

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

Monroe County Children and Youth Agency

September 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 Monroe County
Monroe County Administrative Center, Room 201
One Quaker Plaza
Stroudsburg, PA 18360-2192

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 Monroe County Children and Youth Agency (agency), legally known as Monroe 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. 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 compliance¹ with certain provisions of 55 Pa. Code, Part V. Children, Youth, and Families Manual, Subpart C, Chapters 3140 and 3170 (55 Pa. Code §§ 3140.1 *et seq.* and 3170.1 *et seq.*), but was not required to be and was not conducted in accordance with professional auditing or attestation standards. We believe that our engagement procedures provided us a reasonable basis to ascertain and certify the actual Commonwealth expenditures incurred on behalf of children within Monroe 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 fiscal years ended 2013, 2014, 2015, and 2016.

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

- For the **2012-2013 fiscal year**, our engagement resulted in 2 adjustments being made to the agency's submitted fiscal reports. These adjustments in total impacted the agency's Final Net State Share by decreasing agency expenditures by \$8,951 and decreasing non-reimbursable expenditures by \$26,454. However, these two adjustments have no effect on the agency's Final State Share of Expenditures because the agency's expenditures are in excess of the Approved State Allocation by \$10,502 as detailed in our amended fiscal reports for the July 1, 2012 to June 30, 2013 fiscal year, as included in Section 1 of this report.
- For the **2013-2014 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, as detailed in our amended fiscal reports, included in Section 2 of this report.
- For the **2014-2015 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, as detailed in our amended fiscal reports, included in Section 3 of this report.
- For the **2015-2016 fiscal year**, our engagement resulted in 2 adjustments being made to the agency's submitted fiscal reports. These adjustments in total impacted the agency's Final Net State Share by decreasing agency expenditures by \$1,458 and increasing non-reimbursable expenditures by \$33,966. Based on the application of the state participation rates, the 2 adjustments impacting the agency's Final Net State Share Payable resulted in an amount due to the state totaling \$24,514. The two adjustments are detailed in our amended fiscal reports for fiscal year 2015-2016, as included in Section 4 of this report.

In addition, we found that the agency failed to comply with the finding included in our prior released engagement report, as detailed in Section 5 of this report. As a result, we will be including a repeat finding, as listed below.

Finding No. 1 – Noncompliance: Failure to Perform Annual Time Studies

Furthermore, we conducted additional procedures beyond those necessary to ascertain and certify the total Commonwealth expenditures paid on behalf of children residing within the county. We performed those additional procedures to determine whether the agency implemented internal controls to sufficiently reduce the risk of overbillings or fraudulent billings by contracted In-Home Purchased Service Providers occurring and going undetected. Opportunities to strengthen the agency's internal controls over its invoice review and approval process for these expenditures were identified and are included in the finding listed below, and as detailed in Section 6 of this report.

Finding No. 2 – The Monroe County Children and Youth Agency Should Implement and Document Internal Control Policies and Procedures in Order to Reduce the Risk of Paying Overbillings or Fraudulent Billings by Contracted In-Home Purchased Service Providers

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 7 of this report:

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

The results of our engagement procedures, as presented in this report, were discussed with County representatives and agency management at an exit conference held on August 22, 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 Monroe County Children and Youth Agency.

Sincerely,



Eugene A. DePasquale
Auditor General

August 30, 2018

Endnote

¹ 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 Monroe County Children and Youth Agency provided in-home and placement services to 4,429 children residing within the County during the 2016-2017 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 4th 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

**MONROE 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 ¹	\$	7,855,120
Supplemental Act 148		<u>472,137</u>
Total State Allocation		8,327,257
State Share (CY348) ²	\$	8,337,759
Less: Major Service Category Adjustment		<u>0</u>
Net State Share	\$	8,337,759
Less: Expenditures in Excess of the Approved State Allocation		<u>10,502</u>
Final Net State Share Payable ³	\$	8,327,257
Actual Act 148 Revenues Received ⁴		<u>8,327,257</u>
Net Amount Due County/(State) ⁵	\$	<u>0</u>

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

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

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

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

⁵ No amount is due to the County or State because the Children and Youth Agency's expenditures exceeded the Total State Act 148 Allocation by \$10,502, as detailed above. While our adjustments resulted in a net increase of \$17,503 in expenditures for the agency for said fiscal year, as detailed on page 7 of this report, the agency cannot receive state reimbursement in excess of the Total State Act 148 Allocation. Thus, there is no impact on the the Final Net State Share of Expenditures.

MONROE 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 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	638,792	0	63,325	0	0	0	0	0	575,467	575,467	0
02. 90% REIMBURSEMENT	410,589	0	28,043	81,860	0	0	0	0	300,686	270,618	30,068
03. 80% REIMBURSEMENT	8,320,015	328,445	1,219,414	123,706	66,575	43,179	0	18,759	6,519,937	5,215,950	1,303,987
04. 60% REIMBURSEMENT	3,844,120	273,091	267,574	0	0	0	0	8,205	3,295,250	1,977,151	1,318,099
05. 50% REIMBURSEMENT	597,144	0	0	0	0	0	0	0	597,144	298,573	298,571
06. TOTAL NET CHILD WELFARE EXPEND.	13,810,660	601,536	1,578,356	205,566	66,575	43,179	0	26,964	11,288,484	8,337,759	2,950,725

YDC/YFC PLACEMENT COSTS											
07. 60% DHSPARTICIPATION	382,100	33,851							348,249	208,949	139,300

08. NON-REIMBURSABLE EXPENDITURES	65,357	0							65,357		65,357
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09. TOTAL EXPENDITURES	14,258,117	635,387	1,578,356	205,566	66,575	43,179	0	26,964	11,702,090	8,546,708	3,155,382
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10. TOTAL TITLE IV-D COLLECTIONS 471,468

11. TITLE IV-D Collections for IV-E Children 30,066

12. STATE ACT 148 - line 6 8,337,759

13. STATE ACT 148 ALLOCATION 8,327,257

14. ADJUSTED STATE SHARE (lower of 12 or 13) 8,327,257

INVOICE											
AMENDED STATE SHARE (ACT 148)	8,337,759										
ACT 148 AMOUNT RECEIVED	8,327,257										
ADJUSTMENT TO STATE SHARE	10,502										

MONROE COUNTY CHILDREN AND YOUTH AGENCY
 FOR THE PERIOD JULY 1, 2012 TO JUNE 30, 2013
 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	638,792	0	0	63,325	0	0	0	0	0	575,467	575,467	0
1-B ADOPTION ASSISTANCE	1,514,800	0	513,802	9,150	0	0	0	0	0	991,848	793,478	198,370
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANS	253,024	0	56,584	0	0	0	0	0	0	196,440	157,152	39,288
1-D COUNSELING - DEPENDENT	210,022	0	0	20,856	0	0	0	0	0	189,166	151,333	37,833
1-E COUNSELING - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-F DAY CARE	45,620	0	0	10,066	0	0	0	0	0	35,554	28,443	7,111
1-G DAY TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
1-H DAY TREATMENT - DELINQUENT	169,199	5,642	0	0	113,640	0	0	0	0	49,917	39,934	9,983
1-I HOMEMAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
1-J INTAKE & REFERRAL	349,412	0	0	34,697	0	0	0	0	0	314,715	251,772	62,943
1-K LIFE SKILLS - DEPENDENT	132,593	0	0	13,169	0	0	0	0	0	119,424	95,539	23,885
1-L LIFE SKILLS - DELINQUENT	128	0	0	13	0	0	0	0	0	115	92	23
1-M PROTECTIVE SERVICE - CHILD ABUSE	512,380	0	0	50,883	0	0	0	0	0	461,497	369,198	92,299
1-N PROTECTIVE SERVICE - GENERAL	1,242,492	929	0	115,632	0	0	0	0	0	1,125,931	900,745	225,186
1-O SERVICE PLANNING	445,396	0	0	44,229	0	0	0	0	0	401,167	320,934	80,233
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	70,063	0	0	0	0	0	0	0	0	70,063	35,032	35,031
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-R SUBTOTAL IN-HOME	5,583,921	6,571	570,386	351,954	123,706	0	0	0	0	4,531,304	3,719,119	812,185

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	392	0	0	0	0	0	0	0	392	314	78	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	242,608	4,194	32,666	0	17,633	43,179	0	0	144,936	115,949	28,987	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	93,950	0	0	1,705	0	0	0	0	92,245	73,796	18,449	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	1,203,199	10,818	44,547	0	0	0	0	0	1,147,834	918,267	229,567	0
2-E EMERGENCY SHELTER - DEPENDENT	265,792	0	3,523	21,109	17,788	0	0	0	223,372	201,035	22,337	0
2-F EMERGENCY SHELTER - DELINQUENT	144,797	0	3,411	0	64,072	0	0	0	77,314	69,583	7,731	0
2-G FOSTER FAMILY - DEPENDENT	1,833,255	306,862	218,266	63,215	0	0	0	0	1,875	980,922	245,231	0
2-H FOSTER FAMILY - DELINQUENT	49,645	0	0	0	48,942	0	0	0	703	562	141	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	21,900	0	0	0	0	0	0	0	21,900	17,520	4,380	0
2-K SUBTOTAL CBP	3,855,538	321,874	302,413	86,029	81,860	66,575	43,179	0	18,759	2,934,849	2,377,948	556,901

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	527,081	0	0	5,101	0	0	0	0	527,081	263,541	263,540	0
3-B RESIDENTIAL SERVICE - DEPENDENT	67,604	0	0	0	0	0	0	0	62,503	37,502	25,001	0
3-C RES. SERVICE - DELINQUENT (NON YDC/YC)	2,555,033	273,040	221,855	0	0	0	0	0	2,060,138	1,236,083	824,055	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	797,881	0	0	0	0	0	0	0	797,881	478,729	319,152	0
3-E YDC SECURE	382,100	33,851	0	0	0	0	0	0	348,249	208,949	139,300	0
3-F SUBTOTAL INSTITUTIONAL	4,329,699	306,891	221,855	5,101	0	0	0	0	3,795,852	2,224,804	1,571,048	0

4 ADMINISTRATION	423,602	51	0	40,618	0	0	0	0	8,205	374,728	224,837	149,891
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5 TOTAL REVENUES	14,192,760	635,387	1,094,654	483,702	205,566	66,575	43,179	0	26,964	11,636,733	8,546,708	3,090,025
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MONROE COUNTY CHILDREN AND YOUTH AGENCY
 FOR THE PERIOD JULY 1, 2012 TO JUNE 30, 2013
 AMENDED CY1370
 EXPENDITURE REPORT

MAJOR SERVICE CATEGORIES & COST CENTERS	OBJECTS OF EXPENDITURE											Program Income related to all Non-Reimbursable
	1	2	3	4	5	6	7	8	9	10	11	
	WAGES AND SALARIES	EMPLOYEE BENEFITS	SUBSIDIES	OPERATING	PURCHASED SERVICES	FIXED ASSETS	TOTAL EXPENDITURES	Children Served (by county)	Children Served (Purchased)	Non-Reimbursable Non PS/Sub.	Non-Reim. Purchased Serv/ Subsidies	Program Income related to all Non-Reimbursable
IN-HOME												
I-A ADOPTION SERVICE	553,270	199,844		80,474	138	5,066	638,792	84	2	0	0	0
I-B ADOPTION ASSISTANCE	23,084	13,058	1,475,122	5,205	0	331	1,514,800	0	199	0	0	0
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	256,016	0	0	0	256,016	0	41	0	2,992	0
I-D COUNSELING - DEPENDENT	116,323	65,804		26,227	0	1,668	210,022	322	0	0	0	0
I-E COUNSELING - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
I-F DAY CARE	0	0		0	45,620	0	45,620	16	39	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	169,199	0	169,199	12	25	0	0	0
I-I HOMEMAKER SERVICE	0	0		0	0	0	0	0	0	0	0	0
I-J INTAKE & REFERRAL	193,721	109,588		43,664	0	2,439	349,412	737	0	0	0	0
I-K LIFE SKILLS - DEPENDENT	73,324	41,479		16,529	0	1,261	132,593	255	0	0	0	0
I-L LIFE SKILLS - DELINQUENT	0	0		0	0	128	128	0	0	0	0	0
I-M PROTECTIVE SERVICE - CHILD ABUSE	283,793	160,541		63,977	0	4,069	512,380	226	0	0	0	0
I-N PROTECTIVE SERVICE - GENERAL	636,384	360,000		221,781	15,960	9,124	1,243,249	616	7	0	757	0
I-O SERVICE PLANNING	246,678	139,545		55,636	0	3,537	445,396	0	0	0	0	0
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT				0	70,063		70,063	0	268	0	0	0
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT				0			0	0	0	0	0	0
I-R SUBTOTAL IN-HOME	1,926,577	1,089,859	1,729,138	513,493	300,980	27,623	5,587,670				3,749	
Number of Children receiving only NON-PURCHASED IN-Home Services 901												
COMMUNITY BASED PLACEMENT												
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	392	0	0	392	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0	0	0	242,608	0	242,608	1,278	27	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	9,505	5,377	0	2,162	76,770	136	93,950	420	9	0	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	0	1,203,199	0	1,203,199	5,540	35	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	109,760	62,091	0	48,009	46,746	1,574	268,180	1,647	82	0	2,388	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	144,797	0	144,797	932	42	0	0	0
2-G FOSTER FAMILY - DEPENDENT	153,438	86,800	0	257,987	1,346,658	2,200	1,847,083	41,220	184	0	13,828	0
2-H FOSTER FAMILY - DELINQUENT	0	0	0	0	49,645	0	49,645	641	9	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	21,900	0	21,900	175	2	0	0	0
2-K SUBTOTAL CBP	272,703	154,268	0	308,550	3,132,323	3,910	3,871,754	51,853	390	0	16,216	0
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	0	0	0	125	526,956	0	527,081	2,046	85	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	27,610	15,619	0	13,118	11,786	395	68,528	61	1	0	924	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	0	2,555,033	0	2,555,033	15,620	116	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0	0	0	797,881	0	797,881	2,698	17	0	0	0
3-E YDC SECURE	0	0	0	0	382,100	0	382,100	708	7	0	0	0
3-F SUBTOTAL INSTITUTIONAL	27,610	15,619	0	13,243	4,273,756	395	4,330,623	21,133	226	0	924	0
4 ADMINISTRATION	36,210	20,484	0	410,856	0	520	468,070			44,468	0	0
5 TOTAL EXPENDITURES	2,263,100	1,280,230	1,729,138	1,246,142	7,707,059	32,448	14,258,117			44,468	20,889	0
County Indirect Costs = \$ 356,548												

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

COST CENTER ITEMS	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 638,792	\$ 0	\$ 638,792
Adoption Assistance	1,514,800	0	1,514,800
Subsidized Permanent Legal Custodianship	256,016	0	256,016
Counseling	210,022	0	210,022
Day Care	45,620	0	45,620
Day Treatment	169,199	0	169,199
Homemaker Service	0	0	0
Intake and Referral	349,412	0	349,412
Life Skills	132,721	0	132,721
Protective Service - Child Abuse	512,380	0	512,380
Protective Service - General	1,243,249	0	1,243,249
Service Planning	445,396	0	445,396
Juvenile Act Proceedings	70,063	0	70,063
Alternative Treatment	243,000	0	243,000
Community Residential	1,297,149	0	1,297,149
Emergency Shelter	412,977	0	412,977
Foster Family	1,896,728	0	1,896,728
Supervised Independent Living	21,900	0	21,900
Juvenile Detention Service	527,081	0	527,081
Residential Service	2,623,561	0	2,623,561
Secure Residential Service (Except YDC)	797,881	0	797,881
YDC Secure	382,100	0	382,100
Administration	477,021	(8,951)	468,070
Combined Total Expense	<u>14,267,068</u>	<u>(8,951)</u>	<u>14,258,117</u>
Less Non-reimbursables	<u>91,811</u>	<u>(26,454)</u>	<u>65,357</u>
Total Net Expense	<u>\$ 14,175,257</u>	<u>\$ 17,503</u>	<u>\$ 14,192,760</u>

OBJECTS OF EXPENDITURE	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 2,263,100	\$ 0	\$ 2,263,100
Employee Benefits	1,280,230	0	1,280,230
Subsidies	1,729,138	0	1,729,138
Operating	1,255,093	(8,951)	1,246,142
Purchased Services	7,707,059	0	7,707,059
Fixed Assets	32,448	0	32,448
Combined Total Expense	<u>14,267,068</u>	<u>(8,951)</u>	<u>14,258,117</u>
Less Non-reimbursables	<u>91,811</u>	<u>(26,454)</u>	<u>65,357</u>
Total Net Expense	<u>\$ 14,175,257</u>	<u>\$ 17,503</u>	<u>\$ 14,192,760</u>

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2012 TO JUNE 30, 2013
ADJUSTMENT SCHEDULE**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENTS	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
CY-370	4	4	1	CY-370 Adjustments			
				Administration-Operating	\$ 419,807	\$ (8,951)	\$ 410,856
				To decrease expenditures by \$8,951 because an invoiced amount reported on the agency's submitted CY-370 Expenditure report was not paid for by the agency and reconcile to the agency's final general ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			
CY-370	4	10	2	Administration - Non-Reim. Non-PS/Sub.	\$ 70,922	\$ (26,454)	\$ 44,468
				To decrease Non-Reimbursable expenditures by \$26,454 to properly report the amount of Indirect Costs which exceed the two percent cost limitation.			
				Title 55 PA Code, Chapter 3170.60 OCYF Bulletin 00-95-12			

SECTION 2

AMENDED FISCAL REPORTS

FOR THE FISCAL YEAR:

JULY 1, 2013 to JUNE 30, 2014

**MONROE 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 ¹		\$	9,372,606
Supplemental Act 148			<u>0</u>
Total State Allocation			9,372,606
State Share (CY348) ²	\$		8,694,936
Less: Major Service Category Adjustment			<u>0</u>
Net State Share		\$	8,694,936
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable ³		\$	8,694,936
Actual Act 148 Revenues Received ⁴			<u>8,694,936</u>
Net Amount Due County/(State) ⁵		\$	<u><u>0</u></u>

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

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

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

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

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

MONROE 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
NET CHILD WELFARE EXPENDITURES											
01. 100% REIMBURSEMENT	654,286	0	69,965	0	0	0	0	0	584,321	584,321	0
02. 90% REIMBURSEMENT	490,600	0	51,314	73,033	0	0	0	0	366,253	329,628	36,625
03. 80% REIMBURSEMENT	9,708,623	438,835	1,490,666	132,533	0	40,662	0	21,606	7,584,321	6,067,457	1,516,864
04. 60% REIMBURSEMENT	2,931,369	221,483	211,769	0	66,575	0	0	6,947	2,424,595	1,454,757	969,838
05. 50% REIMBURSEMENT	517,544	0	0	0	0	0	0	0	517,544	258,773	258,771
06. TOTAL NET CHILD WELFARE EXPEND.	14,302,422	660,318	1,823,714	205,566	66,575	40,662	0	28,553	11,477,034	8,694,936	2,782,098
YDC/YFC PLACEMENT COSTS											
07. 60% DHS PARTICIPATION	671,407	22,449							648,958	389,375	259,583
08. NON-REIMBURSABLE EXPENDITURES	63,664	0							63,664		63,664
09. TOTAL EXPENDITURES	15,037,493	682,767	1,823,714	205,566	66,575	40,662	0	28,553	12,189,656	9,084,311	3,105,345
10. TOTAL TITLE IV-D COLLECTIONS	464,138										
11. TITLE IV-D Collections for IV-E Children	40,222										
12. STATE ACT 148 - line 6	8,694,936										
13. STATE ACT 148 ALLOCATION	9,372,606										
14. ADJUSTED STATE SHARE (lower of 12 or 13)	8,694,936										
INVOICE											
AMENDED STATE SHARE (ACT 148)	8,694,936										
ACT 148 AMOUNT RECEIVED	8,694,936										
ADJUSTMENT TO STATE SHARE	0										

MONROE 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
IN-HOME												
1-A ADOPTION SERVICE	654,286	0		69,965	0			0	0	584,321	910,170	0
1-B ADOPTION ASSISTANCE	1,755,425	0	606,012	11,700	0			0	0	1,137,713	910,170	227,543
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	291,893	0	67,897	0	0			0	0	223,996	179,197	44,799
1-D COUNSELING - DEPENDENT	215,221	0		23,007	0			0	0	192,214	153,771	38,443
1-E COUNSELING - DELINQUENT	139,447	0		0	0			0	0	139,447	111,558	27,889
1-F DAY CARE	11,610	0		0	1,544			0	0	10,066	8,053	2,013
1-G DAY TREATMENT - DEPENDENT	0	0		0	0			0	0	0	0	0
1-H DAY TREATMENT - DELINQUENT	236,825	14,562		0	67,665			0	0	154,798	123,838	30,960
1-I HOMEMAKER SERVICE	0	0		0	0			0	0	0	0	0
1-J INTAKE & REFERRAL	357,889	0		38,315	0			0	0	319,574	255,659	63,915
1-K LIFE SKILLS - DEPENDENT	135,463	0		14,503	0			0	0	120,960	96,768	24,192
1-L LIFE SKILLS - DELINQUENT	0	0		0	0			0	0	0	0	0
1-M PROTECTIVE SERVICE - CHILD ABUSE	524,293	0		56,131	0			0	0	468,162	374,530	93,632
1-N PROTECTIVE SERVICE - GENERAL	1,624,417	224		128,764	63,324			0	0	1,432,605	1,146,084	286,521
1-O SERVICE PLANNING	455,724	0		48,790	0			0	0	406,934	325,547	81,387
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	119,937	0		0	0			0	0	119,937	59,969	59,968
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	1,657	0		0	0			0	0	1,657	829	828
1-R SUBTOTAL IN-HOME	6,524,087	14,586	673,909	390,675	132,533	0	0	0	0	5,312,384	4,330,294	982,090
COMMUNITY BASED PLACEMENT												
2-A ALTERNATIVE TREATMENT - DEPENDENT	1	0		0				0	0	1	1	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	113,037	4,547	29,913	0			31,541	0	0	47,036	37,629	9,407
2-C COMMUNITY RESIDENTIAL - DEPENDENT	24,526	5,407	0	1,880	0		0	0	0	17,239	13,791	3,448
2-D COMMUNITY RESIDENTIAL - DELINQUENT	1,706,512	66,179	129,794	0	0		0	0	0	1,510,539	1,208,431	302,108
2-E EMERGENCY SHELTER - DEPENDENT	337,333	0	20,466	24,558	25,010		0	0	0	267,299	240,569	26,730
2-F EMERGENCY SHELTER - DELINQUENT	153,267	0	6,290	0	48,023		0	0	0	98,954	89,059	9,895
2-G FOSTER FAMILY - DEPENDENT	2,076,842	328,814	253,879	80,573			0	0	21,606	1,391,970	1,113,576	278,394
2-H FOSTER FAMILY - DELINQUENT	39,425	19,302	0	0	0		9,121	0	0	11,002	8,802	2,200
2-I SUP. INDEPENDENT LIVING - DEPENDENT	73	0	0	8	0		0	0	0	65	52	13
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	0		0	0	0	0	0	0
2-K SUBTOTAL CBP	4,451,016	424,249	440,342	107,019	73,033	0	40,662	0	21,606	3,344,105	2,711,910	632,195
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	395,950	0		0				0	0	395,950	197,975	197,975
3-B RESIDENTIAL SERVICE - DEPENDENT	91,935	10,710	0	5,466	0		15,118	0	0	60,641	36,385	24,256
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	1,553,417	210,773	166,273	0	51,457		0	0	0	1,124,914	674,948	449,966
3-D SECURE RES. SERVICE (EXCEPT YDC)	916,115	0						0	0	916,115	549,669	366,446
3-E YDC SECURE	671,407	22,449						0	0	648,958	389,375	259,583
3-F SUBTOTAL INSTITUTIONAL	3,628,824	243,932	166,273	5,466	0	66,575	0	0	0	3,146,578	1,848,352	1,298,226
4 ADMINISTRATION	369,902	0		40,030			0	0	6,947	322,925	193,755	129,170
TOTAL REVENUES	14,973,829	682,767	1,280,524	543,190	205,566	66,575	40,662	0	28,553	12,125,992	9,084,311	3,041,681

MONROE 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
IN-HOME												
I-A ADOPTION SERVICE	374,978	191,319	84,633	0	3,356	654,286	25	0	0	0	0	0
I-B ADOPTION ASSISTANCE	24,502	12,501	1,712,779	5,423	0	220	1,755,425	0	216	0	0	0
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	300,653	0	0	0	300,653	0	43	0	8,760	0
I-D COUNSELING - DEPENDENT	123,471	62,997	27,328	320	1,105	215,221	198	2	0	0	0	0
I-E COUNSELING - DELINQUENT	0	0	0	139,447	0	0	139,447	0	20	0	0	0
I-F DAY CARE	0	0	0	11,610	0	0	11,610	0	9	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	236,825	0	236,825	0	49	0	0	0
I-I HOME/MAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
I-J INTAKE & REFERRAL	205,625	104,913	45,511	0	1,840	357,889	808	0	0	0	0	0
I-K LIFE SKILLS - DEPENDENT	77,830	39,710	17,226	0	697	135,463	85	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	301,231	153,692	66,674	0	2,696	524,293	213	0	0	0	0	0
I-N PROTECTIVE SERVICE - GENERAL	675,488	344,644	231,559	367,952	6,044	1,625,687	755	70	1,270	0	0	0
I-O SERVICE PLANNING	261,836	133,592	57,953	0	2,343	455,724	0	0	0	0	0	0
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT	0	0	0	0	119,937	119,937	0	352	0	0	0	0
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0	0	0	0	1,657	1,657	0	21	0	0	0
I-R SUBTOTAL IN-HOME	2,044,961	1,043,368	2,013,432	536,307	877,748	18,301	6,534,117	0	1,270	0	8,760	0
Number of Children receiving only NON-PURCHASED IN-Home Services 1,029												
COMMUNITY BASED PLACEMENT												
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	1	0	0	1	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0	0	0	113,037	0	113,037	604	22	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	10,089	5,148	2,636	6,935	90	24,898	161	1	372	0	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	1,712,615	0	1,712,615	7,473	38	0	6,103	0	0
2-E EMERGENCY SHELTER - DEPENDENT	116,505	59,442	67,626	93,756	1,042	338,371	3,525	143	1,038	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	154,608	0	154,608	950	44	0	1,341	0	0
2-G FOSTER FAMILY - DEPENDENT	162,867	83,097	309,199	1,541,186	1,458	2,097,807	47,838	239	20,551	414	0	0
2-H FOSTER FAMILY - DELINQUENT	0	0	0	39,425	0	39,425	475	3	0	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	73	0	73	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	289,461	147,687	379,535	3,661,562	2,590	4,480,835	61,026	490	21,961	7,858	0	0
ADMINISTRATION												
4	38,435	19,610	0	329,353	0	344	387,742	0	17,840	0	0	0
TOTAL EXPENDITURES	2,402,163	1,225,618	2,013,432	1,260,831	8,113,952	21,497	15,037,493	0	41,851	21,813	0	0
County Indirect Costs = \$ 280,184												

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

COST CENTER ITEMS	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 654,286	\$ 0	\$ 654,286
Adoption Assistance	1,755,425	0	1,755,425
Subsidized Permanent Legal Custodianship	300,653	0	300,653
Counseling	354,668	0	354,668
Day Care	11,610	0	11,610
Day Treatment	236,825	0	236,825
Homemaker Service	0	0	0
Intake and Referral	357,889	0	357,889
Life Skills	135,463	0	135,463
Protective Service - Child Abuse	524,293	0	524,293
Protective Service - General	1,625,687	0	1,625,687
Service Planning	455,724	0	455,724
Juvenile Act Proceedings	121,594	0	121,594
Alternative Treatment	113,038	0	113,038
Community Residential	1,737,513	0	1,737,513
Emergency Shelter	492,979	0	492,979
Foster Family	2,137,232	0	2,137,232
Supervised Independent Living	73	0	73
Juvenile Detention Service	395,950	0	395,950
Residential Service	1,651,327	0	1,651,327
Secure Residential Service (Except YDC)	916,115	0	916,115
YDC Secure	671,407	0	671,407
Administration	387,742	0	387,742
Combined Total Expense	<u>15,037,493</u>	<u>0</u>	<u>15,037,493</u>
Less Non-reimbursables	<u>63,664</u>	<u>0</u>	<u>63,664</u>
Total Net Expense	<u>\$ 14,973,829</u>	<u>\$ 0</u>	<u>\$ 14,973,829</u>

OBJECTS OF EXPENDITURE	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 2,402,163	\$ 0	\$ 2,402,163
Employee Benefits	1,225,618	0	1,225,618
Subsidies	2,013,432	0	2,013,432
Operating	1,260,831	0	1,260,831
Purchased Services	8,113,952	0	8,113,952
Fixed Assets	21,497	0	21,497
Combined Total Expense	<u>15,037,493</u>	<u>0</u>	<u>15,037,493</u>
Less Non-reimbursables	<u>63,664</u>	<u>0</u>	<u>63,664</u>
Total Net Expense	<u>\$ 14,973,829</u>	<u>\$ 0</u>	<u>\$ 14,973,829</u>

SECTION 3

AMENDED FISCAL REPORTS

FOR THE FISCAL YEAR:

JULY 1, 2014 to JUNE 30, 2015

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

Approved State Allocation ¹		\$	8,977,048
Supplemental Act 148			<u>0</u>
Total State Allocation			8,977,048
State Share (CY348) ²	\$		8,857,834
Less: Major Service Category Adjustment			<u>0</u>
Net State Share		\$	8,857,834
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable ³		\$	8,857,834
Actual Act 148 Revenues Received ⁴			<u>8,857,834</u>
Net Amount Due County/(State) ⁵		\$	<u><u>0</u></u>

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

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

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

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

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

MONROE 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	634,569	0	71,772	0	0	0	0	0	562,797	562,797	0
02. 90% REIMBURSEMENT	432,331	0	47,396	42,148	0	0	0	0	342,787	308,509	34,278
03. 80% REIMBURSEMENT	9,819,013	388,179	1,658,728	163,418	0	0	0	52,330	7,556,358	6,045,088	1,511,270
04. 60% REIMBURSEMENT	3,267,185	169,732	187,512	0	66,575	40,662	0	5,955	2,796,749	1,678,050	1,118,699
05. 50% REIMBURSEMENT	526,779	0	0	0	0	0	0	0	526,779	263,390	263,389
06. TOTAL NET CHILD WELFARE EXPEND.	14,679,877	557,911	1,965,408	205,566	66,575	40,662	0	58,285	11,785,470	8,857,834	2,927,636

YDC/YFC PLACEMENT COSTS											
07. 60% DHS PARTICIPATION	1,174,862	40,566							1,134,296	680,578	453,718

08. NON-REIMBURSABLE EXPENDITURES	23,518	0							23,518		23,518
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09. TOTAL EXPENDITURES	15,878,257	598,477	1,965,408	205,566	66,575	40,662	0	58,285	12,943,284	9,538,412	3,404,872
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10. TOTAL TITLE IV-D COLLECTIONS 443,188

11. TITLE IV-D Collections for IV-E Children 54,617

12. STATE ACT 148 - line 6 8,857,834

13. STATE ACT 148 ALLOCATION 8,977,048

14. ADJUSTED STATE SHARE (lower of 12 or 13) 8,857,834

INVOICE											
AMENDED STATE SHARE (ACT 148)	8,857,834										
ACT 148 AMOUNT RECEIVED	8,857,834										
ADJUSTMENT TO STATE SHARE	0										

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

MAJOR SERVICE CATEGORIES & COST CENTERS	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
IN-HOME												
I-A ADOPTION SERVICE	634,569	0		71,772	0		0	0	0	562,797	562,797	0
I-B ADOPTION ASSISTANCE	1,893,811	0	650,299	16,792			0	0	0	1,226,720	981,376	245,344
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	323,403	0	71,505				0	0	0	251,898	201,518	50,380
I-D COUNSELING - DEPENDENT	209,800	0		23,613	0	0	0	0	0	186,187	148,950	37,237
I-E COUNSELING - DELINQUENT	61,813	0			0	0	0	0	0	61,813	49,450	12,363
I-F DAY CARE	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
I-H DAY TREATMENT - DELINQUENT	128,947	6,297			33,401	0	0	0	0	89,249	71,399	17,850
I-I HOMEMAKER SERVICE	0	0			0	0	0	0	0	0	0	0
I-J INTAKE & REFERRAL	347,729	0		39,325	0	0	0	0	0	308,404	246,723	61,681
I-K LIFE SKILLS - DEPENDENT	131,768	0		14,902	0	0	0	0	0	116,866	93,493	23,373
I-L LIFE SKILLS - DELINQUENT	0	0			0	0	0	0	0	0	0	0
I-M PROTECTIVE SERVICE - CHILD ABUSE	509,406	0		57,610	0	0	0	0	0	451,796	361,437	90,359
I-N PROTECTIVE SERVICE - GENERAL	1,604,454	11,072		131,338	130,017	0	0	0	0	1,332,027	1,065,622	266,405
I-O SERVICE PLANNING	442,936	0		50,092	0	0	0	0	0	392,844	314,275	78,569
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT	112,472	0			0	0	0	0	0	112,472	56,236	56,236
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	427	0			0	0	0	0	0	427	214	213
I-R SUBTOTAL IN-HOME	6,401,535	17,369	721,804	405,444	163,418	0	0	0	0	5,093,500	4,153,490	940,010

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	762	0		0			0	0	0	762	610	152
2-B ALTERNATIVE TREATMENT - DELINQUENT	79,576	2,624	43,444				0	0	0	33,508	26,806	6,702
2-C COMMUNITY RESIDENTIAL - DEPENDENT	108,447	12,439	116,755	1,931			0	0	0	94,077	75,262	18,815
2-D COMMUNITY RESIDENTIAL - DELINQUENT	1,622,646	63,325	116,755				0	0	0	1,442,566	1,154,053	288,513
2-E EMERGENCY SHELTER - DEPENDENT	299,194	0	18,363	22,685	7,043		0	0	0	251,103	225,993	25,110
2-F EMERGENCY SHELTER - DELINQUENT	133,137	0	6,348		35,105		0	0	0	91,684	82,516	9,168
2-G FOSTER FAMILY - DEPENDENT	2,239,915	275,158	293,924	113,801			0	0	52,330	1,504,702	1,203,762	300,940
2-H FOSTER FAMILY - DELINQUENT	25,116	17,264					0	0	0	7,852	6,282	1,570
2-I SUP. INDEPENDENT LIVING - DEPENDENT	76,409	0	33,397				0	0	0	43,012	34,410	8,602
2-J SUP. INDEPENDENT LIVING - DELINQUENT	12,075	0					0	0	0	12,075	9,660	2,415
2-K SUBTOTAL CBP	4,597,277	370,810	512,231	138,417	42,148	0	0	0	52,330	3,481,341	2,819,354	661,987

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	413,880	0					0	0	0	413,880	206,940	206,940
3-B RESIDENTIAL SERVICE - DEPENDENT	64,174	5,152	135,777	5,604			40,662	0	0	12,756	7,654	5,102
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	1,645,417	1,642,280	135,777			66,575		0	0	1,278,785	767,271	511,514
3-D SECURE RES. SERVICE (EXCEPT YDC)	1,151,467	0						0	0	1,151,467	690,880	460,587
3-E YDC-SECURE	1,174,862	40,566	135,777	5,604				0	0	1,134,296	680,578	453,718
3-F SUBTOTAL INSTITUTIONAL	4,449,800	209,998	135,777	5,604	0	66,575	40,662	0	0	3,991,184	2,353,323	1,637,861
4 ADMINISTRATION	406,127	300		46,131			0	0	5,955	353,741	212,245	141,496
TOTAL REVENUES	15,854,739	598,477	1,369,812	595,596	205,566	66,575	40,662	0	58,285	12,919,766	9,538,412	3,381,354

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

MAJOR SERVICE CATEGORIES & COST CENTERS	OBJECTS OF EXPENDITURE											
	1	2	3	4	5	6	7	8	9	10	11	12
	WAGES AND SALARIES	EMPLOYEE BENEFITS	EMPLOYEE BENEFITS	OPERATING ASSETS	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	387,212	165,373		77,250	16	4,718	634,569	40	1	0	0	0
I-B ADOPTION ASSISTANCE	25,301	10,806	1,852,366	5,030	0	308	1,893,811	0	229	0	0	0
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHP	0	0	323,403	0	0	0	323,403	0	43	0	0	0
I-D COUNSELING - DEPENDENT	127,500	54,453		25,294	1,000	1,553	209,800	231	3	0	0	0
I-E COUNSELING - DELINQUENT	0	0		61,813	0	0	61,813	0	12	0	0	0
I-F DAY CARE	0	0		0	0	0	0	0	3	0	0	0
I-G TREATMENT - DEPENDENT	0	0		0	0	0	0	0	0	0	0	0
I-H TREATMENT - DELINQUENT	0	0		0	0	0	128,947	0	15	0	0	0
I-I HOMEMAKER SERVICE	0	0		0	0	0	0	0	0	0	0	0
I-J INTAKE & REFERRAL	212,335	90,685		42,122	0	2,587	347,729	915	0	0	0	0
I-K LIFE SKILLS - DEPENDENT	80,370	34,325		16,094	0	979	131,768	48	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	311,060	132,849		61,707	0	3,790	509,406	262	0	0	0	0
I-N PROTECTIVE SERVICE - GENERAL	697,528	297,904		223,996	376,948	8,498	1,604,874	722	35	420	0	0
I-O SERVICE PLANNING	270,379	115,475		53,788	0	3,294	442,936	0	0	0	0	0
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT					0	112,472	112,472	0	344	0	0	0
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT					0	427	427	0	7	0	0	0
I-R SUBTOTAL IN-HOME	2,111,685	901,870	2,175,769	505,281	681,623	25,727	6,401,955			420		
	Number of Children receiving only NON-PURCHASED IN-Home Services 534											
COMMUNITY BASED PLACEMENT												
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	0	0	762	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0	0	0	0	0	79,576	441	10	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	10,419	4,450	0	2,338	91,295	127	108,629	688	3	182	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	0	1,623,989	0	1,623,989	6,564	30	0	1,343	0
2-E EMERGENCY SHELTER - DEPENDENT	118,951	51,381	0	57,647	69,752	1,463	299,194	1,825	67	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	0	0	133,175	784	22	0	38	0
2-G FOSTER FAMILY - DEPENDENT	169,537	71,828	0	352,146	1,665,594	2,049	2,611,154	41,226	209	21,239	0	0
2-H FOSTER FAMILY - DELINQUENT	0	0	0	0	25,116	0	25,116	299	2	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	76,409	0	76,409	295	2	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	0	0	12,075	61	1	0	0	0
2-K SUBTOTAL CBP	298,907	127,659	0	412,893	3,776,981	3,639	4,620,079	52,183	346	21,421	1,381	0
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	0	0	0	0	0	0	413,880	1,654	47	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	30,262	12,925	0	11,858	9,056	369	64,470	94	2	296	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	0	1,645,417	0	1,645,417	10,561	60	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0	0	0	1,151,467	0	1,151,467	3,615	14	0	0	0
3-E YDC/SECURE	0	0	0	0	1,174,862	0	1,174,862	2,369	9	0	0	0
3-F SUBTOTAL INSTITUTIONAL	30,262	12,925	0	11,858	4,394,682	369	4,450,096	18,293	132	296	0	0
ADMINISTRATION	39,689	16,950	0	349,004	0	484	406,127			0	0	0
TOTAL EXPENDITURES	2,480,543	1,059,404	2,175,769	1,279,036	8,853,286	30,219	15,878,257			22,137	1,381	0
	County Indirect Costs = \$ 302,546											

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

COST CENTER ITEMS	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 634,569	\$ 0	\$ 634,569
Adoption Assistance	1,893,811	0	1,893,811
Subsidized Permanent Legal Custodianship	323,403	0	323,403
Counseling	271,613	0	271,613
Day Care	0	0	0
Day Treatment	128,947	0	128,947
Homemaker Service	0	0	0
Intake and Referral	347,729	0	347,729
Life Skills	131,768	0	131,768
Protective Service - Child Abuse	509,406	0	509,406
Protective Service - General	1,604,874	0	1,604,874
Service Planning	442,936	0	442,936
Juvenile Act Proceedings	112,899	0	112,899
Alternative Treatment	80,338	0	80,338
Community Residential	1,732,618	0	1,732,618
Emergency Shelter	432,369	0	432,369
Foster Family	2,286,270	0	2,286,270
Supervised Independent Living	88,484	0	88,484
Juvenile Detention Service	413,880	0	413,880
Residential Service	1,709,887	0	1,709,887
Secure Residential Service (Except YDC)	1,151,467	0	1,151,467
YDC Secure	1,174,862	0	1,174,862
Administration	406,127	0	406,127
Combined Total Expense	<u>15,878,257</u>	<u>0</u>	<u>15,878,257</u>
Less Non-reimbursables	<u>23,518</u>	<u>0</u>	<u>23,518</u>
Total Net Expense	<u>\$ 15,854,739</u>	<u>\$ 0</u>	<u>\$ 15,854,739</u>

OBJECTS OF EXPENDITURE	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 2,480,543	\$ 0	\$ 2,480,543
Employee Benefits	1,059,404	0	1,059,404
Subsidies	2,175,769	0	2,175,769
Operating	1,279,036	0	1,279,036
Purchased Services	8,853,286	0	8,853,286
Fixed Assets	30,219	0	30,219
Combined Total Expense	<u>15,878,257</u>	<u>0</u>	<u>15,878,257</u>
Less Non-reimbursables	<u>23,518</u>	<u>0</u>	<u>23,518</u>
Total Net Expense	<u>\$ 15,854,739</u>	<u>\$ 0</u>	<u>\$ 15,854,739</u>

SECTION 4

AMENDED FISCAL REPORTS

FOR THE FISCAL YEAR:

JULY 1, 2015 to JUNE 30, 2016

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

Approved State Allocation ¹		\$	9,197,535
Supplemental Act 148			<u>0</u>
Total State Allocation			9,197,535
State Share (CY348) ²	\$		9,173,021
Less: Major Service Category Adjustment			<u>0</u>
Net State Share	\$		9,173,021
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable ³	\$		9,173,021
Actual Act 148 Revenues Received ⁴			<u>9,197,535</u>
Net Amount Due County/(State) ⁵	\$		<u><u>(24,514)</u></u>

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

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

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

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

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

MONROE 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	PROGRAM	TITLE	TANF	TITLE	TITLE	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET	STATE	LOCAL
	TOTAL	INCOME	IV-E		XX	IV-B			TOTAL	ACT 148	SHARE
NET CHILD WELFARE EXPENDITURES											
01. 100% REIMBURSEMENT	659,254	0	78,816	0	0	0	0	0	580,438	580,438	0
02. 90% REIMBURSEMENT	472,639	0	55,174	53,572	0	0	0	0	363,893	327,503	36,390
03. 80% REIMBURSEMENT	10,115,134	382,623	1,655,036	151,994	66,575	40,662	0	55,815	7,762,429	6,209,946	1,552,483
04. 60% REIMBURSEMENT	3,388,433	197,132	278,049	0	0	0	0	5,867	2,907,385	1,744,431	1,162,954
05. 50% REIMBURSEMENT	621,404	0	0	0	0	0	0	0	621,404	310,703	310,701
06. TOTAL NET CHILD WELFARE EXPEND.	15,256,864	579,755	2,067,075	205,566	66,575	40,662	0	61,682	12,235,549	9,173,021	3,062,528

YDC/YFC PLACEMENT COSTS											
07. 60% DHS PARTICIPATION	1,325,318	23,879							1,301,439	780,863	520,576

08. NON-REIMBURSABLE EXPENDITURES	62,908	0							62,908		62,908
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09. TOTAL EXPENDITURES	16,645,090	603,634	2,067,075	205,566	66,575	40,662	0	61,682	13,599,896	9,953,884	3,646,012
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10. TOTAL TITLE IV-D COLLECTIONS 360,670

11. TITLE IV-D Collections for IV-E Children 18,530

12. STATE ACT 148 - line 6 9,173,021

13. STATE ACT 148 ALLOCATION 8,827,564

14. ADJUSTED STATE SHARE (lower of 12 or 13) 8,827,564

INVOICE											
AMENDED STATE SHARE (ACT 148)	9,173,021										
ACT 148 AMOUNT RECEIVED	9,197,535										
ADJUSTMENT TO STATE SHARE	(24,514)										

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

MAJOR SERVICE CATEGORIES & COST CENTERS	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
IN-HOME												
I-A ADOPTION SERVICE	659,254	0	0	78,816	0	0	0	0	0	580,438	580,438	0
I-B ADOPTION ASSISTANCE	1,879,632	0	652,755	14,365	0	0	0	0	0	1,212,512	970,010	242,502
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	369,920	0	87,114	0	0	0	0	0	0	282,806	226,245	56,561
I-D COUNSELING - DEPENDENT	221,267	0	0	25,926	0	0	0	0	0	195,341	156,273	39,068
I-E COUNSELING - DELINQUENT	112,419	0	0	0	0	0	40,662	0	0	71,757	57,406	14,351
I-F DAY CARE	0	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	0
I-H DAY TREATMENT - DELINQUENT	208,100	0	0	0	7,504	66,575	0	0	0	134,021	107,217	26,804
I-I HOMEMAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
I-J INTAKE & REFERRAL	361,082	0	0	43,178	0	0	0	0	0	317,904	254,323	63,581
I-K LIFE SKILLS - DEPENDENT	136,674	0	0	16,343	0	0	0	0	0	120,331	96,265	24,066
I-L LIFE SKILLS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
I-M PROTECTIVE SERVICE - CHILD ABUSE	528,971	0	0	63,254	0	0	0	0	0	465,717	372,574	93,143
I-N PROTECTIVE SERVICE - GENERAL	1,686,300	18,233	142,808	144,490	0	0	0	0	0	1,380,769	1,104,615	276,154
I-O SERVICE PLANNING	459,791	0	54,982	0	0	0	0	0	0	404,809	323,847	80,962
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT	117,908	0	0	0	0	0	0	0	0	117,908	58,954	58,954
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	171	0	0	0	0	0	0	0	0	171	86	85
I-R SUBTOTAL IN-HOME	6,741,489	18,233	739,869	439,672	151,994	66,575	40,662	0	0	5,284,484	4,308,253	976,231
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	37,631	2,259	0	0	0	0	0	0	0	35,372	28,298	7,074
2-C COMMUNITY RESIDENTIAL - DEPENDENT	149,237	692	0	2,114	0	0	0	0	0	146,431	117,145	29,286
2-D COMMUNITY RESIDENTIAL - DELINQUENT	1,558,117	81,304	69,206	0	0	0	0	0	0	1,407,607	1,126,086	281,521
2-E EMERGENCY SHELTER - DEPENDENT	341,041	0	19,579	24,581	6,375	0	0	0	0	290,506	261,455	29,051
2-F EMERGENCY SHELTER - DELINQUENT	131,598	0	11,014	0	47,197	0	0	0	0	73,387	66,048	7,339
2-G FOSTER FAMILY - DEPENDENT	2,189,133	273,120	329,670	114,848	0	0	0	0	55,815	1,415,680	1,132,544	283,136
2-H FOSTER FAMILY - DELINQUENT	104,248	7,015	5,362	0	0	0	0	0	0	91,871	73,497	18,374
2-I SUP. INDEPENDENT LIVING - DEPENDENT	78,248	0	33,111	0	0	0	0	0	0	45,137	36,110	9,027
2-J SUP. INDEPENDENT LIVING - DELINQUENT	34,364	0	0	0	0	0	0	0	0	34,364	27,491	6,873
2-K SUBTOTAL CBP	4,623,617	364,390	467,942	141,543	53,572	0	0	0	55,815	3,540,355	2,868,674	671,681
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	503,325	0	0	0	0	0	0	0	0	503,325	251,663	251,662
3-B RESIDENTIAL SERVICE - DEPENDENT	87,498	0	0	6,155	0	0	0	0	0	81,343	48,806	32,537
3-C RES. SERVICE - DELINQUENT (NON YDC YFC)	2,320,917	196,785	221,718	0	0	0	0	0	0	1,902,414	1,141,448	760,966
3-D SECURE RES. SERVICE (EXCEPT YDC)	564,116	0	0	0	0	0	0	0	0	564,116	338,470	225,646
3-E YDC SECURE	1,325,318	23,879	0	0	0	0	0	0	0	1,301,439	780,863	520,576
3-F SUBTOTAL INSTITUTIONAL	4,801,174	220,664	221,718	6,155	0	0	0	0	0	4,352,637	2,561,250	1,791,387
4. ADMINISTRATION	415,902	347	0	501,176	0	0	0	0	5,867	359,512	215,707	143,805
5. TOTAL REVENUES	16,582,182	603,634	1,429,529	637,546	205,566	66,575	40,662	0	61,682	13,536,988	9,953,884	3,583,104

**MONROE 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											
	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												
1-A ADOPTION SERVICE	388,107	183,000		83,983	0	4,164	659,254	25	0	0	0	0
1-B ADOPTION ASSISTANCE	25,360	11,957	1,836,605	5,437	0	273	1,879,632	22	238	0	0	0
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	369,920	0	0	0	369,920	0	47	0	0	0
1-D COUNSELING - DEPENDENT	127,794	60,257		27,395	4,450	1,371	221,267	215	4	0	0	0
1-E COUNSELING - DELINQUENT	0	0		0	112,419	0	112,419	0	13	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	208,100	0	208,100	0	26	0	0	0
1-I HOMEMAKER SERVICE	0	0		0	0	0	0	0	0	0	0	0
1-J INTAKE & REFERRAL	212,824	100,550		45,625	0	2,283	361,082	3,997	0	0	0	0
1-K LIFE SKILLS - DEPENDENT	80,556	37,985		17,269	0	864	136,674	81	0	0	0	0
1-L LIFE SKILLS - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
1-M PROTECTIVE SERVICE - CHILD ABUSE	311,778	147,009		66,839	0	3,345	528,971	1,034	0	0	0	0
1-N PROTECTIVE SERVICE - GENERAL	699,137	329,657		205,089	445,380	7,500	1,686,763	3,566	64	463	0	0
1-O SERVICE PLANNING	271,003	127,783		58,098	0	2,907	459,791	4,232	0	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT				0	117,908		117,908	0	378	0	0	0
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT				0	171		171	0	6	0	0	0
1-R SUBTOTAL IN-HOME	2,116,559	997,998	2,206,525	509,735	888,428	22,707	6,741,952			463	0	0
Number of Children receiving only NON-PURCHASED IN-Home Services: 2,796												
COMMUNITY BASED PLACEMENT												
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0		0	0	0	0	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0		0	37,631	0	37,631	242	23	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	10,443	4,924		4,003	130,098	113	149,581	851	4	344	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0		0	1,573,362	0	1,573,362	6,685	38	0	15,245	0
2-E EMERGENCY SHELTER - DEPENDENT	120,584	56,857		70,518	92,277	1,293	341,529	3,326	151	488	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0		0	131,598	0	131,598	815	44	0	0	0
2-G FOSTER FAMILY - DEPENDENT	168,568	79,483		333,875	1,634,390	1,808	2,218,124	52,336	247	27,647	1,344	0
2-H FOSTER FAMILY - DELINQUENT	0	0		0	104,690	0	104,690	1,038	6	0	442	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0		0	78,248	0	78,248	397	2	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0		0	34,364	0	34,364	284	2	0	0	0
2-K SUBTOTAL CBP	299,595	141,264	0	408,396	3,816,658	3,214	4,669,127	65,974	517	28,479	17,031	0
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	0	0		4,075	499,250	0	503,325	1,997	88	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	30,332	14,302		12,026	30,512	326	87,498	635	2	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YC)	0	0		0	2,320,917	0	2,320,917	13,314	91	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0		0	581,051	0	581,051	1,803	11	0	16,935	0
3-E YDC SECURE	0	0		0	1,325,318	0	1,325,318	2,752	18	0	0	0
3-F SUBTOTAL INSTITUTIONAL	30,332	14,302	0	16,101	4,757,048	326	4,818,109	20,501	210	0	16,935	0
4 ADMINISTRATION	39,780	18,757	0	356,938	0	427	415,902			0	0	0
5 TOTAL EXPENDITURES	2,486,266	1,172,221	2,206,525	1,291,170	9,462,134	26,674	16,645,090			28,942	33,966	0
County Indirect Costs = \$ 314,188												

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

COST CENTER ITEMS	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 659,254	\$ 0	\$ 659,254
Adoption Assistance	1,879,632	0	1,879,632
Subsidized Permanent Legal Custodianship	369,920	0	369,920
Counseling	333,686	0	333,686
Day Care	0	0	0
Day Treatment	208,100	0	208,100
Homemaker Service	0	0	0
Intake and Referral	361,082	0	361,082
Life Skills	136,674	0	136,674
Protective Service - Child Abuse	528,971	0	528,971
Protective Service - General	1,686,763	0	1,686,763
Service Planning	459,791	0	459,791
Juvenile Act Proceedings	119,537	(1,458)	118,079
Alternative Treatment	37,631	0	37,631
Community Residential	1,722,943	0	1,722,943
Emergency Shelter	473,127	0	473,127
Foster Family	2,322,814	0	2,322,814
Supervised Independent Living	112,612	0	112,612
Juvenile Detention Service	503,325	0	503,325
Residential Service	2,408,415	0	2,408,415
Secure Residential Service (Except YDC)	581,051	0	581,051
YDC Secure	1,325,318	0	1,325,318
Administration	415,902	0	415,902
Combined Total Expense	<u>16,646,548</u>	<u>(1,458)</u>	<u>16,645,090</u>
Less Non-reimbursables	<u>28,942</u>	<u>33,966</u>	<u>62,908</u>
Total Net Expense	<u>\$ 16,617,606</u>	<u>\$ (35,424)</u>	<u>\$ 16,582,182</u>

OBJECTS OF EXPENDITURE	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 2,486,266	\$ 0	\$ 2,486,266
Employee Benefits	1,172,321	0	1,172,321
Subsidies	2,206,525	0	2,206,525
Operating	1,291,170	0	1,291,170
Purchased Services	9,463,592	(1,458)	9,462,134
Fixed Assets	26,674	0	26,674
Combined Total Expense	<u>16,646,548</u>	<u>(1,458)</u>	<u>16,645,090</u>
Less Non-reimbursables	<u>28,942</u>	<u>33,966</u>	<u>62,908</u>
Total Net Expense	<u>\$ 16,617,606</u>	<u>\$ (35,424)</u>	<u>\$ 16,582,182</u>

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

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENTS	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
CY-370	1-P	5	1	Juvenile Act Proceedings (Dep.) - Purchased Services	\$ 119,366	\$ (1,458)	\$ 117,908
	2-G	5		Foster Family (Dep.) - Purchased Services	\$ 1,657,454	\$ (23,064)	\$ 1,634,390
	2-H	5		Foster Family (Del.) - Purchased Services	\$ 81,626	\$ 23,064	\$ 104,690
				Total Adjustment Amount		\$ (1,458)	
				To decrease expenditures by \$1,458 and reclassify \$23,064 of Foster Family costs to the proper cost center to properly report Purchased Services and reconcile to the agency's final agency ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			
CY-370	2-D	11	2	Comm. Residential (Del.) - Non-Reimbursable PS/Sub	\$ -	\$ 15,245	\$ 15,245
	2-G	11		Foster Family (Dep.) - Non-Reimbursable PS/Sub	\$ -	\$ 1,344	\$ 1,344
	2-H	11		Foster Family (Del.) - Non-Reimbursable PS/Sub	\$ -	\$ 442	\$ 442
	3-E	11		Secure Residential Service- Non-Reimbursable PS/Sub	\$ -	\$ 16,935	\$ 16,935
				Total Adjustment Amount		\$ 33,966	
				To increase Non-Reimbursable expenditures by \$33,966 to disallow the portion of rates billed by three placement service providers, which exceeded Department of Human Services approved maximum levels of reimbursement.			
				Title 55 PA Code, Chapter 3170.103			

SECTION 5

STATUS OF PRIOR ENGAGEMENT FINDING AND RECOMMENDATIONS

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

Prior Engagement Finding – Noncompliance: Failure to Perform Annual Time Study (Not Resolved)

In our two prior engagement reports, we cited the Monroe County Children and Youth Agency (agency) for a failure to conduct annual time studies, which are to be used to allocate general operating expenses reported on the agency's submitted CY-370 Expenditure Report. Specifically, we found that the agency used a time study conducted in 2002 to allocate general operating expenses for the 2002-2003 through the 2011-2012 fiscal years. During our current audit covering the 2012-2013 through the 2015-2016 fiscal years, we continued to find that the agency used the same time study, and therefore, we concluded that a repeat finding should be issued in our current engagement report for all four fiscal years.. These issues are detailed in a repeat finding included in the Current Engagement Findings and Recommendations section (Section 6) of this report.

SECTION 6

CURRENT ENGAGEMENT FINDINGS AND RECOMMENDATIONS

Finding No. 1 – Noncompliance - Failure to Conduct Annual Time Studies

Condition: As detailed in our Status of Prior Engagement Finding and Recommendations section (Section 5) of this report, during our current engagement, we found that the Monroe County Children and Youth Agency (agency) inappropriately used a time study conducted in 2002 to allocate its operating expenses for the 2012-2013, 2013-2014, 2014-2015, and 2015-2016 fiscal years. Furthermore, we found the agency failed to develop and implement written policies and procedures.

Criteria: *Title 55 Pa. Code, § 3170.91(c) related to fiscal management – financial reporting requirements of the County Agency, states, in part:*

The Department has the authority to prescribe the format, instructions, and time at which the county agency shall submit to the Department annual plans, annual estimates of expenditures and revisions, as well as expenditure and income reports.

In addition, the Federal Office of Management and Budget (OMB) A-122, attachment B, #8 Compensation for personal services, (m) support of salaries and wages; guidance on Personnel Activity Reports states:

- (1) Charges to awards for salaries and wages, whether treated as direct costs or indirect costs, will be based on documented payrolls approved by a responsible official(s) of the organization. The distribution of salaries and wages to awards must be supported by personnel activity reports, as prescribed in subparagraph (2), except when a substitute system has been approved in writing by the cognizant agency.

Department of Human Services, Office of Children, Youth and Families (DHS OCYF) guidance

In correspondence dated July 18, 2014, the DHS OCYF Acting Bureau Director of the Bureau of Budget and Fiscal Support clarified DHS' position related to how often time studies should be conducted, stating "OCYF recommends performing time studies annually for a minimum of two weeks."

Cause: While the agency was aware of the requirement to conduct annual time studies as a result of the finding included in our two prior engagement reports; for the fiscal years included in our current scope period, the agency again failed to conduct annual time studies. Furthermore, for these same fiscal years, the agency failed to implement formal written policies and procedures governing the conduct of annual time studies.

Effect: The allocation of costs based on previously used time studies may result in the inappropriate allocation of the agency's general operating expenses among the various cost centers on the CY-370 Expenditure Reports submitted to the Department of Human Services for the 2012-2013, 2013-2014, 2014-2015 and 2015-2016 fiscal years and, thus, the receipt of inappropriate

amounts of Act 148 state reimbursements due to varying state reimbursement rates among the cost centers. Furthermore, the agency's failure to implement written policies and procedures establishing how and when time studies should be conducted may lead to inconsistencies in how the agency's general operating expenses are allocated on a year-to-year basis.

Recommendation: We again recommend that the Monroe County Children and Youth Agency ensure that time studies are consistently conducted annually for a minimum of two weeks. We further recommend that the agency develop and implement written policies and procedures to ensure that time studies are conducted annually for a minimum of two weeks and detail the process that should be used to conduct these time studies.

Agency Representative Response: Monroe County Children and Youth Services established formal time study policies and procedures in May of 2016. The agency conducted a time study from May 31, 2016 to June 14, 2016; the results were used to allocate fiscal year 2016/17 expenditures. Those same policies and procedures were used to conduct time studies for fiscal years 2017/18 and 2018/19. The agency will continue to conduct annual time studies to properly allocate agency expenditures.

Auditor's Conclusion: We commend the agency on its corrective action plan with respect to the conduct of annual time studies and the establishment of corresponding written policy and procedures, and during our next engagement we will determine whether annual time studies are being conducted as required.

MONROE COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT FINDINGS AND RECOMMENDATIONS

Finding No. 2 – The Monroe County Children and Youth Agency Should Implement and Document Internal Control Policies and Procedures in Order to Reduce the Risk of Paying Overbillings or Fraudulent Billings by Contracted In-Home Purchased Service Providers

Condition: During the 2012-2013, 2013-2014, 2014-2015, and 2015-2016 fiscal years, the Monroe County Children and Youth Agency (agency) paid contracted In-Home Purchased Service providers¹ (providers) a total of \$2,325,990² for services rendered directly to at-risk children and their families.

While agency management maintains written internal control policies and procedures and stated the agency performs control procedures to reduce the risk of paying overbillings or fraudulent billings included on invoices submitted by these providers, we determined these procedures were not strong enough to provide reasonable assurance that contracted In-Home Purchased Services were actually provided, and if provided, provided for the number of units invoiced for each listed individual and in adherence to the requirements of the respective provider’s executed contract terms.

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*

¹ Agency management stated that 52 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 \$2,750,237 during the noted engagement scope period.

² When evaluating the agency’s internal control procedures over its invoice review and approval process, we excluded Juvenile Act Proceedings costs and Adoption Assistance costs totaling \$424,247 from the \$2,750,237 total the agency paid to contracted In-Home Purchased Service providers during our engagement scope period because, due to the nature of these costs, they are not subject to the same risks as costs invoiced by In-Home Purchased Service Providers rendering services directly to at-risk children and their families.

MONROE COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT FINDINGS AND RECOMMENDATIONS

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 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: Agency management thought the invoice review and approval procedures performed during the fiscal years included in our engagement scope period were sufficient. These procedures included verifying the mathematical accuracy of invoices and comparing the invoiced services to the child placement forms prepared by agency caseworkers to determine if the child was authorized for the services. A few In-Home Purchased Service providers submitted sign-in sheets and progress reports with invoices, but these documents were not required by the agency and not all In-Home providers included them. In addition, these documents were only used for programmatic purposes and not used to detect potential

MONROE COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT FINDINGS AND RECOMMENDATIONS

overbillings or fraudulent billings included on invoices submitted by these providers. We determined that the procedures the agency performed do not provide reasonable assurance that contracted In-Home Purchased Services were actually provided to each individual listed on submitted invoices, and if provided, were provided for the number of units invoiced and in adherence to the requirements of the respective provider's executed contract terms.

Effect: The agency's lack of control procedures to obtain reasonable assurance that contracted In-Home Purchased Services were actually provided, and if provided, provided for the number of units invoiced for each listed individual increases agency management's risks of:

- Failure to detect fraudulent or erroneous In-Home 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.

Recommendation: We recommend that agency management strengthen its internal control policies and procedures designed to reduce its risk of paying for overbillings and fraudulent billings by In-Home Purchased Service providers. We further recommend that agency management ensure that such policies and procedures are adequate to obtain reasonable assurance that the services related to the fees invoiced by contracted In-Home Purchased Service providers were actually provided, and provided in adherence to executed contract terms. Specifically, this written fiscal-related monitoring policy, and corresponding procedures, should include, but not be limited to, the following:

- Updating implemented formal policies and procedures detailing the specific internal control procedures, including fiscal-related In-Home monitoring procedures that must be performed, to reduce the agency's risk of paying overbillings or fraudulent billings by In-Home Purchased Service providers. The implemented fiscal-related monitoring procedures must be sufficient to assess the validity of the number of units invoiced by Fee-for-Service providers.
- Performance of on-site fiscal-related monitoring visits of In-Home Purchased Services providers, as deemed necessary by agency management, to determine whether appropriate supporting documentation exists substantiating invoiced costs, including assessing the validity of the number of units invoiced by Fee-for-Service providers, and that related services were actually provided according to executed contract terms.

MONROE COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT FINDINGS AND RECOMMENDATIONS

- 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.³
- 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 documenting the results of all fiscal-related monitoring procedures performed to determine whether the services for which In-Home Purchased Services providers were paid were actually provided, and provided in adherence to DHS regulations and executed contract terms and to reduce the risk of overbillings and fraudulent billings by contracted In-Home Purchased Services Providers going undetected.

Agency Representative Response: Monroe County Children Youth Services performs control procedures to reduce the risk of paying overbillings or fraudulent invoices; however, the agency recognizes that improvements need to be made to our control policies. The agency is in the process of developing formal written policies and procedures detailing internal controls and the monitoring of In-Home Service Providers. The agency was approved for an additional staff position effective 7/1/2018 to be utilized to enhance these control procedures. This staff member will conduct on-site monitoring of In-Home Purchased providers, as well as Community and Institutional Placement providers, to ensure contract compliance and to ensure services that are being paid for are provided. The agency will maintain sufficient evidence of the monitoring procedures and will ensure the results of the monitoring are provided to staff responsible for approving invoices for payment.

Auditor's Conclusion: We commend the agency's management on acknowledging the deficiencies that existed in the agency's invoice review and approval process for In-Home Purchased Services providers during the fiscal years included in our engagement scope period, and their efforts to develop and implement formal, written fiscal-related monitoring policy and procedures for these contracted In-Home Purchased Services providers. During our next audit of the agency, we will review and determine whether the agency implemented monitoring policy and procedures that are adequate to reduce the agency's risk of overbillings and

³ For any future Program-Funded providers, fiscal-related monitoring should include substantiation of these providers' operating costs invoiced to the agency.

MONROE COUNTY CHILDREN AND YOUTH AGENCY
CURRENT ENGAGEMENT FINDINGS AND RECOMMENDATIONS

fraudulent billings submitted by contracted In-Home Purchased Services providers going undetected.

SECTION 7

CURRENT ENGAGEMENT OBSERVATION

MONROE 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 Law⁴ (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).⁵ To ensure adherence to these requirements, the Commonwealth DHS (DHS) has assigned monitoring responsibilities to internal offices and bureaus based on the types of services provided.

Foster Care

As a part of its annual licensing inspection process of county C&Y agencies, the Commonwealth DHS’ Office of Children, Youth and Families (OCYF) performs reviews of agency employees and agency foster parents’ adherence to the requirements of the CPSL. The OCYF also performs CPSL adherence reviews of employees of contracted foster family agencies through its annual licensing inspection of these providers. However, because the OCYF is behind in its completion of these annual inspections and does not have adequate procedures in place to determine whether C&Y agencies are monitoring their respective providers’ and sub-recipients’ adherence to the CPSL,⁶ 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 Monroe County Children and Youth Agency provided in-home and placement services to 4,429 children residing within the County during the 2016-2017 fiscal year.

⁴ Please note that the CPSL was extensively amended during the period of 2013-2015 with 24 pieces of child protection legislation, as well as one additional piece of legislation enacted in 2016. The Commonwealth’s Keep Kids Safe website states that the amendments enacted are “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 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>, accessed August 21, 2018.

⁵ 23 Pa.C.S. §§ 6344 and 6344.2.

⁶ 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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Day Treatment Centers and Child Residential Facilities

Beginning July 1, 2012, the DHS Bureau of Human Services' Licensing (bureau) took over responsibility for the performance of the annual licensing inspections of Child Day Treatment Centers and Child Residential Facilities, which encompasses the performance of CPSL adherence reviews of the employees of these providers. Prior to July 1, 2012, the DHS OCYF had been responsible for performing these CPSL adherence reviews during its annual licensing inspections of these providers. Through a review of the DHS website, we found letters, posted by DHS, to the management staff of Child Day Treatment Centers and Child Residential Facilities detailing the results of the licensing inspections performed by the bureau and identifying regulatory violations, including CPSL adherence violations, as specified in the accompanying License Inspection Summaries. However, we are unable to attest to: 1) the timeliness of the completion and approval of these annual inspections and 2) whether the CPSL adherence of any potential sub-recipients used by these providers are being monitored.⁷

Contracted In-Home Preventative Service Providers

For contracted *In-Home Preventative Service providers*,⁸ 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. DHS' position was that while not all in-home service providers would meet the criteria requiring the conduct of *certifications* for employees/volunteers, when they do, C&Y agencies were responsible for including provisions in their executed contracts with these providers.

In correspondence with management of C&Y agencies during some of our recently conducted audit engagements, we have found that some C&Y agencies' management staffs are still of the opinion that there is no need to directly monitor CPSL adherence of the providers' employees/volunteers because they are now including the requirements for this type of monitoring in their executed contracts with these providers. However, our interpretation of the CPSL remains that C&Y agencies cannot fulfill their duties under the CPSL to protect the children receiving in-home preventative services from child abuse by merely including the requirements for "direct monitoring"⁹ in their provider executed contracts. Instead, all C&Y

⁷ 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).

⁸ Please note that based on recent correspondence with DHS, these providers are referred to as "private providers delivering prevention and reunification services." We refer to them as *contracted In-Home Preventative Service providers* throughout our observation for ease of understanding.

⁹ In our Department's opinion "direct monitoring" consists of C&Y agencies routinely performing procedures (no less frequently than quarterly) to obtain reasonable assurance that their *contracted In-Home Preventative Service providers* and their sub-recipients are properly vetting a representative sample of the background checks and child abuse history clearances of their employees and volunteers to identify, and properly address, any identified disqualifying convictions.

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agencies should have a process in place that allows them to actively monitor their providers and sub-recipients by routinely reviewing their employees' and volunteers' *certifications* for disqualifying convictions.

Therefore, we concluded that DHS had not taken every action to obtain reasonable assurance that C&Y agencies were taking enough action to ensure the safety and welfare of the vulnerable, at risk children receiving in-home preventative services. Further, because DHS has not implemented a process to ensure that C&Y agencies are consistently monitoring the CPSL adherence of the contracted In-Home Preventative Service providers' employees and volunteers, this Department will continue to raise concerns about the risks posed to the safety of these vulnerable children.¹⁰

DHS Senior Management Follow-Up Response

DHS senior management provided an official response to our concerns detailed in this Observation in a February 28, 2018 letter that affirmed their assertion that, because DHS has no contractual relationship with *contracted In-Home Preventative Service providers*, the ability and responsibility to monitor private providers¹¹ to ensure that their *certifications* adhere to the CPSL falls to the C&Y agencies, as does the responsibility to take appropriate action when they do not comply.

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

¹⁰ The *2017 Annual Child Protective Services Report* notes that the DHS' Office of Children, Youth and Families (OCYF) and its regional offices (in Philadelphia, Scranton, Harrisburg, and Pittsburgh) have responsibilities that include, among others: "Monitoring, licensing, and providing technical assistance to CCYA and private children and youth agencies and facilities." [Emphasis added.], p. 7; http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_275378.pdf, accessed August 3, 2018.

¹¹ This includes *contracted In-Home Preventative Service providers* and their sub-recipients.

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

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

Greater Scrutiny of Arrest and Conviction Records

It is important to note that background checks and child abuse clearances have historically been valid for one year after being obtained. However, recent amendments to the CPSL extend this time frame from one year to five years.¹² Therefore, there is a need for DHS and C&Y agencies across the commonwealth to have a *greatly heightened* awareness about the arrest and conviction records, as well as child abuse adjudications, of the employees/volunteers of C&Y agencies' *contracted In-Home Preventative Service providers* and their sub-recipients. This is to ensure that no new, disqualifying incidents have occurred from the date of the background clearances since certain disqualifying offenses could go undetected for years.

Auditor General Senior Management's Follow-up Conclusion Statement

We commend DHS management for acknowledging the seriousness of the risks to children's safety resulting from the significant control deficiencies we identified related to CPSL adherence as discussed in our March 18, 2018 Position Statement letter. Further, we recognize the challenges that DHS faces in monitoring the 67 C&Y agencies' direct monitoring of the numerous *contracted In-Home Preventative Service providers* and their sub-recipients. We believe that requiring C&Y agencies to submit a schedule that captures the details of the agency's monitoring efforts as described above will be a major improvement. However, we also recognize that risks to these vulnerable children continue to exist. One such risk results

¹² 23 Pa.C.S. § 6344.4.

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from the potential delay of 9 to 21 months (or possibly longer) between the date of possible non-compliance by a *contracted In-Home Preventative Service provider* and/or inadequate monitoring by a county C&Y agency and DHS becoming aware of those issues.¹³

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

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

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

¹³ The potential 9-21 month delay is based on the Single Audit being due nine months after the end of the fiscal year plus up to 12 months for possible non-compliance occurring at the beginning of the fiscal year. The period of delay would be higher when the Single Audit is not received within nine months from the end of the fiscal year.

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