

# AMENDED FISCAL REPORTS

## For Fiscal Years:

July 1, 2014 to June 30, 2015

July 1, 2015 to June 30, 2016

July 1, 2016 to June 30, 2017

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# Bucks County

## Children and Youth Agency

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January 2019



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 Bucks County  
Bucks County Courthouse  
55 East Court Street  
Doylestown, PA 18901

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 Bucks County Children and Youth Agency (agency), legally known as Bucks 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, 2014 to June 30, 2015, July 1, 2015 to June 30, 2016, and July 1, 2016 to June 30, 2017. 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, 2015, June 30, 2016, and June 30, 2017.

Preparation of the submitted fiscal reports, and compliance with children, youth, and families regulations, are the responsibility of agency management. Our engagement procedures included a review of selected agency records, and other procedures we deemed necessary, to enable us to ascertain and certify the actual Commonwealth expenditures incurred on behalf of children residing within the County and to determine the County's compliance<sup>1</sup> with certain provisions of 55 Pa. Code, Part V. Children, Youth, and Families Manual, Subpart C, Chapters 3140 and 3170 (55 Pa. Code §§ 3140.1 *et seq.* and 3170.1 *et seq.*), but was not required to be and was not conducted in accordance with professional auditing or attestation standards. We believe that our engagement procedures provided us a reasonable basis to ascertain and certify the actual Commonwealth expenditures incurred on behalf of children residing within Bucks County.

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

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 2014-2015, 2015-2016, and 2016-2017 fiscal years based on the accrual basis of accounting.<sup>2</sup>

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

- For the **2014-2015 fiscal year**, our engagement resulted in 4 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 \$441,396, and decreasing revenue by \$35. Based on the application of the state participation rates, the 4 adjustments resulted in an amount due to the state totaling \$358,364. All 4 adjustments are detailed in our amended fiscal reports for fiscal year 2014-2015, as included in Section 1 of this report.
- For the **2015-2016 fiscal year**, our engagement resulted in 4 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 \$44,267, and decreasing revenue by \$7,262. Based on the application of the state participation rates, the 4 adjustments resulted in an amount due to the state totaling \$28,604. All 4 adjustments are detailed in our amended fiscal reports for fiscal year 2015-2016, as included in Section 2 of this report.
- For the **2016-2017 fiscal year**, our engagement resulted in 4 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 \$13,213, and increasing revenue by \$1,627. Based on the application of the state participation rates, the 4 adjustments resulted in an amount due to the state totaling \$10,367. All 4 adjustments are detailed in our amended fiscal reports for fiscal year 2016-2017, as included in Section 3 of this report.

In addition, due to the timing of the conduct of our prior engagement, the agency was not able to fully implement corrective actions to comply with the recommendations in the finding included in our prior released audit report, as detailed in Section 4 of this report. As a result, we concluded that this finding should be re-issued as a repeat finding in the current section of our engagement report, as listed below and detailed in Section 5 of this report.

Finding - Unresolved Prior Audit Recommendations – Lack of Internal Control Policies and Procedures to Reduce the Risk of Paying Overbillings or Fraudulent Billings by Contracted In-Home Purchased Service Providers.

Furthermore, we updated our Child Protective Services Law Observation to include DHS management's current and planned corrective actions in response to our concerns, as listed below and detailed in Section 6 of this report:

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<sup>2</sup> The accrual basis of accounting is required by DHS.

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

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 December 18, 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 Bucks County Children and Youth Agency.

Sincerely,



Eugene A. DePasquale  
Auditor General

January 7, 2019

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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 Bucks County Children and Youth Agency provided in-home and placement services to 9,527 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 4<sup>th</sup> Quarter fiscal reports submitted to the DHS, along with the County Children and Youth Agency’s related financial records and supporting documentation, to determine whether the County Children and Youth Agency’s actual, cumulative expenditures and revenues were properly reported to the DHS for the respective fiscal years (FYs). The variances identified between the submitted and actual costs and revenues required adjustments to these fiscal reports, and thus, our Amended CY-370 Expenditure Report, Amended CY-370A Revenue Report, and Amended CY-348 Fiscal Summary, resulting from our engagement procedures and included in this report for each fiscal year included in our scope, reflect the County Children and Youth Agency’s actual related costs and revenues for those years and those costs and revenues’ impact on the County Children and Youth Agency’s corresponding Net State Shares.

# SECTION 1

## AMENDED FISCAL REPORTS

**FOR THE FISCAL YEAR:**

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

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

Approved State Allocation <sup>1</sup>		\$	34,158,715
Supplemental Act 148			<u>0</u>
Total State Allocation			34,158,715
State Share (CY348) <sup>2</sup>	\$		30,430,389
Less: Major Service Category Adjustment			<u>0</u>
Net State Share		\$	30,430,389
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable <sup>3</sup>		\$	30,430,389
Actual Act 148 Revenues Received <sup>4</sup>			<u>30,788,753</u>
Net Amount Due County/(State) <sup>5</sup>		\$	<u><u>(358,364)</u></u>

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

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

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

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

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



BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015  
 AMENDED CV348  
 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	2,309,275	0	396,051	0	0	0	0	1,913,224	1,913,224	0
02. 90% REIMBURSEMENT	278,171	18,068	126,834	6,199	0	0	0	127,070	114,363	12,707
03. 80% REIMBURSEMENT	39,200,651	703,288	6,119,716	2,655,470	481,442	138,365	0	29,102,370	23,281,898	5,820,472
04. 60% REIMBURSEMENT	3,922,943	63,999	305,933	0	0	0	24,073	3,528,938	2,117,363	1,411,575
05. 50% REIMBURSEMENT	6,079,370	72,191	97	0	0	0	0	6,007,082	3,003,541	3,003,541
06. TOTAL NET CHILD WELFARE EXPEND.	51,790,410	857,546	6,948,631	2,661,669	481,442	138,365	0	40,678,684	30,430,389	10,248,295
YDC/YFC PLACEMENT COSTS										
07. 60% DHS PARTICIPATION	1,315,646	29,594						1,286,052	771,631	514,421
08. NON-REIMBURSABLE EXPENDITURES	14,470	0						14,470		14,470
09. TOTAL EXPENDITURES	53,120,526	887,140	6,948,631	2,661,669	481,442	138,365	0	41,979,206	31,202,020	10,777,186
10. TOTAL TITLE IV-D COLLECTIONS	482,725									
11. TITLE IV-D Collections for IV-E Children	123,226									
12. STATE ACT 148 - line 6	30,430,389									
13. STATE ACT 148 ALLOCATION	34,158,715									
14. ADJUSTED STATE SHARE (lower of 12 or 13)	30,430,389									
INVOICE										
AMENDED STATE SHARE (ACT 148)	30,430,389									
ACT 148 AMOUNT RECEIVED	30,788,753									
ADJUSTMENT TO STATE SHARE	(358,364)									

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

MAJOR SERVICE CATEGORIES & COST CENTERS		REVENUE SOURCES											
		1	2	3	4	5	6	7	8	9	10	11	12
		TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
<b>IN-HOME</b>													
1-A	ADOPTION SERVICE	2,309,275	0	0	396,051	0	0	0	0	0	1,913,224	1,913,224	0
1-B	ADOPTION ASSISTANCE	3,499,913	0	1,464,762	23,535	0	0	0	0	0	2,011,616	1,609,293	402,323
1-C	SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	710,175	0	230,153	0	0	0	0	0	0	480,022	384,018	96,004
1-D	COUNSELING - DEPENDENT	1,343,709	0	0	90	847,677	0	0	0	0	495,942	396,754	99,188
1-E	COUNSELING - DELINQUENT	2,916,900	2,221	0	338	#####	0	0	0	0	1,164,207	931,366	232,841
1-F	DAY CARE	63,262	0	0	0	0	0	0	0	0	63,262	50,610	12,652
1-G	DAY TREATMENT - DEPENDENT	59,162	0	0	0	0	0	0	0	0	59,162	47,330	11,832
1-H	DAY TREATMENT - DELINQUENT	83,781	0	0	0	57,659	0	0	0	0	26,122	20,898	5,224
1-I	HOMEMAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
1-J	INTAKE & REFERRAL	982,988	0	0	170,750	0	0	0	0	0	812,238	649,790	162,448
1-K	LIFE SKILLS - DEPENDENT	452,650	0	0	0	0	0	0	0	0	452,650	362,120	90,530
1-L	LIFE SKILLS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-M	PROTECTIVE SERVICE - CHILD ABUSE	3,457,524	0	0	559,056	0	28,853	0	0	0	2,869,615	2,295,692	573,923
1-N	PROTECTIVE SERVICE - GENERAL	9,005,605	0	0	1,245,999	0	0	0	0	0	7,759,606	6,207,685	1,551,921
1-O	SERVICE PLANNING	0	0	0	0	0	0	0	0	0	0	0	0
1-P	JUVENILE ACT PROCEEDINGS - DEPENDENT	534,095	0	0	0	0	0	0	0	0	534,095	267,048	267,047
1-Q	JUVENILE ACT PROCEEDINGS - DELINQUENT	124,080	57	0	97	0	0	0	0	0	123,926	61,963	61,963
1-R	<b>SUBTOTAL IN-HOME</b>	25,543,119	2,278	1,694,915	2,395,916	#####	28,853	0	0	0	18,765,687	15,197,791	3,567,896
<b>COMMUNITY BASED PLACEMENT</b>													
2-A	ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-B	ALTERNATIVE TREATMENT - DELINQUENT	127,848	3,039	0	0	0	0	0	0	0	124,809	99,847	24,962
2-C	COMMUNITY RESIDENTIAL - DEPENDENT	3,701,989	144,482	661,610	262	0	0	0	0	0	2,895,635	2,316,508	579,127
2-D	COMMUNITY RESIDENTIAL - DELINQUENT	4,359,929	137,990	79,866	0	0	0	0	0	0	4,142,073	3,313,658	828,415
2-E	EMERGENCY SHELTER - DEPENDENT	262,803	17,689	126,611	223	0	0	0	0	0	118,280	106,452	11,828
2-F	EMERGENCY SHELTER - DELINQUENT	15,368	379	0	0	6,199	0	0	0	0	8,790	7,911	879
2-G	FOSTER FAMILY - DEPENDENT	8,162,708	409,317	674,142	1,001,146	0	452,589	138,365	0	0	5,487,149	4,389,719	1,097,430
2-H	FOSTER FAMILY - DELINQUENT	272,508	6,239	3,281	4,726	0	0	0	0	0	258,262	206,610	51,652
2-I	SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-J	SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-K	<b>SUBTOTAL CBP</b>	16,903,153	719,135	1,545,510	1,006,357	6,199	452,589	138,365	0	0	13,034,998	10,440,705	2,594,293
<b>INSTITUTIONAL PLACEMENT</b>													
3-A	JUVENILE DETENTION SERVICE	5,421,195	72,134	0	0	0	0	0	0	0	5,349,061	2,674,530	2,674,531
3-B	RESIDENTIAL SERVICE - DEPENDENT	360,827	16,770	20,169	93	0	0	0	0	0	323,795	194,277	129,518
3-C	RES. SERVICE - DELINQUENT (NON YDC/YFC)	1,257,606	28,283	16,254	0	0	0	0	0	0	1,213,069	727,842	485,227
3-D	SECURE RES. SERVICE (EXCEPT YDC)	738,605	16,783	0	0	0	0	0	0	0	721,822	433,093	288,729
3-E	YDC SECURE	1,315,646	29,594	0	0	0	0	0	0	0	1,286,052	771,631	514,421
3-F	<b>SUBTOTAL INSTITUTIONAL</b>	9,093,879	163,564	36,423	93	0	0	0	0	0	8,893,799	4,801,373	4,092,426
4	<b>ADMINISTRATION</b>	1,565,905	2,163	0	269,417	0	0	0	0	0	24,073	762,151	508,101
5	<b>TOTAL REVENUES</b>	53,106,056	887,140	3,276,848	3,671,783	#####	481,442	138,365	0	24,073	41,964,736	31,202,020	10,762,716

**BUCKS 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 WAGES AND SALARIES	2 EMPLOYEE BENEFITS	3 SUBSIDIES	4 OPERATING	5 PURCHASED SERVICES	6 FIXED ASSETS	7 TOTAL EXPENDITURES	8 Children Served (by county)	9 Children Served (Purchased)	10 Non- Reimbursable Non PSSub.	11 Non-Reim. Purchased Serv/ Subsidies	12 Program Income related to all Non- Reimbursable
<b>IN-HOME</b>												
1-A ADOPTION SERVICE	1,431,764	494,015		358,036	25,460	0	2,309,275	47	15	0	14,470	0
1-B ADOPTION ASSISTANCE	0	0	3,514,383	0	0	0	3,514,383	0	556	0	0	0
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	710,175	0	0	0	710,175	0	114	0	0	0
1-D COUNSELING - DEPENDENT	0	0		523	1,343,186	0	1,343,709	12,275	496	0	0	0
1-E COUNSELING - DELINQUENT	0	0	2,000	2,914,900	0	0	2,916,900	0	528	0	0	0
1-F DAY CARE	0	0		63,262	0	0	63,262	0	40	0	0	0
1-G DAY TREATMENT - DEPENDENT	0	0		59,162	0	0	59,162	0	10	0	0	0
1-H DAY TREATMENT - DELINQUENT	0	0		83,781	0	0	83,781	0	18	0	0	0
1-I HOMEMAKER SERVICE	0	0		0	0	0	0	0	0	0	0	0
1-J INTAKE & REFERRAL	584,663	258,980		134,524	4,821	0	982,988	11,663	6	0	0	0
1-K LIFE SKILLS - DEPENDENT	0	0		0	452,650	0	452,650	0	339	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	1,917,514	610,045		695,601	234,364	0	3,457,524	2,734	794	0	0	0
1-N PROTECTIVE SERVICE - GENERAL	4,345,137	1,695,152		1,083,550	1,881,766	0	9,005,605	7,337	3,114	0	0	0
1-O SERVICE PLANNING	0	0		0	0	0	0	0	0	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT				0	534,095	0	534,095	0	737	0	0	0
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT				9,154	114,926	0	124,080	0	135	0	0	0
1-R <b>SUBTOTAL IN-HOME</b>	8,279,078	3,058,192	4,224,558	2,283,388	7,712,373	0	25,557,589			0	14,470	0
Number of Children receiving only NON-PURCHASED IN-Home Services												
<b>COMMUNITY BASED PLACEMENT</b>												
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0	0	0	127,848	0	127,848	846	20	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	0	0	0	5,123	3,696,866	0	3,701,989	21,671	176	0	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	1,082	4,358,847	0	4,359,929	15,259	98	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	0	0	0	3,849	258,954	0	262,803	1,442	47	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	15,368	0	15,368	80	3	0	0	0
2-G FOSTER FAMILY - DEPENDENT	2,132,023	821,336	0	555,716	4,653,653	0	8,162,708	111,391	650	0	0	0
2-H FOSTER FAMILY - DELINQUENT	0	0	0	133	272,375	0	272,508	1,943	15	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-K <b>SUBTOTAL CBP</b>	2,132,023	821,336	0	565,903	13,383,891	0	16,903,153	152,632	1,009	0	0	0
<b>INSTITUTIONAL PLACEMENT</b>												
3-A JUVENILE DETENTION SERVICE	0	0	0	360	3,420,835	0	3,421,195	7,105	338	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	0	0	0	821	360,006	0	360,827	2,005	10	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	3,013	1,254,593	0	1,257,606	7,662	59	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0	0	390	738,215	0	738,605	2,999	22	0	0	0
3-E YDC SECURE	0	0	0	0	1,315,646	0	1,315,646	2,733	26	0	0	0
3-F <b>SUBTOTAL INSTITUTIONAL</b>	0	0	0	4,584	9,089,295	0	9,093,879	22,504	455	0	0	0
<b>4 ADMINISTRATION</b>	262,061	77,499	0	1,226,345	0	0	1,565,905			0	0	0
<b>5 TOTAL EXPENDITURES</b>	10,673,162	3,957,027	4,224,558	4,080,220	30,185,559	0	53,120,526			0	14,470	0
County Indirect Costs = \$ 724,530												

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

<b>COST CENTER ITEMS</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 2,340,294	\$ (31,019)	\$ 2,309,275
Adoption Assistance	3,516,757	(2,374)	3,514,383
Subsidized Permanent Legal Custodianship	709,943	232	710,175
Counseling	4,246,612	13,997	4,260,609
Day Care	66,685	(3,423)	63,262
Day Treatment	142,943	0	142,943
Homemaker Service	0	0	0
Intake and Referral	1,004,080	(21,092)	982,988
Life Skills	452,650	0	452,650
Protective Service - Child Abuse	3,503,606	(46,082)	3,457,524
Protective Service - General	9,200,881	(195,276)	9,005,605
Service Planning	0	0	0
Juvenile Act Proceedings	658,175	0	658,175
Alternative Treatment	127,848	0	127,848
Community Residential	8,059,783	2,135	8,061,918
Emergency Shelter	277,356	815	278,171
Foster Family	8,589,915	(154,699)	8,435,216
Supervised Independent Living	0	0	0
Juvenile Detention Service	5,420,982	213	5,421,195
Residential Service	1,618,433	0	1,618,433
Secure Residential Service (Except YDC)	738,605	0	738,605
YDC Secure	1,315,646	0	1,315,646
Administration	<u>1,570,728</u>	<u>(4,823)</u>	<u>1,565,905</u>
Combined Total Expense	<u>53,561,922</u>	<u>(441,396)</u>	<u>53,120,526</u>
Less Non-reimbursables	<u>14,470</u>	<u>0</u>	<u>14,470</u>
Total Net Expense	<u>\$ 53,547,452</u>	<u>\$ (441,396)</u>	<u>\$ 53,106,056</u>

<b>OBJECTS OF EXPENDITURE</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 10,755,479	\$ (82,317)	\$ 10,673,162
Employee Benefits	4,052,610	(95,583)	3,957,027
Subsidies	4,226,700	(2,142)	4,224,558
Operating	4,315,631	(235,411)	4,080,220
Purchased Services	30,211,502	(25,943)	30,185,559
Fixed Assets	<u>0</u>	<u>0</u>	<u>0</u>
Combined Total Expense	<u>53,561,922</u>	<u>(441,396)</u>	<u>53,120,526</u>
Less Non-reimbursables	<u>14,470</u>	<u>0</u>	<u>14,470</u>
Total Net Expense	<u>\$ 53,547,452</u>	<u>\$ (441,396)</u>	<u>\$ 53,106,056</u>

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

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENTS	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
				CY-370 Adjustments			
CY-370	1-A	1	1	Adoption Service - Wages and Salaries	\$ 1,429,182	\$ 2,582	\$ 1,431,764
	1-J	1		Intake & Referral - Wages and Salaries	\$ 584,719	\$ (56)	\$ 584,663
	1-M	1		Protective Service Child Abuse - Wages and Salaries	\$ 1,910,896	\$ 6,618	\$ 1,917,514
	1-N	1		Protective Service General - Wages and Salaries	\$ 4,342,659	\$ 2,478	\$ 4,345,137
	2-G	1		Foster Family (Dep.) - Wages and Salaries	\$ 2,225,940	\$ (93,917)	\$ 2,132,023
	4	1		Administration - Wages and Salaries	\$ 262,083	\$ (22)	\$ 262,061
	1-A	2		Adoption Service - Employee Benefits	\$ 505,921	\$ 27	\$ 505,948
	1-J	2		Intake & Referral - Employee Benefits	\$ 265,260	\$ (24)	\$ 265,236
	1-M	2		Protective Service Child Abuse - Employee Benefits	\$ 624,657	\$ 121	\$ 624,778
	1-N	2		Protective Service General - Employee Benefits	\$ 1,736,173	\$ (72)	\$ 1,736,101
	2-G	2		Foster Family (Dep.) - Employee Benefits	\$ 841,219	\$ (42)	\$ 841,177
	4	2		Administration - Employee Benefits	\$ 79,380	\$ (9)	\$ 79,371
	1-B	3		Adoption Assistance- Subsidies	\$ 3,516,757	\$ (2,374)	\$ 3,514,383
	1-C	3		Subsidized Permanent Legal Custodianship- Subsidies	\$ 709,943	\$ 232	\$ 710,175
	1-A	4		Adoption Service - Operating	\$ 380,211	\$ (22,175)	\$ 358,036
	1-J	4		Intake & Referral - Operating	\$ 149,280	\$ (14,756)	\$ 134,524
	1-M	4		Protective Service Child Abuse - Operating	\$ 733,689	\$ (38,088)	\$ 695,601
	1-N	4		Protective Service General - Operating	\$ 1,199,390	\$ (115,840)	\$ 1,083,550
	2-C	4		Community Residential (Dep.) - Operating	\$ 3,426	\$ 1,697	\$ 5,123
	2-E	4		Emergency Shelter(Dep.)- Operating	\$ 3,034	\$ 815	\$ 3,849
	2-G	4		Foster Family (Dep.) - Operating	\$ 599,860	\$ (44,144)	\$ 555,716
	4	4		Administration - Operating	\$ 1,229,265	\$ (2,920)	\$ 1,226,345
	1-A	5		Adoption Service - Purchased Services	\$ 24,980	\$ 480	\$ 25,460
	1-D	5		Counseling (Dep.) - Purchased Services	\$ 1,329,189	\$ 13,997	\$ 1,343,186
	1-F	5		Day Care - Purchased Services	\$ 66,685	\$ (3,423)	\$ 63,262
	1-N	5		Protective Service General - Purchased Services	\$ 1,922,659	\$ (40,893)	\$ 1,881,766
	2-C	5		Community Residential (Dep.) - Purchased Services	\$ 3,696,716	\$ 150	\$ 3,696,866
	2-D	5		Community Residential (Del.) - Purchased Services	\$ 4,358,559	\$ 288	\$ 4,358,847
	2-G	5		Foster Family (Dep.) - Purchased Services	\$ 4,650,388	\$ 3,245	\$ 4,653,633
	3-A	5		Juvenile Detention Service - Purchased Services	\$ 5,420,622	\$ 213	\$ 5,420,835
				Total Adjustment Amount		\$ (345,812)	
				To decrease expenditures by \$345,812 to include agency revisions made to the fiscal reports subsequent to submission of the fiscal reports to DHS and reconcile to the agency's final expenditure ledger. Wages and Salaries were decreased by \$82,317; Employee Benefits were increased by \$1; Subsidies were decreased by \$2,142; Operating expenditures were decreased by \$235,411; and Purchased Services expenditures were decreased by \$25,943.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			
CY-370	1-A	2	2	Adoption Service - Employee Benefits	\$ 505,948	\$ (11,933)	\$ 494,015
	1-J	2		Intake & Referral - Employee Benefits	\$ 265,236	\$ (6,256)	\$ 258,980
	1-M	2		Protective Service Child Abuse - Employee Benefits	\$ 624,778	\$ (14,733)	\$ 610,045
	1-N	2		Protective Service General - Employee Benefits	\$ 1,736,101	\$ (40,949)	\$ 1,695,152
	2-G	2		Foster Family (Dep.) - Employee Benefits	\$ 841,177	\$ (19,841)	\$ 821,336
	4	2		Administration - Employee Benefits	\$ 79,371	\$ (1,872)	\$ 77,499
				Total Adjustment Amount		\$ (95,584)	
				To decrease Employee Benefits by \$95,584 to eliminate State retirement benefits and Union Central Pension fund retirement benefits the County allocated to the Children and Youth (C&Y) agency. The State retirement benefits are not paid for by the County and the C&Y agency did not have any employees whom participated in the Union Central Pension fund.			
				Title 55 PA Code, Chapter 3170.41(a)			
				Title 55 PA Code, Chapter 3170.47(a)			

**BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015  
ADJUSTMENT SCHEDULE(Continued)**

				CY-370A Adjustments				
CY-370 A	1-D	2	3	Juvenile Act Proceedings (Del.) - Program Income	\$ 77	\$ (20)	\$ 57	
	2-B	2		Alternative Treatment (Del.) - Program Income	\$ 3,036	\$ 3	\$ 3,039	
	2-C	2		Community Residential (Dep.) - Program Income	\$ 146,833	\$ (2,351)	\$ 144,482	
	2-D	2		Community Residential (Del.) - Program Income	\$ 137,730	\$ 260	\$ 137,990	
	2-E	2		Emergency Shelter (Dep.) - Program Income	\$ 17,414	\$ 275	\$ 17,689	
	2-F	2		Foster Family (Dep.) - Program Income	\$ 407,240	\$ 2,077	\$ 409,317	
	2-G	2		Foster Family (Del.) - Program Income	\$ 6,233	\$ 6	\$ 6,239	
	2-H	2		Juvenile Detention Service - Program Income	\$ 72,104	\$ 30	\$ 72,134	
	3-C	2		Residential Service (Del.) - Program Income	\$ 28,220	\$ 63	\$ 28,283	
	3-D	2		Secure Residential Service - Program Income	\$ 16,745	\$ 38	\$ 16,783	
	3-E	2		YDC Secure - Program Income	\$ 29,537	\$ 57	\$ 29,594	
					Total Adjustment Amount	\$ 438		
					To increase Program Income by \$438 to include revenue not reported on the agency's submitted fiscal reports and reconcile to the agency's final revenue ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)				
CY-370A	4	9	4	Administration- Medical Assistance	\$ 24,546	\$ (473)	\$ 24,073	
				To decrease Medical Assistance by \$473 to include revenue not reported on the agency's submitted fiscal reports and reconcile to the agency's final revenue ledger.				
				Title 55 PA Code, Chapter 3170.95(a)(b)				

# SECTION 2

## AMENDED FISCAL REPORTS

**FOR THE FISCAL YEAR:**

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

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

Approved State Allocation <sup>1</sup>		\$	35,581,944
Supplemental Act 148			<u>0</u>
Total State Allocation			35,581,944
State Share (CY348) <sup>2</sup>	\$		31,669,056
Less: Major Service Category Adjustment			<u>0</u>
Net State Share		\$	31,669,056
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable <sup>3</sup>		\$	31,669,056
Actual Act 148 Revenues Received <sup>4</sup>			<u>31,697,660</u>
Net Amount Due County/(State) <sup>5</sup>		\$	<u><u>(28,604)</u></u>

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

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

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

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

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

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BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016  
 AMENDED CY348  
 FISCAL SUMMARY

	A	B	C	D	E	F	G	H	I	J	K
	GRAND TOTAL	PROGRAM INCOME	TITLE IV-E	TANF	TITLE XX	TITLE IV-B	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET TOTAL	STATE ACT 148	LOCAL SHARE
NET CHILD WELFARE EXPENDITURES											
01. 100% REIMBURSEMENT	1,908,824	0	319,503	0	0	0	0	0	1,589,321	1,589,321	0
02. 90% REIMBURSEMENT	249,476	9,192	43,408	0	0	0	0	0	196,876	177,188	19,688
03. 80% REIMBURSEMENT	40,652,883	621,780	5,086,040	2,661,669	481,442	138,365	0	0	31,063,587	24,850,869	6,212,718
04. 60% REIMBURSEMENT	3,685,685	63,273	302,803	0	0	0	0	25,373	3,294,236	1,976,542	1,317,694
05. 50% REIMBURSEMENT	6,206,980	56,544	166	0	0	0	0	0	6,150,270	3,075,136	3,075,134
06. TOTAL NET CHILD WELFARE EXPEND.	52,703,848	750,789	6,351,920	2,661,669	481,442	138,365	0	25,373	42,294,290	31,669,056	10,625,234

YDC/YFC PLACEMENT COSTS											
07. 60% DHS PARTICIPATION	1,600,408	38,548							1,561,860	937,116	624,744

08. NON-REIMBURSABLE EXPENDITURES	0	0							0		0
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09. TOTAL EXPENDITURES	54,304,256	789,337	6,351,920	2,661,669	481,442	138,365	0	25,373	43,856,150	32,606,172	11,249,978
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10. TOTAL TITLE IV-D COLLECTIONS	441,347										
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11. TITLE IV-D Collections for IV-E Children	191,268										
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12. STATE ACT 148 - line 6	31,669,056										
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13. STATE ACT 148 ALLOCATION	35,581,944										
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14. ADJUSTED STATE SHARE (lower of 12 or 13)	31,669,056										
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INVOICE											
AMENDED STATE SHARE (ACT 148)	31,669,056										
ACT 148 AMOUNT RECEIVED	31,697,660										
ADJUSTMENT TO STATE SHARE	(28,604)										

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
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	1,908,824	0	1,475,860	319,503	0	0	0	0	0	1,589,321	1,783,526	445,881
1-B ADOPTION ASSISTANCE	3,733,891	0	242,846	28,624	0	0	0	0	0	2,229,407	433,477	108,369
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	784,692	0	0	0	0	0	0	0	0	556,299	445,039	111,260
1-D COUNSELING - DEPENDENT	1,355,631	0	0	0	799,332	0	0	0	0	1,308,831	1,047,065	261,766
1-E COUNSELING - DELINQUENT	3,172,715	1,262	0	285	1,862,337	0	0	0	0	127,609	102,087	25,522
1-F DAY CARE	127,609	0	0	0	0	0	0	0	0	62,758	50,206	12,552
1-G DAY TREATMENT - DEPENDENT	62,758	0	0	0	0	0	0	0	0	193,044	154,435	38,609
1-H DAY TREATMENT - DELINQUENT	193,044	0	0	0	0	0	0	0	0	0	0	0
1-I HOMEMAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
1-J INTAKE & REFERRAL	3,367,984	0	0	566,334	0	0	0	0	0	2,801,650	2,241,320	560,330
1-K LIFE SKILLS - DEPENDENT	499,656	0	0	0	0	0	0	0	0	499,656	399,725	99,931
1-L LIFE SKILLS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-M PROTECTIVE SERVICE - CHILD ABUSE	1,463,435	0	0	207,983	0	126,305	0	0	0	1,129,147	903,318	225,829
1-N PROTECTIVE SERVICE - GENERAL	10,043,930	0	0	1,373,994	0	0	0	0	0	8,669,936	6,935,949	1,733,987
1-O SERVICE PLANNING	0	0	0	0	0	0	0	0	0	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT	602,400	0	0	0	0	0	0	0	0	602,400	301,200	301,200
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	144,291	0	0	166	0	0	0	0	0	144,125	72,063	72,062
1-R SUBTOTAL IN-HOME	27,460,860	1,262	1,718,706	2,496,889	2,661,669	126,305	0	0	0	20,456,029	16,458,731	3,997,298
COMMUNITY BASED PLACEMENT	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	82,431	1,933	0	0	0	0	0	0	0	80,498	64,598	16,100
2-C COMMUNITY RESIDENTIAL - DEPENDENT	3,084,092	50,938	124,084	488	0	0	0	0	0	2,908,582	2,326,866	581,716
2-D COMMUNITY RESIDENTIAL - DELINQUENT	4,271,745	133,402	15,575	0	0	0	0	0	0	4,122,768	3,298,214	824,554
2-E EMERGENCY SHELTER - DEPENDENT	244,886	9,052	43,216	192	0	0	0	0	0	192,426	173,183	19,243
2-F EMERGENCY SHELTER - DELINQUENT	4,590	140	0	0	0	0	0	0	0	4,450	4,005	445
2-G FOSTER FAMILY - DEPENDENT	8,210,909	429,235	593,029	1,045,510	0	355,137	138,365	0	0	5,649,633	4,519,706	1,129,927
2-H FOSTER FAMILY - DELINQUENT	198,361	5,010	3,255	8,173	0	0	0	0	0	181,923	145,538	36,385
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-K SUBTOTAL CBP	16,097,014	629,710	779,159	1,054,363	0	355,137	138,365	0	0	13,140,280	10,531,910	2,608,370
INSTITUTIONAL PLACEMENT	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
3-A JUVENILE DETENTION SERVICE	5,460,289	56,544	66,187	97	0	0	0	0	0	5,403,745	2,701,873	2,701,872
3-B RESIDENTIAL SERVICE - DEPENDENT	421,856	8,346	40,747	0	0	0	0	0	0	347,226	208,336	138,890
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	1,161,257	28,435	0	0	0	0	0	0	0	1,092,075	655,245	436,830
3-D SECURE RES. SERVICE (EXCEPT YDC)	943,339	23,216	0	0	0	0	0	0	0	920,123	552,074	368,049
3-E YDC SECURE	1,600,408	38,548	0	0	0	0	0	0	0	1,561,860	937,116	624,744
3-F SUBTOTAL INSTITUTIONAL	9,587,149	155,089	106,934	97	0	0	0	0	0	9,325,029	5,054,644	4,270,385
ADMINISTRATION	1,159,233	3,276	0	195,772	0	0	0	0	0	934,812	560,887	373,925
TOTAL REVENUES	54,304,256	789,337	2,604,799	3,747,121	2,661,669	481,442	138,365	0	25,373	43,856,150	32,606,172	11,249,978

**BUCKS 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 WAGES AND SALARIES	2 EMPLOYEE BENEFITS	3 SUBSIDIES	4 OPERATING	5 PURCHASED SERVICES	6 FIXED ASSETS	7 TOTAL EXPENDITURES	8 Children Served (by county)	9 Children Served (Purchased)	10 Non- Reimbursable Non PS/Sub.	11 Non-Reim. Purchased Serv/ Subsidies	12 Program Income related to all Non- Reimbursable
<b>IN-HOME</b>												
1-A ADOPTION SERVICE	1,169,270	440,732		287,757	11,045	0	1,908,824	33	10	0	0	0
1-B ADOPTION ASSISTANCE	0	0	3,733,891	0	0	0	3,733,891	0	558	0	0	0
1-C SUBSIDIZED PERMANENT LEGAL CUSTODIANS	0	0	784,692	0	0	0	784,692	0	122	0	0	0
1-D COUNSELING - DEPENDENT	0	0		0	1,355,631	0	1,355,631	16,799	602	0	0	0
1-E COUNSELING - DELINQUENT	0	0		1,625	3,171,090	0	3,172,715	0	516	0	0	0
1-F DAY CARE	0	0		0	127,609	0	127,609	0	87	0	0	0
1-G DAY TREATMENT - DEPENDENT	0	0		0	62,758	0	62,758	0	6	0	0	0
1-H DAY TREATMENT - DELINQUENT	0	0		0	193,044	0	193,044	0	26	0	0	0
1-I HOMEMAKER SERVICE	0	0		0	0	0	0	0	0	0	0	0
1-J INTAKE & REFERRAL	2,055,654	830,377		453,776	28,177	0	3,367,984	17,271	9	0	0	0
1-K LIFE SKILLS - DEPENDENT	0	0		0	499,656	0	499,656	0	354	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	508,320	289,628		426,519	238,968	0	1,463,435	4,066	455	0	0	0
1-N PROTECTIVE SERVICE - GENERAL	4,907,118	1,972,641		1,262,049	1,902,122	0	10,043,930	12,670	2,932	0	0	0
1-O SERVICE PLANNING	0	0		0	0	0	0	0	0	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DEPENDENT				0	602,400		602,400	0	625	0	0	0
1-Q JUVENILE ACT PROCEEDINGS - DELINQUENT				8,887	135,404		144,291	0	154	0	0	0
1-R <b>SUBTOTAL IN-HOME</b>	8,640,362	3,533,398	4,518,583	2,440,613	8,327,904	0	27,460,860			0	0	0
Number of Children receiving <b>only NON-PURCHASED In-Home Services</b> 17,263												
<b>COMMUNITY BASED PLACEMENT</b>												
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0	0	0	82,431	0	82,431	537	9	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	0	0	0	4,260	3,079,832	0	3,084,092	17,548	145	0	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	462	4,271,283	0	4,271,745	13,269	95	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	0	0	0	1,923	242,963	0	244,886	2,999	53	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	4,590	0	4,590	30	1	0	0	0
2-G FOSTER FAMILY - DEPENDENT	2,408,402	946,228	0	584,954	4,271,325	0	8,210,909	96,198	727	0	0	0
2-H FOSTER FAMILY - DELINQUENT	0	0	0	0	198,361	0	198,361	1,758	13	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-K <b>SUBTOTAL CBP</b>	2,408,402	946,228	0	591,599	12,150,785	0	16,097,014	132,339	1,043	0	0	0
<b>INSTITUTIONAL PLACEMENT</b>												
3-A JUVENILE DETENTION SERVICE	0	0	0	347	5,459,942	0	5,460,289	8,104	353	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	0	0	0	571	421,285	0	421,856	1,684	8	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	888	1,160,369	0	1,161,257	7,115	54	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0	0	126	943,213	0	943,339	3,412	23	0	0	0
3-E YDC SECURE	0	0	0	0	1,600,408	0	1,600,408	3,347	31	0	0	0
3-F <b>SUBTOTAL INSTITUTIONAL</b>	0	0	0	1,932	9,585,217	0	9,587,149	23,662	469	0	0	0
<b>4. ADMINISTRATION</b>	289,695	80,974	0	788,564	0	0	1,159,233			0	0	0
<b>TOTAL EXPENDITURES</b>	11,338,459	4,560,600	4,518,583	3,822,708	30,063,906	0	54,304,256			0	0	0
County Indirect Costs = \$ 705,198												

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

<b>COST CENTER ITEMS</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 1,905,543	\$ 3,281	\$ 1,908,824
Adoption Assistance	3,730,113	3,778	3,733,891
Subsidized Permanent Legal Custodianship	782,963	1,729	784,692
Counseling	4,524,746	3,600	4,528,346
Day Care	126,567	1,042	127,609
Day Treatment	255,802	0	255,802
Homemaker Service	0	0	0
Intake and Referral	3,381,446	(13,462)	3,367,984
Life Skills	499,656	0	499,656
Protective Service - Child Abuse	1,466,049	(2,614)	1,463,435
Protective Service - General	10,022,364	21,566	10,043,930
Service Planning	0	0	0
Juvenile Act Proceedings	746,691	0	746,691
Alternative Treatment	82,431	0	82,431
Community Residential	7,350,299	5,538	7,355,837
Emergency Shelter	249,476	0	249,476
Foster Family	8,479,684	(70,414)	8,409,270
Supervised Independent Living	0	0	0
Juvenile Detention Service	5,459,521	768	5,460,289
Residential Service	1,583,113	0	1,583,113
Secure Residential Service (Except YDC)	943,339	0	943,339
YDC Secure	1,600,408	0	1,600,408
Administration	1,158,312	921	1,159,233
Combined Total Expense	<u>54,348,523</u>	<u>(44,267)</u>	<u>54,304,256</u>
Less Non-reimbursables	<u>0</u>	<u>0</u>	<u>0</u>
Total Net Expense	<u>\$ 54,348,523</u>	<u>\$ (44,267)</u>	<u>\$ 54,304,256</u>

<b>OBJECTS OF EXPENDITURE</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 11,367,987	\$ (29,528)	\$ 11,338,459
Employee Benefits	4,670,909	(110,309)	4,560,600
Subsidies	4,513,076	5,507	4,518,583
Operating	3,737,976	84,732	3,822,708
Purchased Services	30,058,575	5,331	30,063,906
Fixed Assets	0	0	0
Combined Total Expense	<u>54,348,523</u>	<u>(44,267)</u>	<u>54,304,256</u>
Less Non-reimbursables	<u>0</u>	<u>0</u>	<u>0</u>
Total Net Expense	<u>\$ 54,348,523</u>	<u>\$ (44,267)</u>	<u>\$ 54,304,256</u>

**BUCKS 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 Adjustments									
CY-370	1-A	1	1	Adoption Service - Wages and Salaries	\$ 1,166,247	\$ 3,023	\$ 1,169,270		
	1-J	1		Intake & Referral - Wages and Salaries	\$ 2,053,994	\$ 1,660	\$ 2,055,654		
	1-M	1		Protective Service Child Abuse - Wages and Salaries	\$ 508,152	\$ 168	\$ 508,320		
	1-N	1		Protective Service General - Wages and Salaries	\$ 4,897,071	\$ 10,047	\$ 4,907,118		
	2-G	1		Foster Family (Dep.) - Wages and Salaries	\$ 2,452,924	\$ (44,522)	\$ 2,408,402		
	4	1		Administration - Wages and Salaries	\$ 289,599	\$ 96	\$ 289,695		
	1-A	2		Adoption Service - Employee Benefits	\$ 452,033	\$ 36	\$ 452,069		
	1-J	2		Intake & Referral - Employee Benefits	\$ 850,367	\$ (59)	\$ 850,308		
	1-M	2		Protective Service Child Abuse - Employee Benefits	\$ 294,580	\$ (21)	\$ 294,559		
	1-N	2		Protective Service General - Employee Benefits	\$ 2,020,089	\$ 71	\$ 2,020,160		
	2-G	2		Foster Family (Dep.) - Employee Benefits	\$ 970,043	\$ (13)	\$ 970,030		
	4	2		Administration - Employee Benefits	\$ 83,797	\$ (13)	\$ 83,784		
	1-B	3		Adoption Assistance- Subsidies	\$ 3,730,113	\$ 3,778	\$ 3,733,891		
	1-C	3		Subsidized Permanent Legal Custodianship- Subsidies	\$ 782,963	\$ 1,729	\$ 784,692		
	1-A	4		Adoption Service - Operating	\$ 276,218	\$ 11,539	\$ 287,757		
	1-J	4		Intake & Referral - Operating	\$ 448,908	\$ 4,868	\$ 453,776		
	1-M	4		Protective Service Child Abuse - Operating	\$ 424,349	\$ 2,170	\$ 426,519		
	1-N	4		Protective Service General - Operating	\$ 1,208,609	\$ 53,440	\$ 1,262,049		
	2-G	4		Foster Family (Dep.) - Operating	\$ 575,887	\$ 9,067	\$ 584,954		
	4	4		Administration - Operating	\$ 784,916	\$ 3,648	\$ 788,564		
	1-D	5		Counseling (Dep.) - Purchased Services	\$ 1,352,031	\$ 3,600	\$ 1,355,631		
	1-F	5		Day Care - Purchased Services	\$ 126,567	\$ 1,042	\$ 127,609		
	1-N	5		Protective Service General - Purchased Services	\$ 1,896,595	\$ 5,527	\$ 1,902,122		
	2-C	5		Community Residential (Dep.) - Purchased Services	\$ 3,074,927	\$ 4,905	\$ 3,079,832		
	2-D	5		Community Residential (Del.) - Purchased Services	\$ 4,270,650	\$ 633	\$ 4,271,283		
	2-G	5		Foster Family (Dep.) - Purchased Services	\$ 4,282,469	\$ (11,144)	\$ 4,271,325		
3-A	5	Juvenile Detention Service - Purchased Services	\$ 5,459,174	\$ 768	\$ 5,459,942				
Total Adjustment Amount						\$ 66,043			
<p>To increase expenditures by \$66,043 to include expenditures not reported on the fiscal reports submitted to DHS and reconcile to the agency's final expenditures ledger. Wages and Salaries were decreased by \$29,528; Employee Benefits were increased by \$1; Subsidies were increased by \$5,507; Operating expenditures were increased by \$84,732; and Purchased Services expenditures were increased by \$5,331.</p> <p>Title 55 PA Code, Chapter 3170.95(a)(b)</p>									
CY-370	1-A	2	2	Adoption Service - Employee Benefits	\$ 452,069	\$ (11,317)	\$ 440,752		
	1-J	2		Intake & Referral - Employee Benefits	\$ 850,308	\$ (19,931)	\$ 830,377		
	1-M	2		Protective Service Child Abuse - Employee Benefits	\$ 294,559	\$ (4,931)	\$ 289,628		
	1-N	2		Protective Service General - Employee Benefits	\$ 2,020,160	\$ (47,519)	\$ 1,972,641		
	2-G	2		Foster Family (Dep.) - Employee Benefits	\$ 970,030	\$ (23,802)	\$ 946,228		
	4	2		Administration - Employee Benefits	\$ 83,784	\$ (2,810)	\$ 80,974		
	Total Adjustment Amount						\$ (110,310)		
	<p>To decrease Employee Benefits by \$110,310 to eliminate State retirement benefits and Union Central Pension fund retirement benefits the County allocated to the Children and Youth (C&amp;Y) agency. The State retirement benefits are not paid for by the County and the C&amp;Y agency did not have any employees whom participated in the Union Central Pension fund.</p> <p>Title 55 PA Code, Chapter 3170.41(a) Title 55 PA Code, Chapter 3170.47(a)</p>								

**BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016  
ADJUSTMENT SCHEDULE(Continued)**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENTS	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL	
SCHEDULE	LINE	COLUMN						
CY-370A Adjustments								
CY-370 A	1-E	2	3	Counseling (Del.) - Program Income	\$ 1,187	\$ 75	\$ 1,262	
	2-B	2		Alternative Treatment (Del.) - Program Income	\$ 1,934	\$ (1)	\$ 1,933	
	2-C	2		Community Residential (Dep.) - Program Income	\$ 44,266	\$ 6,672	\$ 50,938	
	2-D	2		Community Residential (Del.) - Program Income	\$ 133,978	\$ (576)	\$ 133,402	
	2-E	2		Emergency Shelter (Dep.) - Program Income	\$ 16,620	\$ (7,568)	\$ 9,052	
	2-F	2		Emergency Shelter (Del.) - Program Income	\$ 142	\$ (2)	\$ 140	
	2-G	2		Foster Family (Dep.) - Program Income	\$ 435,708	\$ (6,473)	\$ 429,235	
	2-H	2		Foster Family (Del.) - Program Income	\$ 5,048	\$ (38)	\$ 5,010	
	3-C	2		Residential Service (Del.) - Program Income	\$ 28,630	\$ (195)	\$ 28,435	
	3-D	2		Secure Residential Service - Program Income	\$ 22,191	\$ 1,025	\$ 23,216	
	3-E	2		YDC Secure - Program Income	\$ 38,760	\$ (212)	\$ 38,548	
					Total Adjustment Amount		\$ (7,293)	
					To decrease Program Income by \$7,293 to properly report revenue and reconcile to the agency's final revenue ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)				
CY-370A	4	9	4	Administration- Medical Assistance	\$ 25,342	\$ 31	\$ 25,373	
				To increase Medical Assistance by \$31 to include revenue not reported on the agency's submitted fiscal reports and reconcile to the agency's final revenue ledger.				
				Title 55 PA Code, Chapter 3170.95(a)(b)				

# SECTION 3

## AMENDED FISCAL REPORTS

**FOR THE FISCAL YEAR:**

**JULY 1, 2016 to JUNE 30, 2017**

**BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017  
AMENDED  
COMPUTATION OF FINAL NET STATE SHARE**

Approved State Allocation <sup>1</sup>		\$	33,987,892
Supplemental Act 148			<u>0</u>
Total State Allocation			33,987,892
State Share (CY348) <sup>2</sup>	\$		32,083,720
Less: Major Service Category Adjustment			<u>0</u>
Net State Share		\$	32,083,720
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable <sup>3</sup>		\$	32,083,720
Actual Act 148 Revenues Received <sup>4</sup>			<u>32,094,087</u>
Net Amount Due County/(State) <sup>5</sup>		\$	<u>(10,367)</u>

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

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

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

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

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

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BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017  
 AMENDED CY3-48  
 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	2,123,955	0	361,011	0	0	0	0	0	1,762,944	1,762,944	0
02. 90% REIMBURSEMENT	265,782	12,606	42,643	0	0	0	0	0	210,533	189,479	21,054
03. 80% REIMBURSEMENT	41,086,634	515,114	6,056,939	2,661,668	481,442	138,365	0	0	31,233,106	24,986,484	6,246,622
04. 60% REIMBURSEMENT	3,880,802	79,433	281,328	0	0	0	0	23,594	3,496,447	2,097,869	1,398,578
05. 50% REIMBURSEMENT	6,138,456	44,516	54	0	0	0	0	0	6,093,886	3,046,944	3,046,942
06. TOTAL NET CHILD WELFARE EXPEND.	53,495,629	651,669	6,741,975	2,661,668	481,442	138,365	0	23,594	42,796,916	32,083,720	10,713,196
YDC/YFC PLACEMENT COSTS											
07. 60% DHS PARTICIPATION	2,063,970	38,475							2,025,495	1,215,297	810,198
08. NON-REIMBURSABLE EXPENDITURES	0	0							0	0	0
09. TOTAL EXPENDITURES	55,559,599	690,144	6,741,975	2,661,668	481,442	138,365	0	23,594	44,822,411	33,299,017	11,523,394
10. TOTAL TITLE IV-D COLLECTIONS	371,698										
11. TITLE IV-D Collections for IV-E Children	86,942										
12. STATE ACT 148 - line 6	32,083,720										
13. STATE ACT 148 ALLOCATION	33,987,892										
14. ADJUSTED STATE SHARE (lower of 12 or 13)	32,083,720										
INVOICE											
AMENDED STATE SHARE (ACT 148)	32,083,720										
ACT 148 AMOUNT RECEIVED	32,094,087										
ADJUSTMENT TO STATE SHARE	(10,367)										

BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017  
AMENDED CV370A  
REVENUE REPORT

MAJOR SERVICE CATEGORIES & COST CENTERS	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
IN-HOME	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
I-A ADOPTION SERVICE	2,123,955	0	0	361,011	0	0	0	0	0	1,762,944	1,762,944	0
I-B ADOPTION ASSISTANCE	3,826,774	0	1,538,424	23,812	0	0	0	0	0	2,264,538	1,811,630	452,908
I-C SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	825,156	0	267,534	0	0	0	0	0	0	557,622	446,098	111,524
I-D COUNSELING - DEPENDENT	1,478,446	0	0	56	848,811	0	0	0	0	629,579	503,663	125,916
I-E COUNSELING - DELINQUENT	3,175,865	157	0	150	#####	0	0	0	0	1,506,133	1,204,906	301,227
I-F DAY CARE	227,995	0	0	0	0	0	0	0	0	227,995	182,396	45,599
I-G DAY TREATMENT - DEPENDENT	68,588	0	0	0	0	0	0	0	0	68,588	54,870	13,718
I-H DAY TREATMENT - DELINQUENT	268,947	0	0	0	143,432	0	0	0	0	125,515	100,412	25,103
I-I HOMEMAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
I-J INTAKE & REFERRAL	3,888,504	0	0	660,323	0	0	0	0	0	3,228,181	2,582,545	645,636
I-K LIFE SKILLS - DEPENDENT	466,398	0	0	0	0	0	0	0	0	466,398	373,118	93,280
I-L LIFE SKILLS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
I-M PROTECTIVE SERVICE - CHILD ABUSE	1,445,827	0	0	211,912	0	99,375	0	0	0	1,134,540	907,632	226,908
I-N PROTECTIVE SERVICE - GENERAL	10,408,029	0	0	1,447,177	0	0	0	0	0	8,960,852	7,168,682	1,792,170
I-O SERVICE PLANNING	0	0	0	0	0	0	0	0	0	0	0	0
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT	616,500	0	0	0	0	0	0	0	0	616,500	308,250	308,250
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	164,357	0	0	54	0	0	0	0	0	164,303	82,152	82,151
I-R SUBTOTAL IN-HOME	28,985,341	157	1,805,958	2,704,495	#####	99,375	0	0	0	21,713,688	17,489,298	4,224,390

COMMUNITY BASED PLACEMENT	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	Child Welfare Demonstration Project Title IV-E	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE	
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	19,840	377	0	0	0	0	0	0	19,463	15,570	3,893	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	2,693,423	12,214	534,636	455	0	0	0	0	2,037,118	1,629,694	407,424	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	3,873,617	97,327	25,923	0	0	0	0	0	3,750,367	3,000,294	750,073	0
2-E EMERGENCY SHELTER - DEPENDENT	256,291	12,431	42,291	352	0	0	0	0	201,217	181,095	20,122	0
2-F EMERGENCY SHELTER - DELINQUENT	9,491	175	0	0	0	0	0	0	9,316	8,384	932	0
2-G FOSTER FAMILY - DEPENDENT	8,159,476	291,221	565,584	756,629	0	382,067	138,365	0	6,025,610	4,820,488	1,205,122	0
2-H FOSTER FAMILY - DELINQUENT	259,749	4,818	6,764	17,560	0	0	0	0	230,607	184,486	46,121	0
2-J SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-K SUBTOTAL CBP	15,271,887	527,563	1,175,198	774,996	0	382,067	138,365	0	12,273,698	9,840,011	2,433,687	0

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	5,357,599	44,516	0	0	0	0	0	0	5,313,083	2,656,542	2,656,541	0
3-B RESIDENTIAL SERVICE - DEPENDENT	462,004	30,550	78,846	98	0	0	0	0	352,530	211,518	141,012	0
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	1,223,621	22,955	14,752	73	0	0	0	0	1,185,841	711,505	474,336	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	1,100,272	20,461	0	0	0	0	0	0	1,079,811	647,887	431,924	0
3-E YDC SECURE	2,063,970	38,475	0	0	0	0	0	0	2,025,495	1,215,297	810,198	0
3-F SUBTOTAL INSTITUTIONAL	10,207,466	156,937	93,598	171	0	0	0	0	9,956,760	5,442,749	4,514,011	0
4 ADMINISTRATION	1,094,905	5,487	0	187,559	0	0	0	0	23,594	878,265	526,959	351,306
5 TOTAL REVENUES	55,559,599	690,144	3,074,754	3,667,221	#####	481,442	138,365	0	23,594	44,822,411	33,299,017	11,523,394

BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
 FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017  
 AMENDED CY370  
 EXPENDITURE REPORT

MAJOR SERVICE CATEGORIES & COST CENTERS	OBJECTS OF EXPENDITURE											
	1	2	3	4	5	6	7	8	9	10	11	12
	WAGES AND SALARIES	EMPLOYEE BENEFITS	SUBSIDIES	OPERATING	PURCHASED SERVICES	FIXED ASSETS	TOTAL EXPENDITURES	Children Served (by county)	Children Served (Purchased)	Non-Reimbursable Non PS/Sub.	Non-Reim. Purchased Serv/ Subsidies	Program Income related to all Non-Reimbursable
<b>IN-HOME</b>	1,270,369	550,649	295,963	6,974	0	2,123,955	12	4	0	0	0	0
I-A ADOPTION ASSISTANCE	0	3,826,774	0	0	0	3,826,774	0	574	0	0	0	0
I-B SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	0	0	825,156	0	0	825,156	0	129	0	0	0	0
I-C COUNSELING - DEPENDENT	0	0	341	1,478,105	0	1,478,446	18,797	552	0	0	0	0
I-E COUNSELING - DELINQUENT	0	0	1,755	3,174,110	0	3,175,865	0	431	0	0	0	0
I-F DAY CARE	0	0	0	227,995	0	227,995	0	118	0	0	0	0
I-G DAY TREATMENT - DEPENDENT	0	0	0	68,588	0	68,588	0	8	0	0	0	0
I-H DAY TREATMENT - DELINQUENT	0	0	0	268,947	0	268,947	0	31	0	0	0	0
I-I HOME/MAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
I-J INTAKE & REFERRAL	2,527,213	814,715	503,056	43,540	0	3,888,504	17,238	8	0	0	0	0
I-K LIFE SKILLS - DEPENDENT	0	0	0	466,398	0	466,398	0	296	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	459,289	402,653	368,836	215,049	0	1,445,827	3,753	399	0	0	0	0
I-N PROTECTIVE SERVICE - GENERAL	5,154,996	2,041,469	1,260,299	1,951,265	0	10,408,029	15,187	2,923	0	0	0	0
I-O SERVICE PLANNING	0	0	0	0	0	0	0	0	0	0	0	0
I-P JUVENILE ACT PROCEEDINGS - DEPENDENT	0	0	0	616,500	0	616,500	0	738	0	0	0	0
I-Q JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0	8,440	155,917	0	164,357	0	150	0	0	0	0
I-R SUBTOTAL IN-HOME	9,411,867	3,809,486	4,651,930	2,438,670	8,673,388	0	28,985,341	0	0	0	0	0
Number of Children receiving only NON-PURCHASED IN-Home Services: 16,533												
<b>COMMUNITY BASED PLACEMENT</b>	0	0	0	0	0	0	0	0	0	0	0	0
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	19,840	0	19,840	128	5	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0	0	3,789	2,689,634	0	2,693,423	15,674	131	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	0	0	0	788	3,873,829	0	3,873,617	10,811	83	0	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	2,542	253,749	0	256,291	2,431	54	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	0	0	0	9,491	0	0	9,491	45	2	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	518,313	4,547,128	0	8,159,476	104,869	940	0	0	0
2-G FOSTER FAMILY - DEPENDENT	2,171,695	922,340	0	259,749	0	259,749	2,228	14	0	0	0	0
2-H FOSTER FAMILY - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
2-K SUBTOTAL CBP	2,171,695	922,340	0	525,432	11,652,420	0	15,271,887	136,186	1,229	0	0	0
<b>INSTITUTIONAL PLACEMENT</b>	297,981	73,152	0	723,772	0	1,094,905	0	0	0	0	0	0
3-A JUVENILE DETENTION SERVICE	0	0	0	614	5,356,985	0	5,357,599	8,191	342	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	0	0	0	633	461,371	0	462,004	1,956	9	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	1,877	1,221,744	0	1,223,621	6,345	50	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0	0	112	1,100,160	0	1,100,272	3,745	26	0	0	0
3-E YDC SECURE	0	0	0	0	2,063,970	0	2,063,970	4,047	38	0	0	0
3-F SUBTOTAL INSTITUTIONAL	0	0	0	3,226	10,204,230	0	10,207,466	24,284	465	0	0	0
<b>ADMINISTRATION</b>	297,981	73,152	0	723,772	0	1,094,905	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	11,881,543	4,804,978	4,651,930	3,691,110	30,530,038	0	55,559,599	0	0	0	0	0
County Indirect Costs = \$ 659,714												

**BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017  
AMENDED  
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

<b>COST CENTER ITEMS</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 2,115,966	\$ 7,989	\$ 2,123,955
Adoption Assistance	3,826,774	0	3,826,774
Subsidized Permanent Legal Custodianship	825,156	0	825,156
Counseling	4,646,661	7,650	4,654,311
Day Care	227,362	633	227,995
Day Treatment	337,535	0	337,535
Homemaker Service	0	0	0
Intake and Referral	3,887,374	1,130	3,888,504
Life Skills	466,398	0	466,398
Protective Service - Child Abuse	1,445,686	141	1,445,827
Protective Service - General	10,385,218	22,811	10,408,029
Service Planning	0	0	0
Juvenile Act Proceedings	780,857	0	780,857
Alternative Treatment	19,840	0	19,840
Community Residential	6,569,973	(2,933)	6,567,040
Emergency Shelter	265,782	0	265,782
Foster Family	8,470,772	(51,547)	8,419,225
Supervised Independent Living	0	0	0
Juvenile Detention Service	5,357,029	570	5,357,599
Residential Service	1,685,625	0	1,685,625
Secure Residential Service (Except YDC)	1,100,272	0	1,100,272
YDC Secure	2,063,970	0	2,063,970
Administration	<u>1,094,562</u>	<u>343</u>	<u>1,094,905</u>
Combined Total Expense	55,572,812	(13,213)	55,559,599
Less Non-reimbursables	<u>0</u>	<u>0</u>	<u>0</u>
Total Net Expense	\$ <u>55,572,812</u>	\$ <u>(13,213)</u>	\$ <u>55,559,599</u>

<b>OBJECTS OF EXPENDITURE</b>	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 11,933,690	\$ (52,147)	\$ 11,881,543
Employee Benefits	4,913,047	(108,069)	4,804,978
Subsidies	4,651,930	0	4,651,930
Operating	3,570,956	120,154	3,691,110
Purchased Services	30,503,189	26,849	30,530,038
Fixed Assets	0	0	0
Combined Total Expense	55,572,812	(13,213)	55,559,599
Less Non-reimbursables	<u>0</u>	<u>0</u>	<u>0</u>
Total Net Expense	\$ <u>55,572,812</u>	\$ <u>(13,213)</u>	\$ <u>55,559,599</u>

**BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017  
ADJUSTMENT SCHEDULE**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENTS	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
				CY-370 Adjustments			
CY-370	1-A	1	1	Adoption Service - Wages and Salaries	\$ 1,270,472	\$ (103)	\$ 1,270,369
	1-J	1		Intake & Referral - Wages and Salaries	\$ 2,517,265	\$ 9,948	\$ 2,527,213
	1-M	1		Protective Service Child Abuse - Wages and Salaries	\$ 459,356	\$ (67)	\$ 459,289
	1-N	1		Protective Service General - Wages and Salaries	\$ 5,151,148	\$ 3,848	\$ 5,154,996
	2-G	1		Foster Family (Dep.) - Wages and Salaries	\$ 2,237,437	\$ (65,742)	\$ 2,171,695
	4	1		Administration - Wages and Salaries	\$ 298,012	\$ (31)	\$ 297,981
	1-A	2		Adoption Service - Employee Benefits	\$ 563,076	\$ (41)	\$ 563,035
	1-J	2		Intake & Referral - Employee Benefits	\$ 832,789	\$ 245	\$ 833,034
	1-M	2		Protective Service Child Abuse - Employee Benefits	\$ 411,737	\$ (27)	\$ 411,710
	1-N	2		Protective Service General - Employee Benefits	\$ 2,087,444	\$ (59)	\$ 2,087,385
	2-G	2		Foster Family (Dep.) - Employee Benefits	\$ 943,191	\$ (104)	\$ 943,087
	4	2		Administration - Employee Benefits	\$ 74,810	\$ (12)	\$ 74,798
	1-A	4		Adoption Service - Operating	\$ 275,444	\$ 20,519	\$ 295,963
	1-E	4		Counseling (Del.) - Operating	\$ 904	\$ 851	\$ 1,755
	1-J	4		Intake & Referral - Operating	\$ 493,780	\$ 9,256	\$ 503,036
	1-M	4		Protective Service Child Abuse - Operating	\$ 359,544	\$ 9,292	\$ 368,836
	1-N	4		Protective Service General - Operating	\$ 1,195,361	\$ 64,938	\$ 1,260,299
	2-G	4		Foster Family (Dep.) - Operating	\$ 505,020	\$ 13,293	\$ 518,313
	3-A	4		Juvenile Detention Service - Operating	\$ 641	\$ (27)	\$ 614
	4	4		Administration - Operating	\$ 721,740	\$ 2,032	\$ 723,772
	1-D	5		Counseling (Dep.) - Purchased Services	\$ 1,471,306	\$ 6,799	\$ 1,478,105
	1-F	5		Day Care - Purchased Services	\$ 227,362	\$ 633	\$ 227,995
	2-C	5		Community Residential (Dep.) - Purchased Services	\$ 2,691,082	\$ (1,448)	\$ 2,689,634
	2-D	5		Community Residential (Del.) - Purchased Services	\$ 3,874,314	\$ (1,485)	\$ 3,872,829
	2-G	5		Foster Family (Dep.) - Purchased Services	\$ 4,525,375	\$ 21,753	\$ 4,547,128
	3-A	5		Juvenile Detention Service - Purchased Services	\$ 5,356,388	\$ 597	\$ 5,356,985
				Total Adjustment Amount		\$ 94,858	
				To increase expenditures by \$94,858 to include expenditures not reported on the fiscal reports submitted to DHS and reconcile to the agency's final expenditure ledger. Wages and Salaries were decreased by \$52,147; Employee Benefits were increased by \$2; Operating was increased by \$120,154; and Purchased Services were increased by \$26,849.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			
CY-370	1-A	2	2	Adoption Service - Employee Benefits	\$ 563,035	\$ (12,386)	\$ 550,649
	1-J	2		Intake & Referral - Employee Benefits	\$ 833,034	\$ (18,319)	\$ 814,715
	1-M	2		Protective Service Child Abuse - Employee Benefits	\$ 411,710	\$ (9,057)	\$ 402,653
	1-N	2		Protective Service General - Employee Benefits	\$ 2,087,385	\$ (45,916)	\$ 2,041,469
	2-G	2		Foster Family (Dep.) - Employee Benefits	\$ 943,087	\$ (20,747)	\$ 922,340
	4	2		Administration - Employee Benefits	\$ 74,798	\$ (1,646)	\$ 73,152
				Total Adjustment Amount		\$ (108,071)	
				To decrease Employee Benefits by \$108,071 to eliminate State retirement benefits and Union Central Pension fund retirement benefits the County allocated to the Children and Youth (C&Y) agency. The State retirement benefits are not paid for by the County and the C&Y agency did not have any employees whom participated in the Union Central Pension fund.			
				Title 55 PA Code, Chapter 3170.41(a)			
				Title 55 PA Code, Chapter 3170.47(a)			

**BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017  
ADJUSTMENT SCHEDULE(Continued)**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENTS	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
				CY-370A Adjustments			
CY-370 A	2-B	2	3	Alternative Treatment (Del.) - Probram Incone	\$ 380	\$ (3)	\$ 377
	2-C	2		Community Residential (Dep.) - Program Income	\$ 121,871	\$ (657)	\$ 121,214
	2-D	2		Community Residential (Del.) - Program Income	\$ 97,883	\$ (556)	\$ 97,327
	2-E	2		Emergency Shelter (Dep.) - Program Income	\$ 11,477	\$ 954	\$ 12,431
	2-F	2		Emergency Shelter (Del.) - Program Income	\$ 177	\$ (2)	\$ 175
	2-G	2		Foster Family (Dep.) - Program Income	\$ 291,794	\$ (573)	\$ 291,221
	2-H	2		Foster Family (Del.) - Program Income	\$ 4,872	\$ (54)	\$ 4,818
	3-B	2		Residential Service (Dep.) - Program Income	\$ 30,508	\$ 22	\$ 30,530
	3-C	2		Residential Service (Del.) - Program Income	\$ 23,160	\$ (205)	\$ 22,955
	3-D	2		Secure Residential Service - Program Income	\$ 20,693	\$ (232)	\$ 20,461
	3-E	2		YDC Secure - Program Income	\$ 38,910	\$ (435)	\$ 38,475
	4	2		Administration - Program Income	\$ 2,196	\$ 3,291	\$ 5,487
				Total Adjustment Amount		\$ 1,550	
				To increase Program Income by \$1,550 to include revenue not reported on the agency's submitted fiscal reports and reconcile to the agency's final revenue ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			
CY-370A	4	9	4	Administration- Medical Assistance	\$ 23,517	\$ 77	\$ 23,594
				To increase Medical Assistance by \$77 to include revenue not reported on the agency's submitted fiscal reports and reconcile to the agency's final revenue ledger.			
				Title 55 PA Code, Chapter 3170.95(a)(b)			

## SECTION 4

# STATUS OF PRIOR ENGAGEMENT FINDING AND RECOMMENDATIONS

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

**Finding – Bucks County Children and Youth Agency Failed to Provide Supporting Documentation Evidencing that In-Home Purchased Services Paid for Were Actually Provided by the Contracted In-Home Purchased Service Providers (Unresolved)**

In our prior engagement report, for the fiscal years July 1, 2010 to June 30, 2014, we cited the Bucks County Children and Youth Agency (agency) for failure to provide supporting documentation evidencing that services related to fees invoiced by In-Home Purchased Service providers, and paid by the agency, were actually provided, and if provided, provided in adherence to the requirements of the respective provider contract terms. Agency management informed us that they did not require any of the Fee-for-Service or Program-Funded In-Home providers it contracted during our prior engagement to submit any documentation, other than submitted invoices, to substantiate the fees invoiced by these respective providers. We concluded that the agency did not have sufficient controls in place to obtain reasonable assurance that contracted services invoiced by In-Home Purchased Service providers were actually provided and if provided, provided in adherence to key executed contract terms.

Our current engagement scope period included the 2014-2015, 2015-2016, and 2016-2017 fiscal years. Due to the timing of the conduct of our prior audit engagement, we did not make the agency aware of these internal control deficiencies until January 24, 2017; therefore, these control deficiencies and corresponding risks continued to exist for more than two and one-half of the three fiscal years included in our current engagement scope period. As such, we concluded that the issuance of a repeat finding is warranted. This repeat finding is included in the Current Engagement Finding and Recommendations section (Section 5) of this report.



## SECTION 5

# CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

**Finding – Unresolved Prior Audit Recommendations – Lack of Internal Control Policies and Procedures to Reduce the Risk of Paying Overbillings or Fraudulent Billings Submitted by Contracted In-Home Purchased Service Providers**

Condition: As detailed in our Status of Prior Engagement Finding and Recommendations section (Section 4) of this report, the Bucks County Children and Youth Services (agency) lacked internal control policies and procedures designed to sufficiently reduce the agency’s risk of paying overbillings or fraudulent billings submitted by contracted In-Home Purchased Service providers. For contracted In-Home Fee-For-Service Purchased Service providers, as cited in the finding included in our prior engagement report, the agency could not provide evidence substantiating the validity of the number of units invoiced for each individual listed on invoices submitted by these providers. In addition, for contracted In-Home Program-Funded providers, these providers submitted no supporting documentation, nor did the agency require any documentation, substantiating the monthly operating costs detailed on these providers’ monthly submitted invoices. Furthermore, for both contracted Fee-for-Service and Program-Funded In-Home Purchased Service providers, the agency failed to provide supporting documentation evidencing that services related to fees invoiced by these providers, and paid by the agency, were actually provided, and if provided, provided in adherence to the requirements of the respective provider contract terms.

During the conduct of our current engagement, in response to the recommendations included in our prior engagement report, agency management provided documentation describing formal, written monitoring policy, and corresponding procedures, they indicated had been implemented in stages beginning in July 2017 to obtain reasonable assurance that contracted In-Home services were actually provided and to reduce the agency’s risk of paying overbillings or fraudulent billings submitted by contracted In-Home Purchased Service providers. Per agency management, this new monitoring process includes requiring In-Home providers to maintain appointment logs (sign-in sheets), and these documents are reviewed and compared to invoices during on-site monitoring visits. Agency management further stated that random In-Home provider monitoring will also be conducted by selecting 5 percent, or a minimum of two clients, from selected invoices and requiring In-Home providers to forward the corresponding appointment logs. Because agency management did not implement these updated policy and procedures until after the close of our current engagement scope period (June 30, 2017), we did not assess the sufficiency of these newly implemented monitoring policies and procedures during the conduct of our current engagement. However, we did notice that the agency’s description of its implemented monitoring policy did not include procedures to obtain reasonable assurance that operating costs invoiced by contracted Program Funded In-Home Purchased Service providers were actually incurred. We will review and evaluate these implemented monitoring policies and procedures during the conduct of our next regularly scheduled engagement of this agency and determine whether they are sufficient in providing

BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

agency management reasonable assurance that invoiced contracted In-Home Services were actually provided, and that the number of units invoiced by contracted Fee-For Service and operating costs invoiced by contracted Program-Funded In-Home providers are properly substantiated, thus, reducing the agency's risk of paying overbillings or fraudulent billings submitted by In-Home Purchased Service providers.

Criteria: The following section of 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] (62 P.S. § 704.1), the Department reimburses expenses incurred by the county for children and youth social services, including services to alleged and adjudicated dependent and delinquent children according to an approved county plan and budget estimate up to the amount of State funds allocated to the county under section 709.3 of the [Human Services] Code (62 P.S. § 709.3).”

- *Office of Children, Youth and Families (OCYF) Bulletin 3140-06-06, applicable for fiscal year ended 6/30/2011; Bulletin 3140-11-02, applicable for fiscal year ended 6/30/2012; Bulletin 3140-13-01, applicable for fiscal year ended 6/30/2013; Bulletin 3140-13-05, applicable for fiscal year ended 6/30/2014 : Act 148 Invoicing Procedures for County Child Social Services - Instructions for Completion of Expenditure Report.* This form is a report of the ACTUAL EXPENDITURES of the County Children and Youth Agency (CCYA).

The following sections of 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

BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

reporting to the Department, monitoring the financial activities of the program, and other activities related to the fiscal operations of the program.”

- *Section 3170.92(b). Accountability for Expenditures for Clients. Records Maintenance.* “County agencies shall maintain sufficient and appropriate records and data to justify payment for expenses by the Department. The local authorities or contractors shall maintain books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for funds supported by the Department and for which reimbursement is claimed...”

Cause: Due to the timing of our prior engagement, agency management was not notified of these internal control deficiencies until January 24, 2017, approximately five months before the end of our current engagement scope period. Agency management informed us that it began the process of developing internal control procedures over payment to In-Home providers in July 2017, and full implementation occurred in November 2017. Therefore, these control deficiencies and corresponding risks continued to exist for all three fiscal years included in our current engagement scope period.

Effect: The agency’s lack of internal control procedures designed to reduce the risk of paying overbillings and/or fraudulent billings submitted by contracted In-Home Purchased Service providers, increased agency management’s risk of:

- Failure to detect fraudulent or erroneous In-Home provider billings (invoices).
- Failure to prevent or detect improper payments for such invoices.
- Inappropriately billing the Commonwealth DHS for such improper payments.
- Receipt of Act 148 funds to which the agency may not be entitled.

Recommendation: We again recommend that agency management ensure that the agency’s newly implemented monitoring procedures over payments to contracted In-Home providers are sufficient in providing agency management 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 and in reducing the agency’s risk of paying overbillings or fraudulent billings by In-Home Purchased Service providers.

Specifically, this written fiscal-related monitoring policy, and corresponding procedures, must be sufficient to assess the validity of the number of units invoiced by Fee-For-Service providers and the operating costs invoiced by of any Program-Funded providers.

We again further recommend that agency management ensure that:

BUCKS COUNTY CHILDREN AND YOUTH AGENCY  
CURRENT ENGAGEMENT FINDING AND RECOMMENDATIONS

- 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; and,
- The agency maintains sufficient evidence substantiating 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 Management Response: We respectfully disagree with the Prior Engagement Finding based on the following: The Program Specialist and/or Supervisor designated to oversee the In-home provider reviewed and adjusted invoices based on monthly meetings, progress notes, and agreed upon service levels. The provider, supervisor, and the caseworker of the client meet regularly regarding the services being provided. Fiscal staff process invoices based on designated staff approval and in accordance with approved contract terms. Budget packets are reviewed prior to contracting to determine if the costs are reasonable and allowable per Chapter 3140 and 3170 regulations.

In July 2017, the agency began developing additional policies and procedures to further monitor In-home provider services. These additional internal controls include both on-site reviews and random samplings of invoices to assure contracted In-Home Services were actually provided and in accordance with contract terms.

Auditor's Conclusion: Agency management informed us of the conduct of the above mentioned procedures during our prior and current exit conferences. Based upon the details provided in the agency's response above, the Bucks County Children and Youth Agency's monthly program-related meetings held with In-Home Purchased Service providers included procedures whereby the Program Specialist and/or Supervisor reviewed and adjusted invoices based upon monthly meetings, progress notes, and agreed-upon service levels, and the agency's fiscal staff processed these invoices based on designated staff approval. However, we were not provided any evidence of the performance of these fiscal review procedures, and agency management also stated they had not implemented any formal, written monitoring policy and procedures detailing the specific type of fiscal review and monitoring procedures that were to be performed during our engagement scope period to substantiate that invoiced In-Home Purchased Services were actually provided and that identified In-Home provider overbillings were appropriately addressed. Therefore, our finding will stand as presented.

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We do commend the Bucks County Children and Youth Agency on their initiative 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 the agency's implemented monitoring policy and procedures and determine whether they are sufficient to reduce the agency's risk of overbillings and fraudulent billings submitted by contracted In-Home Purchased Services providers going undetected.

# SECTION 6

## CURRENT ENGAGEMENT OBSERVATION

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

The Child Protective Services Law<sup>3</sup> (CPSL) requires the conduct of criminal background checks and child abuse history clearances (certifications) for all employees and direct volunteers of county children and youth (C&Y) agencies as well as the volunteers/employees of these agencies’ contractors (providers) and subcontractors (sub-recipients).<sup>4</sup> To ensure adherence to these requirements, the Commonwealth DHS (DHS) has assigned monitoring responsibilities to internal offices and bureaus based on the types of services provided.

**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,<sup>5</sup> the safety of children receiving services from these agencies and their contractors and subcontractors may be at **risk**. According to information provided by the DHS OCYF, the Bucks County Children and Youth Agency provided in-home and placement services to 9,527 children residing within the County during the 2014-2016 fiscal year.

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

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

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



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**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.<sup>6</sup>

**Contracted In-Home Preventative Service Providers**

For contracted *In-Home Preventative Service providers*,<sup>7</sup> 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"<sup>8</sup> in their provider executed contracts. Instead, all C&Y

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<sup>6</sup> This is detailed in the Commonwealth of Pennsylvania Single Audit Reports (most recently for the fiscal year ended June 30, 2017, via Finding 2017-012).

<sup>7</sup> 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.

<sup>8</sup> 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

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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.<sup>9</sup>

**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 providers<sup>10</sup> 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.

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and child abuse history clearances of their employees and volunteers to identify, and properly address, any identified disqualifying convictions.

<sup>9</sup> 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](http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_275378.pdf), accessed August 3, 2018.

<sup>10</sup> 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.<sup>11</sup> 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

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<sup>11</sup> 23 Pa.C.S. § 6344.4.

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also recognize that risks to these vulnerable children continue to exist. One such risk results from the potential delay of 9 to 21 months (or possibly longer) between the date of possible noncompliance 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.<sup>12</sup>

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)*.<sup>13</sup>

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<sup>12</sup> 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 noncompliance 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.

<sup>13</sup> The agency responded to the observation stating that it "We will be developing and implementing additional procedures to actively monitor providers for CPSL compliance. We will be sending notification of these requirements and contractual changes with new contract packages in the spring of 2019."

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