

**MEMORANDUM
COUNTY OF PLACER**

TO: Honorable Board of Supervisors

FROM: Marshall Hopper, Chief Probation Officer *MH*

DATE: March 11, 2014

SUBJECT: **Authorize the Purchasing Manager to execute a contract with Unificare, LTD dba Justice Benefits Incorporated.**

ACTION REQUESTED

1. Approve the award of a sole-source blanket purchase order to Unificare, LTD doing business as Justice Benefits Incorporated (JBI) Dallas TX for consultation and technical assistance with Title IV-E administrative claiming for the Probation Department in the maximum amount of \$200,000, funded by revenues received from the Title IV-E administrative claiming process with no additional net County cost, for the period of March 11, 2014 to March 10, 2016, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

Part E of Title IV of the Social Security Act provides federal funds and state law (California Welfare and Institutions Code 11450) provides state funds to Aid to Families with Dependent Children payments for certain children living in specified family homes or group homes. Part E of Title IV-E of the Social Security Act also provides federal funds for specified administrative services to children at risk of requiring foster care services.

The Probation Department has claimed the aforementioned monies to aid children who on whose behalf the court has ordered the child's care, custody and control to be under the supervision of the Probation Officer for foster care placement and each child who is determined to be a reasonable candidate for foster care pursuant to provisions of ACYF-PA-87-05. Probation claims for these funds has averaged \$656,000 a year over the last five years.

During calendar year 2013, the federal Department of Health and Human Services (DHHS) performed an informal review of two California County's probation department Title IV-E claims. As a result of this review, the federal government found what it termed, "significant systemic concerns" regarding the Title IV-E administrative claims made by probation departments throughout California. DHHS ordered probation departments statewide to cease claiming beginning October 1, 2013 (this was ordered via written correspondence to the State of California Department of Social Services dated November 20, 2013).

Probation Departments statewide, in conjunction with Child Welfare Directors, County Health and Human Services Departments, State Department of Social Services and various statewide associations that support and advocate on behalf of these organizations have worked together to address the federal

directive to cease claiming. At this time, the federal directive to cease claiming will be lifted, contingent upon changes in how probation departments document their claims.

Probation Departments statewide are engaging JBI to insure their Title IV-E claims are meeting newly defined federal requirements. JBI is the sole vendor with a presence in California possessing both an established relationship with the federal Department of Health and Human Services and the state Department of Social Services, as well as the required methodology linking employee time studies to specific client cases to form the basis of our fiscal claim.

The proposed contract is for a two year initial term.

FISCAL IMPACT

The contract resulting from this recommendation will be awarded in an amount contingent upon the amount of our claim as negotiated by Procurement Services. That amount will be no more than 15% of any claim (prospective or retroactive). Based on historical averages, the contract amount should not exceed \$100,000 in a fiscal year, though the actual fees will vary based on the actual Title IV-E claim. Your Board's approval of the execution of this contract will not impact County General Fund monies. Probation Department fund balance is adequate to absorb the increased expense to be incurred in the current fiscal year. Probation receives revenues from Title IV-E claims that will be used to fund this contract, and both the anticipated revenue and expense are included in the Department's proposed FY 2015 budget.

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM:  Christopher Artim, Senior Administrative Services Officer
DATE: 02/24/2014
SUBJECT: **Fiscal Impact Statement**
Contract for Title IV-E technical assistance

Fiscal Impact Statement

1. The department has sufficient funding

The Probation Department anticipates sufficient fund balance for this contract to be available in the FY 2013/2014 department budget.

The department has up to \$100,000 available for this award in the coming fiscal year. The consultant services purchased with this contract will be used for the Department maximize its' Title IV-E revenue claim and insure compliance with recently changed federal guidelines.

