



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Division of Social Services

Social Services Block Grant

Intended Use Plan

The Paperwork Reduction Act of 1995 (Pub. L. 104-13). STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is identifying plans for State use of Social Services Block Grant (SSBG) Funding. The purpose of this information is to identify estimated SSBG expenditures and recipients, as well as the intended geographic location and eligibility considerations for planned services. Information will be used to gain insight on the administration of the SSBG program and to provide support to grantees related to the administration of their SSBG program. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information and is required to retain a benefit [45 C.F.R. §96.74.]. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0234 and the expiration date is _____. If you have any comments on this collection of information, please contact the Office of Community Services, Social Services Block Grant Program via email: SSBG@acf.hhs.gov.

II. Administrative Operations

1. Administering Agency _____

2. Location _____

3. Mission/Goals of Agency

4. Description of Financial Operations Systems

III. Program Planning

1. Planning for Distribution and Use of Funds

Describe the planning process for determining the State's use and distribution of SSBG funds.

2. Describe the Characteristics of Individuals to be Served

Include definitions for child, adult, and family; eligibility criteria; and income guidelines.

3. Public Inspection of Pre-Expenditure Report

Describe how the State made available for public inspection and comment the current Pre-Expenditure Report or revision to the report. Supporting documentation for public inspection is also required. (See V. Appendices, Appendix A: Documentation of public Hearing).

IV. Program Operations

Complete one table for each service category provided by the state during the reporting period.

1. Program Operations – Adoption Services

a. Service Category (use uniform definition) – Adoption Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

2. Program Operations – Case Management Services

a. Service Category (use uniform definition) – Case Management Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

3. Program Operations – Congregate Meals

a. Service Category (use uniform definition) – Congregate Meals
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

4. Program Operations – Counseling Services

a. Service Category (use uniform definition) – Counseling Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

5. Program Operations – Day Care Services – Adults

a. Service Category (use uniform definition) – Day Care Services – Adults
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

6. Program Operations – Day Care Services – Children

a. Service Category (use uniform definition) – Day Care Services – Children
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

7. Program Operations – Education and Training Services

a. Service Category (use uniform definition) – Education and Training Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

8. Program Operations – Employment Services

a. Service Category (use uniform definition) – Employment Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

9. Program Operations – Family Planning Services

a. Service Category (use uniform definition) – Family Planning Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

10. Program Operations – Foster Care Services for Adults

a. Service Category (use uniform definition) – Foster Care Services for Adults
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

11. Program Operations – Foster Care Services for Children

a. Service Category (use uniform definition) – Prevention and Intervention Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

12. Program Operations – Health Related and Home Health Services

a. Service Category (use uniform definition) – Health Related and Home Health Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

13. Program Operations – Home Based Services

a. Service Category (use uniform definition) – Home Based Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

14. Program Operations – Home Delivered Meals

a. Service Category (use uniform definition) – Home Delivered Meals
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

15. Program Operations – Housing Services

a. Service Category (use uniform definition) – Housing Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

16. Program Operations – Independent and Transitional Living Services

a. Service Category (use uniform definition) – Independent and Transitional Living Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

17. Program Operations – Information and Referral

a. Service Category (use uniform definition) – Information and Referral
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

18. Program Operations – Legal Services

a. Service Category (use uniform definition) – Legal Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

19. Program Operations – Pregnancy and Parenting Services for Young Parents

a. Service Category (use uniform definition) – Pregnancy and Parenting Services for Young Parents
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

20. Program Operations – Prevention and Intervention Services

a. Service Category (use uniform definition) – Prevention and Intervention Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

21. Program Operations – Protective Services for Adults

a. Service Category (use uniform definition) – Protective Services for Adults
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

22. Program Operations – Protective Services for Children

a. Service Category (use uniform definition) – Protective Services for Children
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

23. Program Operations – Recreational Services

a. Service Category (use uniform definition) – Recreational Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

24. Program Operations – Residential Treatment Services

a. Service Category (use uniform definition) – Residential Treatment Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

25. Program Operations – Special Services for Persons with Developmental or Physical

a. Service Category (use uniform definition) – Special Services for Persons with Developmental or Physical
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

26. Program Operations – Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity

a. Service Category (use uniform definition) – Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

27. Program Operations – Substance Abuse Services

a. Service Category (use uniform definition) – Substance Abuse Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

28. Program Operations – Transportation Services

a. Service Category (use uniform definition) – Transportation Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

29. Program Operations – Other Services

a. Service Category (use uniform definition) – Other Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

SSBG Pre-Expenditure Report

Year: 2025 Group: Washington

Contacts

Contact Type Name	First Name	Last Name	Title	Agency	Street1	Street2	City	State Name	Zip	Phone Number	Fax Number
State CFO Contact Info	Rene	Newkirk	Chief Financial Officer	Department of Children, Youth, and Families	1500 Jefferson St SE		Olympia	Washington	98504	360-480-3599	
State SSBG Contact Info	Shannon	Mathis	Deputy Chief Financial Officer of Operations	Department of Children, Youth, and Families	1500 Jefferson St SE		Olympia	Washington	98504	360-972-0139	
State Official Contact Info	Ross	Hunter	Secretary	Department of Children, Youth, and Families	1500 Jefferson St SE		Olympia	Washington	98504	360-902-7800	

Definitions

Child	Washington State defines child as age 0-21
Adult	Anyone over the age of 21
Family	Family is defined as biological parent/sibling, adoptive parent/sibling, fictive kin, and relative of specified degree

Assurances

Assurance Name	Yes	No	Comment
Is the total amount of funds transferred from TANF to SSBG equal to the amount reported for the related period in the TANF financial report (ACF196R)?			
The grantee certifies that funds transferred from TANF to SSBG comply with the statutory requirements described in Section 404(d) of the Social Security Act.	X		
The grantee certifies that no carryover extends beyond the two year expenditure period outlined in the code Sec.2002 42 U.S.C. 1397a (c)			
Was the actual use of funds transferred from TANF to SSBG reflected in the pre-expenditure report?	X		

Expenditures and Recipients

Source: SSBG Data Collection System

For technical assistance, please contact the SSBG Technical Team at support@ssbgportal.net.

SSBG Pre-Expenditure Report

Year: 2025 Group: Washington

Service Supported with SSBG Expenditures	SSBG Allocation	Carry Over from Previous FY	Funds Transferred into SSBG	Carry Over of Funds Transferred into SSBG from Previous FY	Expenditures of All Other Federal, State, and Local Funds								Total Recipients	Actual	Estimated	Sampled	Duplicated	Unduplicated	Eligibility Comment	Email
1) Adoption Services	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
2) Case Management	\$5,050,000	\$0	\$0	\$0	\$54,049,770	\$59,099,770	X	X	41,120	0	0	0	0	41,120	X			X	Services provided to help permanency for children in care	
3) Congregate Meals	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
4) Counseling Services	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
5) Day Care - Adults	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
6) Day Care - Children	\$121,200	\$0	\$0	\$0	\$5,557,059	\$5,678,259	X	X	3,938	0	0	0	0	3,938	X			X	Services to help provide supports for children in care	
7) Education and Training Services	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
8) Employment Services	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
9) Family Planning Services	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
10) Foster Care Services - Adults	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
11) Foster Care Services - Children	\$13,105,000	\$0	\$4,917,460	\$0	\$110,609,451	\$128,631,911	X	X	54,920	0	0	0	0	54,920	X			X	Services to provide support and promote permanency for children in care	
12) Health-Related Services	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						
13) Home-Based Services	\$0	\$0	\$0	\$0	\$0	\$0			0	0	0	0	0	0						

Source: SSBG Data Collection System

For technical assistance, please contact the SSBG Technical Team at support@ssbgportal.net.

SSBG Pre-Expenditure Report

Year: 2025 Group: Washington

Service Supported with SSBG Expenditures	SSBG Allocation	Carry Over from Previous FY	Funds Transferred into SSBG	Carry Over of Funds Transferred into SSBG from Previous FY	Expenditures of All Other Federal, State, and Local Funds	Total Expenditures	Public	Private	Include All	Children	Adults Age 59 Years & Younger	Adults Age 60 years & Older	Adults of Unknown Age	Total Adults	Total Recipients	Actual	Estimated	Sampled	Duplicated	Unduplicated	Eligibility Comment	Email	
14) Home-Delivered Meals	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
15) Housing Services	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
16) Independent/Transitional Living Services	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
17) Information and Referral	\$202,000	\$0	\$0	\$0	\$217,767	\$419,767	X		X	3,583	0	0	0	0	3,583	X				X	Services to help with the stabilization of children in care		
18) Legal Services	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
19) Pregnancy and Parenting	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
20) Prevention and Intervention	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
21) Protective Services - Adults	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
22) Protective Services - Children	\$6,060,000	\$0	\$0	\$0	\$120,399,859	\$126,459,859	X		X	91,700	0	0	0	0	91,700	X				X	Services to help support the assessment of children at risk of child abuse and neglect		
23) Recreation Services	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
24) Residential Treatment	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
25) Special Services - Disabled	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
26) Special Services - Youth at Risk	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								
27) Substance Abuse Services	\$0	\$0	\$0	\$0	\$0	\$0				0	0	0	0	0	0								

Source: SSBG Data Collection System

For technical assistance, please contact the SSBG Technical Team at support@ssbgportal.net.

SSBG Pre-Expenditure Report

Year: 2025 Group: Washington

Service Supported with SSBG Expenditures	SSBG Allocation	Carry Over from Previous FY	Funds Transferred into SSBG	Carry Over of Funds Transferred into SSBG from Previous FY	Expenditures of All Other Federal, State, and Local Funds	Total Expenditures	Public	Private	Include All	Children	Adults Age 59 Years & Younger	Adults Age 60 years & Older	Adults of Unknown Age	Total Adults	Total Recipients	Actual	Estimated	Sampled	Duplicated	Unduplicated	Eligibility Comment	Email
28) Transportation	\$600,000	\$0	\$757,540	\$0	\$1,016,580	\$2,374,120	X		X	3,390	0	0	0	0	3,390	X				X	Services to provide support for children in care	
29) Other Services	\$8,702,947	\$0	\$0	\$0	\$106,529,761	\$115,232,708	X		X	6,983	0	0	0	0	6,983	X				X	Services to provide support for children in care	
30) SUM OF EXPENDITURES FOR SERVICES	\$33,841,147	\$0	\$5,675,000	\$0	\$398,380,247	\$437,896,394				205,634	0	0	0	0	205,634							
31) Administrative Costs	\$3,346,927	\$0	\$0	\$0		\$3,346,927				0	0	0	0	0	0							
32) SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	\$37,188,074	\$0	\$5,675,000	\$0	\$398,380,247	\$441,243,321				205,634	0	0	0	0	205,634							
33) Total SSBG Expenditures	\$42,863,074									0	0	0	0	0	0							
34) Remaining funds to be carried over into the next fiscal year	\$0		\$0							0	0	0	0	0	0							

Comments

From which block grant(s) were these funds transferred:	TANF
**Please list the sources of these funds:	Title IV-E, Title XIX, Title IV-B, TANF, General Fund State
***Please list other services:	Child Welfare Services Social Workers, Intake & Assessment Social Workers, Crisis Counseling Social Workers, Home Support Specialists, Family Home Licensors, Unified Home Study staff, Group Home Licensors, Licensing Supervisors, CPS Supervisors
Additional Comments	The FFY24 SSBG award was issued incrementally, and that amount, as of this required federal submission date, is less than the prior FFY23 award of \$37,240,059. Therefore, we did not increase our request amount by 1% and chose the \$37,188,074 FFY24 award as the basis for this submission. The TANF/SSBG transfer amounts remain the same.

Source: SSBG Data Collection System

For technical assistance, please contact the SSBG Technical Team at support@ssbgportal.net.



Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

By signing and submitting this proposal, the applicant, Department of Children, Youth, and Families (DCYF), defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and believes DCYF and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph (1)(b) of this certification; and
4. have not within a three (3) year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transaction", provided below without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

ORGANIZATION		
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES		
AUTHORIZED SIGNATURE	TITLE	DATE
	SECRETARY	



Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ORGANIZATION		
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES		
AUTHORIZED SIGNATURE	TITLE	DATE
	SECRETARY	

NOTE: If disclosure forms are required, please contact:
 CHARLES GALE, DIRECTOR
 OFFICE OF GRANTS MANAGEMENT DIVISION
 HHH BUILDING, ROOM 517D
 200 INDEPENDENCE AVE SW
 WASHINGTON DC 20201-0001



Certification Regarding Drug-Free Workplace

The Department of Children, Youth, and Families (DCYF), State of Washington, certifies that it has developed policies and procedures in association with employee organizations and the Washington State Employee Advisory Service to provide a drug-free workplace. The process has resulted in:

1. A published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in DCYF facilities and specifying the actions that will be taken against employees for violation of such prohibition;
2. The establishment of an ongoing drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The department's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. A requirement that each DCYF employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph 1 above;
4. Notifying the employees in the statement required by Paragraph 1 above that, as a condition of employment under the grant, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his/her conviction for a violation of a criminal drug statute conviction occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing within ten days after receiving notice under Subparagraph 4.b. above from an employee, or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 days of receiving notice under Subparagraph 4.b. above, with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1, 2, 3, 4, 5 and 6 above.

The grantee may insert in the space below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE: STREET ADDRESS, CITY, COUNTY, STATE AND ZIP CODE

Check here if there are workplaces on file that are not identified above.

ORGANIZATION

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

AUTHORIZED SIGNATURE

DATE
8/9/2024

NAME AND TITLE

Ross Hunter , **SECRETARY**

Please append to this form a list of any state agencies the Governor has excluded from this certification.



DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)

Certification Regarding Environmental Tobacco Smoke

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant / grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

ORGANIZATION

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

AUTHORIZED SIGNATURE

TITLE

SECRETARY

DATE

Dear Stefanie,

We are beginning planning the statewide single audit for state fiscal year 2024 and have selected programs for audit at the Department of Children, Youth, and Families. Please keep in mind that we may be selecting more programs in the fall and will inform you right away if another program is selected for audit at your agency. Additionally, we will be performing follow-up procedures on unresolved prior audit findings.

The programs currently selected for audit are as follows:

- 93.575 Child Care & Development Fund Cluster
- 93.658 Foster Care – Title IV-E
- 93.667 Social Services Block Grant

For each of the programs listed above, we request your agency provide us with the following items in order to plan the audits:

- Copies of all grant award letters (and related documents) for Federal awards **opened, closed, or active at any point** during the state fiscal year 2024 (this includes any supplemental pandemic-related funding);
- Any supplemental agreements with any federal agencies responsible for the programs, state plans, or other such documents aside from the grant award letters (if applicable);
- If applicable, grantor-approved state plan that covers fiscal year 2024;
- AFRS expenditure **and** revenue coding (including those for indirect costs) that correspond to the program award(s) active during state fiscal year 2024;
 - Note: If **indirect costs** were charged to the award(s), please separately identify the AFRS account coding used to capture those expenses.*
 - Note: Add any expenditure coding used to separately identify funds expended from awards furnished under pandemic-related federal programs (i.e. CARES Act, American Rescue Plan).*
 - Include an expenditure report (direct and indirect cost) ran to-date with query criteria snapshot
 - Include a revenue report ran to-date with query criteria snapshot
 - Provide names of the individuals providing and confirming the coding so we may follow up with them to confirm totals used for audit planning are complete and accurate.
- The following is a list of significant information systems used by the Department to manage the programs in SFY23. Please tell us if there were any new systems used to manage the grant in SFY24;
 - a. Agency Financial Reporting System (AFRS)
 - b. Contracts and Procurement System (CAPS)
 - c. Grant Management System (GMS)
 - d. Social Services Payment System (SSPS)
 - e. Financial Reporting and Allocation Tracking System (FRATS)
 - f. Agency Contract Database (ACD)
 - g. Automated Cost Allocation System (CAS)

Information systems specific to 93.658: Foster Care – Title IV-E

- a. Visitation/Sprout System

Information systems specific to 93.667: Social Services Block Grant

a. FamLink

If applicable, any internal audit reports issued within the past two years for areas reviewed that pertain to the program;

If applicable, any federal audits, performance reviews, external audits, or other engagements that occurred within the past two years that pertain to the program;

Note: You can exclude any audits or engagements that were performed by SAO.

Disclosure of fraud or other misconduct involving the federal program:

We are required to ascertain from each agency whether it identified, or was made aware of and referred to the federal government any of the following:

- i. False claims made by employees, program beneficiaries, vendors, subrecipients, contractors, or subcontractors;
- ii. A criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal funds.

Please provide us with this written disclosure, which can be offered by Financial Management, Executive Management, Program Management, or Internal Audit.

As part of this planning, a risk assessment is required for agencies with programs included in our review. **Please complete the attached spreadsheet** and provide copies of the following covering activity performed **during** state fiscal year 2024, in accordance with SAAM 20.15.30:

Note: If any of these are not completed, provide date on expected completion date

Risk assessment conducted **during** state fiscal year 2024

Internal control monitoring plan overseen by the internal control officer

Agency's most recent annual assurance from internal control officer to the agency head 2024

Agency's most recent Federal Assistance Certification submitted to OFM

Agency's most recent Financial Disclosure Certification submitted to OFM

Lastly, please let us know if there are any programs at your agency, other than those already listed above, that you anticipate will exceed \$30 million in federal expenditures for state fiscal year 2024.

Thank you for your assistance and please let us know if you have any questions.