10,504										



**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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
<b>IN-HOME</b>												
1-A ADOPTION SERVICE	6,638	0		1,489	0				0	5,149	5,149	0
1-B ADOPTION ASSISTANCE	48,090	0	25,829	0					0	22,261	17,809	4,452
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSH	5,922	0	3,177	0					0	2,745	2,196	549
1-D COUNSELING - DEPENDENT	6,638	0		1,489	0				0	5,149	4,119	1,030
1-E COUNSELING - DELINQUENT	0	0			0				0	0	0	0
1-F DAY CARE	0	0			0				0	0	0	0
1-G DAY TREATMENT - DEPENDENT	0	0			0				0	0	0	0
1-H DAY TREATMENT - DELINQUENT	0	0			0				0	0	0	0
1-I HOMEMAKER SERVICE	6,638	0		1,489	0				0	5,149	4,119	1,030
1-J INTAKE & REFERRAL	86,278	0		19,360	0				0	66,918	53,534	13,384
1-K LIFE SKILLS - DEPENDENT	294,442	886		2,177	25,920	43,512	4,043		0	217,904	174,323	43,581
1-L LIFE SKILLS - DELINQUENT	2,968	0			0				0	2,968	2,374	594
1-M PROTECTIVE SERVICE - CHILD ABUSE	105,521	64		23,700	0				0	81,757	65,406	16,351
1-N PROTECTIVE SERVICE - GENERAL	167,870	100		37,553	0				0	130,217	104,174	26,043
1-O SERVICE PLANNING	93,515	0		20,978	0				0	72,537	58,080	14,507
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	6,781	0			0		4,957		0	1,824	912	912
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0			0				0	0	0	0
1-R SUBTOTAL IN-HOME	831,301	1,050	29,006	108,235	25,920	43,512	9,000		0	614,578	492,145	122,433
<b>COMMUNITY BASED PLACEMENT</b>												
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	131,695	2,415	42,466	10,548			1,889		0	74,377	59,502	14,875
2-D COMMUNITY RESIDENTIAL - DELINQUENT	233,065	12,866	72,722	118					0	147,359	117,887	29,472
2-E EMERGENCY SHELTER - DEPENDENT	12,853	396	664	1,496	0				0	10,297	9,267	1,030
2-F EMERGENCY SHELTER - DELINQUENT	0	0							0	0	0	0
2-G FOSTER FAMILY - DEPENDENT	116,697	20,330	15,057	14,932					0	66,378	53,102	13,276
2-H FOSTER FAMILY - DELINQUENT	5,109	2,091	0	13					0	3,005	2,404	601
2-I SUP. INDEPENDENT LIVING - DEPENDENT	13,601	363	900						0	12,338	9,870	2,468
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0							0	0	0	0
2-K SUBTOTAL CBP	513,020	38,461	131,809	27,107	0		1,889		0	313,754	252,082	61,722
<b>INSTITUTIONAL PLACEMENT</b>												
3-A JUVENILE DETENTION SERVICE	29,899	2,743							0	27,156	13,578	13,578
3-B RESIDENTIAL SERVICE - DEPENDENT	7,408	362	0	1,583			0		0	5,463	3,278	2,185
3-C RES. SERVICE - DELINQUENT (NON YDC/MFC)	33,009	18,313	0	0			9,602		0	5,094	3,056	2,038
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0							0	0	0	0
3-E YDC SECURE	0	0							0	0	0	0
3-F SUBTOTAL INSTITUTIONAL	70,316	21,418	0	1,583	0		9,602		0	37,713	19,912	17,801
<b>ADMINISTRATION</b>	141,956	4,500		27,765					0	108,613	65,168	43,445
<b>TOTAL REVENUES</b>	1,556,593	65,429	160,815	164,690	25,920	43,512	20,491	0	1,078	1,074,658	829,257	245,401

ELK COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
 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
<b>IN-HOME</b>												
1-A ADOPTION SERVICE	4,146	1,587		658	0	247	6,638	0	0	0	0	0
1-B ADOPTION ASSISTANCE	0	0	48,090	0	0	0	48,090	0	0	0	0	0
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	5,922	0	0	0	5,922	0	0	0	0	0
1-D COUNSELING - DEPENDENT	4,146	1,587		658	0	247	6,638	555	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	0	0	0	0	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	4,146	1,587		658	0	247	6,638	34	0	0	0	0
1-J INTAKE & REFERRAL	53,893	20,627		8,532	0	3,206	86,278	43	0	0	0	0
1-K LIFE SKILLS - DEPENDENT	4,146	1,587		658	284,721	3,330	294,442	60	116	0	0	0
1-L LIFE SKILLS - DELINQUENT	0	0	0	2,968	0	0	2,968	15	0	0	0	0
1-M PROTECTIVE SERVICE - CHILD ABUSE	62,185	23,801		15,854	0	3,700	105,540	105	0	19	0	0
1-N PROTECTIVE SERVICE - GENERAL	103,641	39,668		18,450	0	6,166	167,925	450	0	55	0	0
1-O SERVICE PLANNING	58,039	22,215		9,818	0	3,453	93,525	555	0	10	0	0
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT				105	6,676		6,781	0	16	0	0	0
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT					0		0	8	0	0	0	0
1-R SUBTOTAL IN-HOME	294,342	112,659	54,012	58,379	291,397	20,596	831,385			84		
	Number of Children receiving only NON-PURCHASED IN-Home Services											
						555						
<b>COMMUNITY BASED PLACEMENT</b>												
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	29,020	11,107		5,715	84,156	1,727	131,725	618	6	30	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	1,839	231,261	0	233,100	1,145	7	35	0	0
2-E EMERGENCY SHELTER - DEPENDENT	4,146	1,587		769	6,105	247	12,854	45	3	1	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-G FOSTER FAMILY - DEPENDENT	16,583	6,347		9,525	83,420	987	116,862	2,471	16	165	0	0
2-H FOSTER FAMILY - DELINQUENT	0	0	0	273	4,844	0	5,117	56	1	8	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	13,601	0	13,601	71	1	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	49,749	19,041	0	18,121	423,387	2,961	513,259	4,406	34	239	0	0
<b>INSTITUTIONAL PLACEMENT</b>												
3-A JUVENILE DETENTION SERVICE	0	0	0	112	29,787	0	29,899	128	7	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	4,146	1,587		1,477	0	247	7,457	0	49	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	200	32,809	0	33,009	221	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	0	0	0	0	0	0	0	0
3-F SUBTOTAL INSTITUTIONAL	4,146	1,587	0	1,789	62,596	247	70,365	349	12	49	0	0
<b>4 ADMINISTRATION</b>	66,329	25,388	0	46,340	0	3,946	142,003			47		
<b>5 TOTAL EXPENDITURES</b>	414,566	158,675	54,012	124,629	777,380	27,750	1,557,012			419		
	County Indirect Costs = \$ 13,641											

**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
AMENDED  
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

<b>COST CENTER ITEMS</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 6,638	\$ 0	\$ 6,638
Adoption Assistance	48,090	0	48,090
Subsidized Permanent Legal Custodianship	5,922	0	5,922
Counseling	6,638	0	6,638
Day Care	0	0	0
Day Treatment	0	0	0
Homemaker Service	6,638	0	6,638
Intake and Referral	86,278	0	86,278
Life Skills	297,410	0	297,410
Protective Service - Child Abuse	105,540	0	105,540
Protective Service - General	167,925	0	167,925
Service Planning	93,525	0	93,525
Juvenile Act Proceedings	7,145	(364)	6,781
Alternative Treatment	0	0	0
Community Residential	364,825	0	364,825
Emergency Shelter	12,854	0	12,854
Foster Family	121,979	0	121,979
Supervised Independent Living	13,601	0	13,601
Juvenile Detention Service	29,899	0	29,899
Residential Service	40,466	0	40,466
Secure Residential Service (Except YDC)	0	0	0
YDC Secure	0	0	0
Administration	124,193	17,810	142,003
Combined Total Expense	<u>1,539,566</u>	<u>17,446</u>	<u>1,557,012</u>
Less Non-reimbursables	<u>419</u>	<u>0</u>	<u>419</u>
Total Net Expense	<u>\$ 1,539,147</u>	<u>\$ 17,446</u>	<u>\$ 1,556,593</u>

<b>OBJECTS OF EXPENDITURE</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 414,566	\$ 0	\$ 414,566
Employee Benefits	158,675	0	158,675
Subsidies	54,012	0	54,012
Operating	106,819	17,810	124,629
Purchased Services	777,744	(364)	777,380
Fixed Assets	27,750	0	27,750
Combined Total Expense	<u>1,539,566</u>	<u>17,446</u>	<u>1,557,012</u>
Less Non-reimbursables	<u>419</u>	<u>0</u>	<u>419</u>
Total Net Expense	<u>\$ 1,539,147</u>	<u>\$ 17,446</u>	<u>\$ 1,556,593</u>

**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ADJUSTMENT SCHEDULE**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENT	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
CY 370	4	4	1	Administration-Operating	\$ 28,530	\$ 17,810	\$ 46,340
	1-P	5		Juvenile Act Proceedings-Dependent-Purchased Services	\$ 7,040	\$ (364)	\$ 6,676
				Total Adjustment		\$ 17,446	
				To increase Expenditures by \$17,446 to reconcile to the agency's final ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			

# **SECTION 3**

## **AMENDED FISCAL REPORTS**

**FOR THE FISCAL YEAR:**

**JULY 1, 2014 to JUNE 30, 2015**

**ELK 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 <sup>1</sup>		\$ 910,159
Supplemental Act 148		<u>0</u>
Total State Allocation		910,159
State Share (CY348) <sup>2</sup>	\$ 805,748	
Less: Major Service Category Adjustment		<u>0</u>
Net State Share		\$ 805,748
Less: Expenditures in Excess of the Approved State Allocation		<u>0</u>
Final Net State Share Payable <sup>3</sup>		\$ 805,748
Actual Act 148 Revenues Received <sup>4</sup>		<u>800,084</u>
Net Amount Due County/(State) <sup>5</sup>		<u><u>\$ 5,664</u></u>

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

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

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

<sup>4</sup> Actual Act 148 Revenues Received is the amount of Act 148 funds the county received.

<sup>5</sup> 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.

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**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015  
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	6,704	0	1,415	0	0	0	0	0	5,289	5,289	0
02. 90% REIMBURSEMENT	8,535	400	2,150	0	0	0	0	0	5,985	5,386	599
03. 80% REIMBURSEMENT	1,288,831	51,463	271,054	25,920	43,512	1,962	0	0	894,920	715,937	178,983
04. 60% REIMBURSEMENT	183,703	21,373	29,165	0	0	13,040	0	960	119,165	71,499	47,666
05. 50% REIMBURSEMENT	24,671	3,908	0	0	0	5,489	0	0	15,274	7,637	7,637
06. TOTAL NET CHILD WELFARE EXPEND	1,512,444	77,144	303,784	25,920	43,512	20,491	0	960	1,040,633	805,748	234,885

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

08. NON-REIMBURSABLE EXPENDITURES	373	0							373		373
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09. TOTAL EXPENDITURES	1,512,817	77,144	303,784	25,920	43,512	20,491	0	960	1,041,006	805,748	235,258
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10. TOTAL TITLE IV-D COLLECTIONS 31,832

11. TITLE IV-D Collections for IV-E Children 9,318

12. STATE ACT 148 - line 6 805,748

13. STATE ACT 148 ALLOCATION 910,159

14. ADJUSTED STATE SHARE (lower of 12 or 13) 805,748

INVOICE											
AMENDED STATE SHARE (ACT 148)	805,748										
ACT 148 AMOUNT RECEIVED	800,084										
ADJUSTMENT TO STATE SHARE	5,664										

ELK 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
<b>IN-HOME</b>												
I-A ADOPTION SERVICE	6,704	0		1,415	0		0	0	0	5,289	5,289	0
I-B ADOPTION ASSISTANCE	51,815	0	27,072							24,743	19,794	4,949
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	6,049	0	1,597							4,452	3,562	890
I-D COUNSELING - DEPENDENT	6,704	0		1,415	0					5,289	4,231	1,058
I-E COUNSELING - DELINQUENT	0	0			0					0	0	0
I-F DAY CARE	0	0			0					0	0	0
I-G DAY TREATMENT - DEPENDENT	0	0			0					0	0	0
I-H DAY TREATMENT - DELINQUENT	0	0			0					0	0	0
I-I HOME/MAKER SERVICE	6,704	0		1,415	0					5,289	4,231	1,058
I-J INTAKE & REFERRAL	93,857	0		19,824	0					74,033	59,226	14,807
I-K LIFE SKILLS - DEPENDENT	324,439	701		1,305	25,920	43,512	1,962			251,039	200,831	50,208
I-L LIFE SKILLS - DELINQUENT	2,877	0		110	0					2,767	2,214	553
I-M PROTECTIVE SERVICE - CHILD ABUSE	87,478	34		18,098	0					69,346	55,477	13,869
I-N PROTECTIVE SERVICE - GENERAL	186,173	0		38,276	0					147,897	118,318	29,579
I-O SERVICE PLANNING	127,376	0		26,904	0					100,472	80,378	20,094
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT	7,539	0			0		5,129			2,410	1,205	1,205
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	360	0			0		360			0	0	0
<b>I-R SUBTOTAL IN-HOME</b>	<b>908,075</b>	<b>735</b>	<b>28,669</b>	<b>108,762</b>	<b>25,920</b>	<b>43,512</b>	<b>7,451</b>	<b>0</b>	<b>0</b>	<b>693,026</b>	<b>554,756</b>	<b>138,270</b>

COMMUNITY BASED PLACEMENT	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
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0								0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0								0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	146,659	9,707	58,881	2,944						75,127	60,102	15,025
2-D COMMUNITY RESIDENTIAL - DELINQUENT	57,691	4,805	9,389	10						43,487	34,790	8,697
2-E EMERGENCY SHELTER - DEPENDENT	8,515	400	731	1,415	0					5,969	5,372	597
2-F EMERGENCY SHELTER - DELINQUENT	20	0		4	0					16	14	2
2-G FOSTER FAMILY - DEPENDENT	191,009	35,865	42,449	21,365						91,330	73,064	18,266
2-H FOSTER FAMILY - DELINQUENT	0	0								0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	351								(351)	(281)	(70)
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0								0	0	0
<b>2-K SUBTOTAL CBP</b>	<b>403,894</b>	<b>51,128</b>	<b>111,450</b>	<b>25,738</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215,578</b>	<b>173,061</b>	<b>42,517</b>

INSTITUTIONAL PLACEMENT	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
3-A JUVENILE DETENTION SERVICE	16,772	3,908								12,864	6,432	6,432
3-B RESIDENTIAL SERVICE - DEPENDENT	6,704	0		1,416						5,288	3,173	2,115
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	53,303	21,216	2,366	7		13,040				16,674	10,004	6,670
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0								0	0	0
3-E YDC-SECURE	0	0								0	0	0
<b>3-F SUBTOTAL INSTITUTIONAL</b>	<b>76,779</b>	<b>25,124</b>	<b>2,366</b>	<b>1,423</b>	<b>0</b>	<b>13,040</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,826</b>	<b>19,609</b>	<b>15,217</b>
<b>4 ADMINISTRATION</b>	<b>123,696</b>	<b>157</b>		<b>25,376</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>960</b>	<b>97,203</b>	<b>58,322</b>	<b>38,881</b>
<b>5 TOTAL REVENUES</b>	<b>1,512,444</b>	<b>77,144</b>	<b>142,485</b>	<b>161,299</b>	<b>25,920</b>	<b>43,512</b>	<b>20,491</b>	<b>0</b>	<b>960</b>	<b>1,040,633</b>	<b>805,748</b>	<b>234,885</b>



ELK 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										Program Income related to all Non-Reimbursable	
	1	2	3	4	5	6	7	8	9	10		11
	WAGES AND SALARIES	EMPLOYEE BENEFITS	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
<b>IN-HOME</b>												
1-A ADOPTION SERVICE	4,321	1,703		661	0	19	6,704	0	0	0	0	0
1-B ADOPTION ASSISTANCE	0	0	51,815	0	0	0	51,815	0	6	0	0	0
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	6,049	0	0	0	6,049	0	2	0	0	0
1-D COUNSELING - DEPENDENT	4,321	1,703		661	0	19	6,704	607	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	0	0	0	0	0	0	0	0
1-H DAY TREATMENT - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
1-I HOMEMAKER SERVICE	4,321	1,703		661	0	19	6,704	42	0	0	0	0
1-J INTAKE & REFERRAL	60,493	23,849		9,254	0	261	93,857	656	0	0	0	0
1-K LIFE SKILLS - DEPENDENT	4,321	1,703		675	317,721	19	324,439	56	181	0	0	0
1-L LIFE SKILLS - DELINQUENT	0	0		2,877	0	0	2,877	15	0	0	0	0
1-M PROTECTIVE SERVICE - CHILD ABUSE	51,851	20,442		13,435	1,550	224	87,502	123	5	24	0	0
1-N PROTECTIVE SERVICE - GENERAL	116,666	45,992		23,070	0	504	186,232	484	0	59	0	0
1-O SERVICE PLANNING	82,098	32,366		12,558	0	354	127,376	607	0	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT				105	7,434		7,539	0	17	0	0	0
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT					360		360	0	1	0	0	0
1-R SUBTOTAL IN-HOME	328,392	129,461	57,864	63,957	327,065	1,419	908,158			83		0
Number of Children receiving only NON-PURCHASED IN-Home Services: 607												
<b>COMMUNITY BASED PLACEMENT</b>												
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	8,642	3,406		1,923	132,728	37	146,736	937	5	77	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0		94	57,604	0	57,698	293	3	7	0	0
2-E EMERGENCY SHELTER - DEPENDENT	4,321	1,703		672	1,800	19	8,515	72	4	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0		20	0	0	20	0	0	0	0	0
2-G FOSTER FAMILY - DEPENDENT	25,926	10,220		14,842	140,106	112	191,206	4,337	16	197	0	0
2-H FOSTER FAMILY - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0		0	0	0	0	0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
2-K SUBTOTAL CBP	38,889	15,329	0	17,551	332,238	168	404,175	5,639	28	281	0	0
<b>INSTITUTIONAL PLACEMENT</b>												
3-A JUVENILE DETENTION SERVICE	0	0		63	16,709	0	16,772	69	3	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	4,321	1,703		661	0	19	6,704	0	0	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0		1,293	52,013	0	53,306	275	5	3	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0		0	0	0	0	0	0	0	0	0
3-E YDC SECURE	0	0		0	0	0	0	0	0	0	0	0
3-F SUBTOTAL INSTITUTIONAL	4,321	1,703	0	2,017	68,722	19	76,782	344	8	3	0	0
4 ADMINISTRATION	60,493	23,849	0	39,099	0	261	123,702			6		0
5 TOTAL EXPENDITURES	432,095	170,342	57,864	122,624	728,025	1,867	1,512,817			373		0
County Indirect Costs = \$ 25,586												

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

<b>COST CENTER ITEMS</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 6,704	\$ 0	\$ 6,704
Adoption Assistance	51,815	0	51,815
Subsidized Permanent Legal Custodianship	6,000	49	6,049
Counseling	6,704	0	6,704
Day Care	0	0	0
Day Treatment	0	0	0
Homemaker Service	6,704	0	6,704
Intake and Referral	93,857	0	93,857
Life Skills	327,316	0	327,316
Protective Service - Child Abuse	87,502	0	87,502
Protective Service - General	186,232	0	186,232
Service Planning	127,376	0	127,376
Juvenile Act Proceedings	7,899	0	7,899
Alternative Treatment	0	0	0
Community Residential	204,434	0	204,434
Emergency Shelter	8,535	0	8,535
Foster Family	190,916	290	191,206
Supervised Independent Living	0	0	0
Juvenile Detention Service	16,772	0	16,772
Residential Service	51,023	8,987	60,010
Secure Residential Service (Except YDC)	0	0	0
YDC Secure	0	0	0
Administration	123,702	0	123,702
Combined Total Expense	1,503,491	9,326	1,512,817
Less Non-reimbursables	373	0	373
Total Net Expense	\$ 1,503,118	\$ 9,326	\$ 1,512,444

<b>OBJECTS OF EXPENDITURE</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 432,095	\$ 0	\$ 432,095
Employee Benefits	170,342	0	170,342
Subsidies	57,815	49	57,864
Operating	122,624	0	122,624
Purchased Services	718,748	9,277	728,025
Fixed Assets	1,867	0	1,867
Combined Total Expense	1,503,491	9,326	1,512,817
Less Non-reimbursables	373	0	373
Total Net Expense	\$ 1,503,118	\$ 9,326	\$ 1,512,444

**ELK COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015  
ADJUSTMENT SCHEDULE**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENT	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
CY370	1-C	3	1	Subsidized Permanent Legal Custodianship-Subsidies	\$ 6,000	\$ 49	\$ 6,049
	2-G	5		Foster Family-Dependent-Purchased Services	\$ 139,816	\$ 290	\$ 140,106
	3-C	5		Residential Service-Delinquent-Purchased Services	\$ 43,026	\$ 8,987	\$ 52,013
				Total Adjustment		\$ 9,326	
				To increase Expenditures by \$9,326 to reconcile to the agency's final ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			

# **SECTION 4**

## **AMENDED FISCAL REPORTS**

**FOR THE FISCAL YEAR:**

**JULY 1, 2015 to JUNE 30, 2016**

**ELK 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 <sup>1</sup>		\$	926,378
Supplemental Act 148			<u>0</u>
Total State Allocation			926,378
State Share (CY348) <sup>2</sup>	\$	814,245	
Less: Major Service Category Adjustment			<u>0</u>
Net State Share	\$	814,245	
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable <sup>3</sup>	\$	814,245	
Actual Act 148 Revenues Received <sup>4</sup>			<u>816,830</u>
Net Amount Due County/(State) <sup>5</sup>	\$		<u><u>(2,585)</u></u>

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

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

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

<sup>4</sup> Actual Act 148 Revenues Received is the amount of Act 148 funds the county received.

<sup>5</sup> 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.

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ELK COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016  
 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	7,085	0	1,626	0	0	0	0	0	5,459	5,459	0
02. 90% REIMBURSEMENT	16,551	0	4,210	0	0	0	0	0	12,341	11,107	1,234
03. 80% REIMBURSEMENT	1,271,970	42,192	261,827	25,920	32,634	4,351	0	0	905,046	724,037	181,009
04. 60% REIMBURSEMENT	197,256	33,128	26,582	0	10,878	16,140	0	984	109,544	65,726	43,818
05. 50% REIMBURSEMENT	16,328	497	0	0	0	0	0	0	15,831	7,916	7,915
06. TOTAL NET CHILD WELFARE EXPEND.	1,509,190	75,817	294,245	25,920	43,512	20,491	0	984	1,048,221	814,245	233,976

YDC/YFC PLACEMENT COSTS											
07. 60% DHS PARTICIPATION	0	0							0	0	0
08. NON-REIMBURSABLE EXPENDITURES	340	0							340		340

09. TOTAL EXPENDITURES	1,509,530	75,817	294,245	25,920	43,512	20,491	0	984	1,048,561	814,245	234,316
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10. TOTAL TITLE IV-D COLLECTIONS	48,179										
11. TITLE IV-D Collections for IV-E Children	14,299										
12. STATE ACT 148 - line 6	814,245										
13. STATE ACT 148 ALLOCATION	926,378										
14. ADJUSTED STATE SHARE (lower of 12 or 13)	814,245										
INVOICE											
AMENDED STATE SHARE (ACT 148)	814,245										
ACT 148 AMOUNT RECEIVED	816,830										
ADJUSTMENT TO STATE SHARE	(2,585)										

ELK COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016  
 AMENDED CY 370A  
 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
<b>IN-HOME</b>												
1-A ADOPTION SERVICE	7,085	0		1,626	0			0	0	5,459	5,459	0
1-B ADOPTION ASSISTANCE	70,111	0	30,661	5,555				0	0	33,895	27,116	6,779
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	3,598	0	0	0				0	0	3,598	2,878	720
1-D COUNSELING - DEPENDENT	7,085	0		1,626	0			0	0	5,459	4,367	1,092
1-E COUNSELING - DELINQUENT	0	0			0			0	0	0	0	0
1-F DAY CARE	0	0			0			0	0	0	0	0
1-G DAY TREATMENT - DEPENDENT	0	0			0			0	0	0	0	0
1-H DAY TREATMENT - DELINQUENT	0	0			0			0	0	0	0	0
1-I HOMEMAKER SERVICE	14,169	0		3,251	0			0	0	10,918	8,734	2,184
1-J INTAKE & REFERRAL	99,190	0		22,758	0			0	0	76,432	61,146	15,286
1-K LIFE SKILLS - DEPENDENT	291,805	431		1,626	25,920	32,634	4,351	0	0	226,843	181,474	45,369
1-L LIFE SKILLS - DELINQUENT	2,747	0			0			0	0	2,747	2,198	549
1-M PROTECTIVE SERVICE - CHILD ABUSE	108,591	18		22,241	0			0	0	83,332	66,666	16,666
1-N PROTECTIVE SERVICE - GENERAL	204,072	0		45,135	0			0	0	158,937	127,150	31,787
1-O SERVICE PLANNING	151,203	0		32,513	0			0	0	118,690	94,952	23,738
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	7,758	0			0			0	0	7,758	3,879	3,879
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	650	0			0			0	0	650	325	325
<b>1-R SUBTOTAL IN-HOME</b>	<b>965,064</b>	<b>449</b>	<b>30,661</b>	<b>136,331</b>	<b>25,920</b>	<b>32,634</b>	<b>4,351</b>	<b>0</b>	<b>0</b>	<b>734,718</b>	<b>586,344</b>	<b>148,374</b>

COMMUNITY BASED PLACEMENT	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
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	96,194	1,217	36,595	4,866				0	0	53,516	42,813	10,703
2-D COMMUNITY RESIDENTIAL - DELINQUENT	36,875	3,266	0	0				0	0	33,609	26,887	6,722
2-E EMERGENCY SHELTER - DEPENDENT	16,551	0	2,563	1,647	0			0	0	12,341	11,107	1,234
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	0			0	0	0	0	0
2-G FOSTER FAMILY - DEPENDENT	189,330	37,260	37,179	17,821				0	0	97,070	77,656	19,414
2-H FOSTER FAMILY - DELINQUENT	0	0	0	0				0	0	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0				0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0				0	0	0	0	0
<b>2-K SUBTOTAL CBP</b>	<b>338,950</b>	<b>41,743</b>	<b>76,337</b>	<b>24,334</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>196,536</b>	<b>158,463</b>	<b>38,073</b>

INSTITUTIONAL PLACEMENT	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
3-A JUVENILE DETENTION SERVICE	7,920	497		266				0	0	7,423	3,712	3,711
3-B RESIDENTIAL SERVICE - DEPENDENT	1,347	0	0	0				0	0	1,081	649	432
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	79,300	31,435	581	2		10,878	16,140	0	0	20,264	12,158	8,106
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0							0	0	0	0
3-E YDC SECURE	0	0							0	0	0	0
<b>3-F SUBTOTAL INSTITUTIONAL</b>	<b>88,567</b>	<b>31,932</b>	<b>581</b>	<b>268</b>	<b>0</b>	<b>10,878</b>	<b>16,140</b>	<b>0</b>	<b>0</b>	<b>28,768</b>	<b>16,519</b>	<b>12,249</b>

<b>4 ADMINISTRATION</b>	<b>116,609</b>	<b>1,693</b>		<b>25,733</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>984</b>	<b>88,199</b>	<b>52,919</b>	<b>35,280</b>
<b>5 TOTAL REVENUES</b>	<b>1,509,190</b>	<b>75,817</b>	<b>107,579</b>	<b>186,666</b>	<b>25,920</b>	<b>43,512</b>	<b>20,491</b>	<b>0</b>	<b>984</b>	<b>1,048,221</b>	<b>814,245</b>	<b>233,976</b>

ELK COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016  
 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
<b>IN-HOME</b>												
1-A ADOPTION SERVICE	4,521	1,782		738	0	44	7,085	11		0	0	0
1-B ADOPTION ASSISTANCE	0	0	70,111	0	0	0	70,111	0	12	0	0	0
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	3,598	0	0	0	3,598	0	1	0	0	0
1-D COUNSELING - DEPENDENT	4,521	1,782		738	0	44	7,085	709		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	0	0	0	0	0	0	0	0
1-H DAY TREATMENT - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
1-I HOMEMAKER SERVICE	9,042	3,562		1,477	0	88	14,169	26		0	0	0
1-J INTAKE & REFERRAL	63,293	24,935		10,344	0	618	99,190	876		0	0	0
1-K LIFE SKILLS - DEPENDENT	4,521	1,782		738	284,720	44	291,805	46	184	0	0	0
1-L LIFE SKILLS - DELINQUENT	0	0		2,747	0	0	2,747	15		0	0	0
1-M PROTECTIVE SERVICE - CHILD ABUSE	54,252	21,373		25,869	3,650	530	105,674	180	11	83	0	0
1-N PROTECTIVE SERVICE - GENERAL	122,068	48,090		32,796	0	1,192	204,146	529		74	0	0
1-O SERVICE PLANNING	90,421	35,622		14,779	9,498	883	151,203	709	3	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT				175	7,583		7,758	0	11	0	0	0
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT					650		650	0	2	0	0	0
1-R SUBTOTAL IN-HOME	352,639	138,928	73,709	90,401	306,101	3,443	965,221		157		0	0
	Number of Children receiving only NON-PURCHASED IN-Home Services											709
<b>COMMUNITY BASED PLACEMENT</b>												
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	13,563	5,344	0	2,513	74,685	132	96,237	528	4	43	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	0	36,875	0	36,875	270	1	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	4,521	1,782	0	1,502	8,729	44	16,578	68	3	27	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-G FOSTER FAMILY - DEPENDENT	31,647	12,468	0	18,274	126,744	309	189,442	4,723	17	112	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	0	0	0	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	49,731	19,594	0	22,289	247,033	485	339,132	5,589	25	182	0	0
<b>INSTITUTIONAL PLACEMENT</b>												
3-A JUVENILE DETENTION SERVICE	0	0	0	0	7,920	0	7,920	33	3	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	0	0	0	1,347	0	0	1,347	0	0	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	886	78,414	0	79,300	454	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	0	0	0	0	0	0	0	0	0	0
3-F SUBTOTAL INSTITUTIONAL	0	0	0	2,233	86,334	0	88,567	487	10	0	0	0
<b>ADMINISTRATION</b>	49,732	19,593	0	46,799	0	486	116,610		1		0	0
<b>TOTAL EXPENDITURES</b>	452,102	178,115	73,709	161,722	639,468	4,414	1,509,530		340		0	0
	County Indirect Costs = \$											32,312



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

<b>COST CENTER ITEMS</b>	<b>AS REPORTED PER CY370</b>	<b>INCREASE (DECREASE)</b>	<b>AS AMENDED PER CY370</b>
Adoption Service	\$ 7,118	\$ (33)	\$ 7,085
Adoption Assistance	70,111	0	70,111
Subsidized Permanent Legal Custodianship	3,598	0	3,598
Counseling	7,118	(33)	7,085
Day Care	0	0	0
Day Treatment	0	0	0
Homemaker Service	14,235	(66)	14,169
Intake and Referral	99,653	(463)	99,190
Life Skills	294,585	(33)	294,552
Protective Service - Child Abuse	106,071	(397)	105,674
Protective Service - General	205,040	(894)	204,146
Service Planning	151,865	(662)	151,203
Juvenile Act Proceedings	8,408	0	8,408
Alternative Treatment	0	0	0
Community Residential	133,211	(99)	133,112
Emergency Shelter	16,611	(33)	16,578
Foster Family	189,673	(231)	189,442
Supervised Independent Living	0	0	0
Juvenile Detention Service	7,920	0	7,920
Residential Service	80,647	0	80,647
Secure Residential Service (Except YDC)	0	0	0
YDC Secure	0	0	0
Administration	116,975	(365)	116,610
Combined Total Expense	<u>1,512,839</u>	<u>(3,309)</u>	<u>1,509,530</u>
Less Non-reimbursables	<u>340</u>	<u>0</u>	<u>340</u>
Total Net Expense	<u>\$ 1,512,499</u>	<u>\$ (3,309)</u>	<u>\$ 1,509,190</u>

<b>OBJECTS OF EXPENDITURE</b>	<b>AS REPORTED PER CY370</b>	<b>INCREASE (DECREASE)</b>	<b>AS AMENDED PER CY370</b>
Wages and Salaries	\$ 452,102	\$ 0	\$ 452,102
Employee Benefits	181,424	(3,309)	178,115
Subsidies	73,709	0	73,709
Operating	161,722	0	161,722
Purchased Services	639,468	0	639,468
Fixed Assets	4,414	0	4,414
Combined Total Expense	<u>1,512,839</u>	<u>(3,309)</u>	<u>1,509,530</u>
Less Non-reimbursables	<u>340</u>	<u>0</u>	<u>340</u>
Total Net Expense	<u>\$ 1,512,499</u>	<u>\$ (3,309)</u>	<u>\$ 1,509,190</u>

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

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENT	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
CY370	1-A	2	1	Adoption Service-Employee Benefits	\$ 1,815	\$ (33)	\$ 1,782
	1-D	2		Counseling-Dependent-Employee Benefits	\$ 1,815	\$ (33)	\$ 1,782
	1-I	2		Homemaker Service-Employee Benefits	\$ 3,628	\$ (66)	\$ 3,562
	1-J	2		Intake and Referral-Employee Benefits	\$ 25,398	\$ (463)	\$ 24,935
	1-K	2		Life Skills-Dependent-Employee Benefits	\$ 1,815	\$ (33)	\$ 1,782
	1-M	2		Protective Service-Child Abuse-Employee Benefits	\$ 21,770	\$ (397)	\$ 21,373
	1-N	2		Protective Service-General-Employee Benefits	\$ 48,984	\$ (894)	\$ 48,090
	1-O	2		Service Planning-Employee Benefits	\$ 36,284	\$ (662)	\$ 35,622
	2-C	2		Community Residential-Dependent-Employee Benefits	\$ 5,443	\$ (99)	\$ 5,344
	2-E	2		Emergency Shelter-Dependent-Employee Benefits	\$ 1,815	\$ (33)	\$ 1,782
	2-G	2		Foster Family-Dependent-Employee Benefits	\$ 12,699	\$ (231)	\$ 12,468
	4	2		Administration-Employee Benefits	\$ 19,958	\$ (365)	\$ 19,593
							\$ (3,309)
				To decrease Expenditures by \$3,309 to reconcile to the agency's final ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			

## SECTION 5

# CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

ELK COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

**Finding – The Elk County Children and Youth Agency Paid Contractors for In-Home Purchased Services but Failed to Obtain Reasonable Assurance That These Services Were Actually Provided**

Condition: During the 2012-2013, 2013-2014, 2014-2015, and 2015-2016 fiscal years, the Elk County Children and Youth Agency (agency) paid In-Home Purchased Service providers<sup>1</sup> (providers) a total of \$1,212,618. We evaluated the agency’s internal control procedures by judgmentally selecting 3 providers that were utilized during the aforementioned fiscal years and, from those providers, judgmentally selecting 6 invoices totaling \$17,382 for detailed review. While the agency provided the approved invoices corresponding to the \$17,382 expended, we found that the agency failed to obtain reasonable assurance that these providers, responsible for providing In-Home services directly to at-risk children and their families, actually performed the services for which the agency was invoiced, and subsequently paid, and that if provided, were provided in adherence to executed contract terms between the agency and the respective provider.

Two of the cited providers were contracted as Fee-for-Service providers, and the remaining provider was contracted as a Program-Funded provider. The approved contracts for the two Fee-for-Service providers included respective agreed upon fee-for-service rates per unit (days/hours/session/evaluation/assessment), and costs invoiced by these types of providers are calculated by multiplying the contracted service rate by the number of units each respective Fee-for-Service provider listed on its submitted invoices.

Regarding the Program-Funded provider whose contract and submitted invoices we judgmentally selected for review, this provider contracted with the agency for a maximum amount to be paid for each contracted fiscal year, and each month this provider invoiced the agency a standard prorated amount. While the agency provided our auditors with this provider’s monthly submitted invoices which included supporting documentation consisting of provider-prepared case notes and completed parental consent-to-treat forms, the provider included no client-prepared confirmations attesting to the receipt of the invoiced services, nor did the agency perform any monitoring procedures to obtain reasonable assurance that the contracted services related to the invoiced costs were actually provided to the child/family named on the provider-submitted documentation.

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<sup>1</sup> Agency management stated that 14 providers were utilized during the 2012-2013, 2013-2014, 2014-2015, and 2015-2016 fiscal years. Due to the amount of time it would have taken, based on how agency records are maintained, we did not verify the accuracy of this number, which is included for contextual purposes only. However, we did perform procedures to obtain reasonable assurance that the agency paid In-Home Purchased Service Providers a total of \$1,212,246 during the noted engagement scope period.

ELK COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

Furthermore, regarding the remaining In-Home Purchased Services providers for whom we performed no testing procedures, agency management informed us that they did not require these providers to submit any documentation other than submitted invoices during the aforementioned fiscal years.

Criteria: 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 Code (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 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).

In addition, 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

ELK COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

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: While the agency’s written policy and procedures for processing and paying invoices include procedures requiring the verification of the mathematical accuracy of the charges on the invoices, the agency failed to implement fiscal-related monitoring procedures that would provide reasonable assurance that invoiced, and paid for, contracted Fee-for-Service and Program-Funded In-Home services were actually provided, and if provided, provided in adherence to the respective provider’s executed contract terms.

Furthermore, while the monthly invoices submitted by the Fee-for-Service providers included the names of individuals who received services, the agency failed to obtain reasonable assurance that the number of units invoiced for each individual was valid.

Finally, in addition to the agency’s executed contracts with Program-Funded In-Home Purchased Services providers failing to specify which operating costs were reimbursable and failing to require these providers to submit documentation substantiating monthly invoiced operating costs, the agency failed to implement fiscal-related monitoring procedures to obtain reasonable assurance that operating costs invoiced by these providers were valid.

Effect: The agency’s failure to obtain reasonable assurance that contracted In-Home Purchased Services were actually provided by contracted Fee-for-Service and Program-Funded In-Home Purchased Services providers and provided in adherence to the requirements of the respective provider’s executed contract terms (and therefore in adherence to DHS regulations), coupled with the agency’s failure to substantiate operating costs invoiced by Program-Funded In-Home Purchased Services providers, increases 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.

ELK COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

As a result of these risks, for the aforementioned fiscal years, we cannot attest that the contracted services related to the invoiced In-Home Purchased Services fees were actually provided, and if provided, were provided in adherence to executed contracted terms and DHS regulations, or that contracted Program-Funded In-Home Purchased Services providers actually incurred the monthly operating costs for which they were reimbursed by the agency.

Recommendation: We recommend that agency management implement routine, fiscal-related monitoring policy and procedures that provide reasonable assurance that contracted services related to the fees invoiced by Fee-for-Service and Program-Funded In-Home Purchased Services providers were actually provided, and provided in adherence to executed contracted terms and DHS regulations. Specifically, this written fiscal-related monitoring policy, and corresponding procedures, should include, but not be limited to, the following:

- Development and implementation of stronger formal policies and procedures detailing the specific fiscal-related In-Home monitoring procedures that must be performed, and documentation that must be maintained, to evidence monitoring results and how identified In-Home Purchased Services provider deficiencies will impact the agency’s payment process for these submitted invoices.
- 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 and that related services were actually provided according to executed contract terms.
- Requiring In-Home Purchased Services providers, as deemed necessary by agency management, to submit substantiation evidencing that services related to invoiced In-Home Purchased Services costs were actually provided.<sup>2</sup>
- Ensuring 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.

We further recommend that the agency maintain sufficient evidence substantiating the results of all fiscal-related monitoring procedures performed to determine whether the services for

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<sup>2</sup> For any Program-Funded providers, fiscal-related monitoring should include substantiation of the provider’s operating costs invoiced to the agency.

ELK COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

which In-Home Purchased Services providers were paid were actually provided, and provided in adherence to DHS regulations and executed contract terms.

Additionally, we recommend that all contracts with Program-Funded providers detail the types of operating costs that the agency will reimburse and specify the supporting documentation these providers are to include with their submitted invoices in order to substantiate invoiced operating costs.

Agency Representative Response: Elk County Children and Youth Services developed and implemented a policy and procedure for In-Home Purchased Services in March, 2018. Revisions were made to the current policy and procedures to include more detailed and accountability for the In-Home Purchased Services.

Attendance sheets, authorization forms signed by the parent/child and/or sign-sheets will be required and must be attached to each monthly invoice submitted to Elk County Children and Youth Services.

Lack of proper documentation will result in delayed payment.  
Contracts have been amended to address the above.

Auditor's Conclusion: We commend the Elk County Children and Youth agency management on acknowledging the deficiencies existing in the agency's current In-Home Purchased Services providers' monitoring process and the amendment of their formal, written In-Home Purchased Services providers' fiscal-related monitoring policy and procedures. During our next audit of the agency, we will review the agency's corresponding implemented formal policy and the results of conducted monitoring procedures to determine whether appropriate evidence exists to provide reasonable assurance that:

- Invoiced, and paid for, In-Home services were actually provided, and if provided, were provided in adherence to DHS regulations and executed key contract terms.
- The number of units invoiced by Fee-for-Service In-Home Purchased Service providers for each listed individual and operating costs and asset purchases invoiced by Program-Funded In-Home Providers, are properly substantiated.
- Identified billing errors are appropriately resolved.



## SECTION 6

# CURRENT ENGAGEMENT OBSERVATION

ELK COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT OBSERVATION

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

The Child Protective Services Law<sup>3</sup> (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).<sup>4</sup> 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.

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,<sup>5</sup> the safety of children receiving services from these agencies and their contractors and subcontractors may be at **risk**. According to information provided by the DHS OCYF, the Elk County Children and Youth Agency provided in-home and placement services to 1,413 children residing within the County during the 2015-2016 fiscal year.

Furthermore, beginning July 1, 2012, the DHS Bureau of Human Services’ Licensing (bureau) took over the 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, the DHS OCYF had been responsible for performing these CPSL adherence reviews during its annual licensing inspections of these providers. Through a review of DHS’ website, we found letters,

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<sup>3</sup> Please note that the CPSL was extensively amended in 2013, 2014, and 2015 with 24 pieces of legislation “[being] enacted, changing how Pennsylvania responds to child abuse. These changes will significantly impact the reporting, investigation, assessment, prosecution and judicial handling of child abuse and neglect cases. The new laws will expand and further define mandatory reporters and the reporting process, increase penalties for those mandated to report suspected child abuse who fail to do so, and provide protections from employment discrimination for filing a good faith report of child abuse.” See <http://keepkidssafe.pa.gov/laws/index.htm> last accessed on September 2, 2016. Please note that although this particular DHS’ keepkidssafe.pa.gov link only refers to 23, instead of 24, pieces of legislation, we were able to confirm that the link should actually refer to 24 pieces of legislation, just as in the following DHS’ link: <http://keepkidssafe.pa.gov/index.htm>

<sup>4</sup> 23 Pa.C.S. §§ 6344 and 6344.2.

<sup>5</sup> This is detailed in the Commonwealth of Pennsylvania Single Audit Reports (most recently for the fiscal year ended June 30, 2017, via Finding 2017-012).

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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; identified regulatory violations, including CPSL adherence violations, were specified in the accompanying License Inspection Summaries. However, we are unable to attest to the timeliness of the completion of these annual inspections. Furthermore, we are also unable to attest to whether the CPSL adherence of any potential sub-recipients used by these providers are being monitored.

Finally, 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 the DHS. However, it is DHS' position that while not all in-home service providers would meet the criteria requiring the conduct of criminal background checks and child abuse history clearances (certifications) for employees/volunteers, when they do, C&Y agencies are responsible for including provisions in their executed contracts with these providers and monitoring their providers' adherence to CPSL requirements.

However, in correspondence with agency management during the course of recently conducted audit engagements, we have found that the agency management staffs of these C&Y agencies are of the opinion that there is no need for C&Y agencies to monitor CPSL adherence of the employees/volunteers of these providers because they are now including the requirements for this monitoring in their executed contracts with these providers. Our interpretation of the CPSL is that the C&Y agencies cannot fulfill their duties under the CPSL to protect the children receiving in-home preventative services from child abuse by merely "monitoring" their executed provider contracts rather than actually monitoring their providers' adherence to the CPSL background check requirements. While it is evident that neither the DHS nor the C&Y agencies are monitoring the CPSL adherence of their employees and volunteers of contracted in-home preventative service providers, this Department will continue to raise concerns about their interpretation of the CPSL and that this faulty interpretation may be putting the safety of these children at **great risk**.

It is important to note that background checks and child abuse clearances have historically been valid for one year after being obtained. However, recent amendments to the CPSL extend this time frame from one year to five years.<sup>6</sup> Therefore, there is a need for DHS and C&Y agencies across the commonwealth to have a *greatly heightened* awareness about their employees' providers' and sub-recipients' arrest and conviction records, as well as child abuse adjudications 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.

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<sup>6</sup> 23 Pa.C.S. § 6344.4.

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