



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Grants Management 330 C Street, S.W. Washington, DC 20201

February 14, 2018

Department of Social Services  
Attention: Secretary  
Office of Management & Finance  
P.O. Box 3318  
BATON ROUGE, LOUISIANA 70821

Re: Notice of Grant Award - FY 2018

Dear Grantee:

This Social Services Block Grant award is available for expenditures made in accordance with the State's plan under title XX of the Social Security Act, as amended, for the period 10-01-2017 through 09-30-2019.

<b>Appropriation</b>	<b>CAN</b>	<b>Allotment</b>	<b>This Action</b>	<b>Cumulative</b>
75-18-1534	2018,G992342,ACF	\$22,876,468	1,253,630	8,227,395
	<b>Total</b>	<b>\$22,876,468</b>	<b>\$1,253,630</b>	<b>\$8,227,395</b>

<b>EIN:</b>	1726000800A1	<b>Fiscal Year:</b>	2018
<b>Document Number:</b>	G-1801LASOSR	<b>CFDA #:</b>	93.667

With the acceptance of this award, you agree to administer this grant in compliance with conditions set forth in the applicable Program Instructions, Departmental regulations 45 CFR Part 96, and OMB Circulars. Further, in accordance with Department of Treasury regulations 31 CFR Part 205, implementing the Cash Management Improvement Act, you agree to limit your request to draw Federal funds to the minimum amount needed and to time the request in accordance with the actual, immediate requirements in carrying out programs funded through this award. Failure to adhere to these requirements may cause the suspension of grant funds.

Funds included in this award will be made available through the DHHS Payment Management System (PMS). Questions pertaining to payments should be directed to DHHS Division of Payment Management, Post Office Box 6021, Rockville, MD 20852; telephone 1-877-614-5533.

Program questions regarding this grant should be directed to Maxine M. Maloney at (202) 401-7231. Fiscal reporting questions regarding this grant should be directed to Manolo Salgueiro, Administration for Children and Families, (202) 690-5811.

Sincerely,

Mausami Kothari  
Acting Director  
Division of Mandatory Grants



Executive Division  
627 North 4th Street  
Baton Rouge, LA 70802

(O) 225.342.0286  
(F) 225.342.8636  
[www.dcfsls.gov](http://www.dcfsls.gov)

John Bel Edwards, Governor  
Marketa Garner Walters, Secretary

May 10, 2017

Mr. Lynwood McDaniel, Jr.  
U. S. Department of Health and Human Services  
Administration for Children and Families  
Division of State Assistance/Office of Community Services  
370 L'Enfant Promenade, SW  
Washington, DC 20447  
Via Email: [Lynwood.McDaniel@acf.hhs.gov](mailto:Lynwood.McDaniel@acf.hhs.gov)

Dear Mr. McDaniel:

RE: Social Services Block Grant: Intended Use Report 2017-2018

The Louisiana Department of Children and Family Services (DCFS) is pleased to electronically submit Louisiana's Intended Use Report for the 2017-2018 Social Services Block Grant (SSBG), the pre-expenditure report for federal fiscal year 2018, the post expenditure report for federal fiscal year 2016 and signed assurances in the SSBG portal and OLDC as per federal requirements. The report covers the state fiscal year July 1, 2017 through June 30, 2018.

Should you have any questions, please contact Bridget S. Clark at (225) 341-7319 or [Bridget.Clark.DCFS@LA.GOV](mailto:Bridget.Clark.DCFS@LA.GOV).

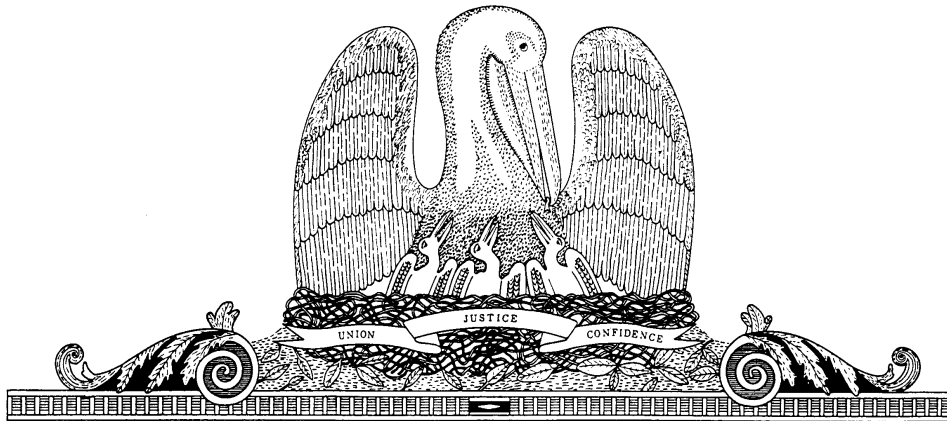
Sincerely,



Marketa Garner Walters  
Secretary



**Title XX**  
**Social Services Block Grant**  
**INTENDED USE REPORT**



**John Bel Edwards, Governor**  
**Chief Executive Officer of the State**

**State Fiscal Year: July 1, 2017 - June 30, 2018**



**Marketa Garner Walters, Secretary**  
Department of Children and Family Services  
Designated State Services Agency

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## INTRODUCTION

The Louisiana Department of Children and Family Services (DCFS), is the designated State Services Agency for administration of the federal Social Services Block Grant (SSBG) to Louisiana. SSBG, which was established in 1981, consolidated federal assistance for social services into a single grant, where funding had been separately allotted for training, child day care and general social services. The legislation creating the SSBG was contained in the Omnibus Budget Reconciliation Act of 1981 [Public Law 97-35], which amended Title XX of the Social Security Act. The Title XX Social Services Program, developed in October 1975, established comprehensive social services assistance for individuals and families.

Prior to its expenditure of SSBG funds, each state must make a report on its intended use of the funds. This is Louisiana's plan for the thirty-fourth SSBG and thirty-ninth Title XX program periods.

This plan is intended to fulfill the requirements of Section 2004 of Title XX of the Social Security Act, as amended. It describes the types of activities to be supported and the categories or characteristics of individuals to be served through use of block grant funds and any appropriations of state funds for social services listed in this plan. Provision of these services is subject to the availability of state and federal funds. In the event funds are totally or partially unavailable, necessary reductions in the services outlined in this plan may be made; however, the state will work to expend SSBG funds in a manner consistent with the intended use as outlined in this plan.

The state of Louisiana defines the administration and delivery of services, purchased and direct, and derived from multiple funding sources, as actual costs in the provision of social services to the citizens of the State.

Louisiana's allocation of SSBG funds is based on the ratio of the state's population to the nation's population. Louisiana's allotment for Federal Fiscal Year (FFY) 2017 was \$22,870,633 and since FFY 2018 has not yet been posted, the same amount is being used for FFY 2018 for purposes of completing this plan. Because the State Fiscal Year (SFY) does not track the FFY, grant funds are calculated at 75% of the FFY 2018 grant \$17,152,975 plus 25% of the FFY 2017 grant \$5,717,658 plus \$16,397,199 in TANF transfer funds, for a total of \$39,267,832. The allotments to the states are contingent upon Congressional appropriations for the fiscal year. If Congress enacts and the President approves a different authorization or appropriation amount, the allotments will be adjusted proportionately.

**Needs Assessment Process for SSBG Funding:** For the past two decades Louisiana has utilized SSBG funds to serve the state's most vulnerable children and families...primarily those at risk of child abuse and neglect or impacted by child abuse and neglect. The Department works to efficiently expend SSBG funds in the primary areas of prevention and intervention, protective services for children, foster care services for children, adoption services and independent/transitional living services for youth. Though, expenditures have varied somewhat over the last couple of years, DCFS remains committed to fund these services with SSBG funds.

As one of the poorest states in the nation, Louisiana would benefit from additional funding, especially funding where a state match is not required. Like other child welfare departments across the nation, Louisiana continues to experience budget cuts in the face of severe and damaging natural disasters which have occurred in the last calendar year. An increase in the state's allotment could be fully utilized.

## CHAPTER I

### SOCIAL SERVICES BLOCK GRANT PROGRAM IN LOUISIANA

#### **GOALS**

The State of Louisiana will administer the Title XX Social Services Block Grant through the Department of Children and Family Services in accordance with Title XX of the Social Security Act as amended, and with applicable federal regulations including 45 CFR Part 96. Louisiana will provide services to low-income and vulnerable individuals and families directed toward achieving the goals of:

- I. Preventing or remedying neglect/abuse or exploitation of children; preserving, rehabilitating, or reuniting families;
- II. Identifying permanent connections for children/youth unable to return home and preparing youth/young adults aging out of foster care for independent living.
- III. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and/or securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions;

#### **LIMITATIONS ON USE OF SSBG FUNDS**

The following are prohibited uses of SSBG funds as set forth in the Title XX statute, as amended:

SEC 2005.[42 U.S.C. 1397d] (a) Except as provided in subsection (b) grants made under this title may not be used by the state, or by any other person with which the state makes arrangements to carry out the purposes of this title;

- (1) For the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than minor remodeling) of any building or other facility;
- (2) For the provision of cash payments for costs of subsistence or for the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary emergency shelter provided as a protective service);
- (3) For payment of the wages of any individual as a social service (other than payment of the wages of welfare recipients employed in the provision of child day care services);
- (4) For the provision of medical care (other than family planning services, rehabilitation services, or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service for which grants may be used under this title;
- (5) For social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution;
- (6) For the provision of any educational service which the State makes generally available to its residents without cost and without regard to their income;
- (7) For any child day care services unless such services meet applicable standards of State and local law;

(8) For the provision of cash payments as a service (except as otherwise provided in this section); or  
(9) For payment for any item or service (other than an emergency item or service) furnished;  
(A) By an individual or entity during the period when such individual or entity is excluded pursuant to section 1128 or section 1128A from participation in the program under this title, or (B) At the medical direction or on the prescription of a physician during the period when the physician is excluded pursuant to section 1128 or section 1128A from participation in the program under this title and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person).

**PROOF OF AUDIT:**

Sec. 2006. [42 U.S.C. 1397e]: Each state shall, not less often than every two years, audit its expenditures from amounts received (or transferred for use) under this title. Within 30 days following the completion of each audit, the State shall submit a copy of that audit to the legislature of the State and to the Secretary.

The Louisiana State Legislative Auditor is required by statute to audit all major federal programs and report such audits to the legislature annually. These audits are reported in the state's single audit. The last single audit was issued on March 30, 2016 in which SSBG was identified as a major federal program. There were no SSBG findings noted in the report.

The DCFS Bureau of Auditing also conducted an audit of the SSBG program in March 2016.

**PERFORMANCE MEASURES:** As per Information Memorandum 01-2012 issued February 15, 2012, states are required to assess its overall performance in minimizing variance between projected and actual expenditures. The table below reflects Louisiana's performance measure calculations.

<b>PERFORMANCE MEASURE FOR FFY 2011 (pre-baseline)</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	<b>(D=C/A) Percent Spent as Planned</b>
Adoption Services	\$1,352,356	\$1,487,369	\$1,352,356	100%
Foster Care - children	\$17,689,965	\$12,074,523	\$12,074,523	68%
Independent/Transitional Living Services	\$44,632	\$47,018	\$44,632	100%
Prevention & Intervention	\$2,648,920	\$2,721,568	\$2,648,920	100%
Protective Services - Children	\$580,218	\$6,644,399	\$580,218	100%
Administrative Costs	\$2,207,086	\$2,067,739	2,067,739	94%
<b>Total w/o admin costs</b>	<b>\$22,316,091</b>	<b>\$22,974,877</b>	<b>\$16,700,649</b>	<b>75%</b>
<b>Total w/ admin costs</b>	<b>\$24,523,177</b>	<b>\$25,042,616</b>	<b>\$18,768,388</b>	<b>77%</b>
<b>PERFORMANCE MEASURE FOR FFY 2012 (baseline)</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	<b>(D=C/A) Percent Spent as Planned</b>
Adoption Services	\$1,352,356	3,559,773	1,352,356	100%
Foster Care - children	\$17,689,965	19,222,773	17,689,965	100%
Independent/Transitional Living Services	\$44,632	1,256,882	44,632	100%
Prevention & Intervention	\$2,648,920	5,221,000	2,648,920	100%
Protective Services - Children	\$645,255	10,584,392	645,255	100%
Other Services ***CAFÉ	\$147,139	0	0	0%
Administrative Costs	\$2,207,086	1,640,441	1,640,441	74%
<b>Total w/o admin costs</b>	<b>\$22,528,267</b>	<b>39,844,820</b>	<b>22,528,267</b>	<b>100%</b>
<b>Total w/ admin costs</b>	<b>\$24,735,353</b>	<b>41,485,261</b>	<b>24,735,353</b>	<b>100%</b>
<b>PERFORMANCE MEASURE FOR FFY 2013 (target year)</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	<b>(D=C/A) Percent Spent as Planned</b>
Adoption Services	\$1,484,121	1,714,548	1,484,121	100%
Foster Care - children	\$17,809,454	12,286,911	12,286,911	69%
Independent/Transitional Living Services	\$123,677	1,363,845	123,677	100%
Prevention & Intervention	\$2,720,889	1,340,909	1,340,909	49%
Protective Services - Children	\$371,030	3,396,709	371,030	100%
Other Services	\$133,571	0	0	0
Administrative Costs	\$2,092,611	1,433,915	1,433,915	69%
<b>Total w/o admin costs</b>	<b>\$22,642,742</b>	<b>20,102,922</b>	<b>20,102,922</b>	<b>89%</b>
<b>Total w/ admin costs</b>	<b>\$24,735,353</b>	<b>21,536,837</b>	<b>21,536,837</b>	<b>87%</b>
<b>PERFORMANCE MEASURE FOR FFY 2014</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	
Adoption Services	\$1,575,338	\$1,640,951	\$1,575,338	100%
Foster Care - children	\$14,351,395	\$11,763,413	\$11,763,413	100%
Independent/Transitional Living Ser.	\$100,000	0	0	0%
Prevention & Intervention	\$1,596,884	\$1,577,790	\$1,577,790	100%
Protective Services - Children	\$3,527,103	\$3,249,603	\$3,249,603	100%
Other Services	\$0			
Administrative Costs	\$2,091,829	\$1,384,509	\$1,384,509	66%
<b>Total w/o admin costs</b>	<b>\$21,,150,720</b>	<b>\$18,231,757</b>	<b>\$18,231,757</b>	<b>86%</b>
<b>Total w/ admin costs</b>	<b>\$23,242,549</b>	<b>19,616,266</b>	<b>19,616,266</b>	<b>84%</b>



<b>PERFORMANCE MEASURE FOR FFY 2015</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	<b>(D=C/A) Percent Spent as Planned</b>
Adoption Services	1,379,878	1,662,692	1,379,878	100%
Foster Care - children	16,558,536	16,633,285	16,558,536	100%
Independent/Transitional Living Ser.	114,990	0	0	0
Prevention & Intervention	2,529,776	1,998,982	1,998,982	79%
Protective Services - Children	344,969	3,759,907	344,969	100%
Other Services	0	0	0	0
Administrative Costs	2,069,817	1,396,311	1,396,311	67%
<b>Total w/o admin costs</b>	<b>20,928,149</b>	<b>24,054,866</b>	<b>20,282,365</b>	<b>84%</b>
<b>Total w/ admin costs</b>	<b>22,997,966</b>	<b>25,451,177</b>	<b>21,678,676</b>	<b>94%</b>

<b>PERFORMANCE MEASURE FOR FFY 2016</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	<b>(D=C/A) Percent Spent as Planned</b>
Adoption Services	1,819,485	1,582,600	1,582,600	87%
Foster Care - children	14,459,133	16,463,121	14,459,133	100%
Independent/Transitional Living Ser.	31,893	70,000	31,893	100%
Prevention & Intervention	1,380,089	1,411,413	1,380,089	100%
Protective Services - Children	3,154,998	3,161,687	3,154,998	100%
Other Services (home-based services)	1,380,089	0	0	0%
Administrative Costs	2,067,586	1,995,694	1,995,694	97%
<b>Total w/o admin costs</b>	<b>20,905,598</b>	<b>22,688,831</b>	<b>20,905,598</b>	<b>100%</b>
<b>Total w/ admin costs</b>	<b>22,973,184</b>	<b>24,684,515</b>	<b>22,973,184</b>	<b>100%</b>

<b>PERFORMANCE MEASURE FOR FFY 2017</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	<b>(D=C/A) Percent Spent as Planned</b>
Adoption Services	2,127,265			
Foster Care - children	12,024,940			
Independent/Transitional Living Ser.	91,901			
Prevention & Intervention	1,348,500			
Protective Services - Children	5,284,282			
Other Services	0			
Administrative Costs	2,067,763			
<b>Total w/o admin costs</b>	<b>20,906,888</b>			
<b>Total w/ admin costs</b>	<b>22,974,651</b>			

<b>PERFORMANCE MEASURE FOR FFY 2018</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	<b>(D=C/A) Percent Spent as Planned</b>
Adoption Services	2,515,770			
Foster Care - children	11,572,540			
Independent/Transitional Living Ser.	91,483			

<b>PERFORMANCE MEASURE FOR FFY 2018</b>				
<b>Service</b>	<b>(A) Projected SSBG Allocation (pre-expenditure report)</b>	<b>(B) Actual SSBG Allocation (post-expenditure report)</b>	<b>(C) Amount Spent as Planned up to 100%</b>	<b>(D=C/A) Percent Spent as Planned</b>
Prevention & Intervention	1,372,238			
Protective Services - Children	5,260,246			
Other Services	0			
Administrative Costs	2,058,356			
<b>Total w/o admin costs</b>	<b>20,812,277</b>			
<b>Total w/ admin costs</b>	<b>22,870,633</b>			

## CHAPTER II

### INDIVIDUALS TO BE SERVED AND PROGRAM ADMINISTRATION

#### **ELIGIBILITY**

Under Title XX of the Social Security Act as amended, states are allotted a set amount of federal funds as social service grants and are encouraged to furnish services directed at the goals listed in this plan. The state is responsible for identifying the categories or characteristics of individuals to be served through use of block grant funds.

Louisiana, through DCFS, will utilize its allotted funds to provide comprehensive social services on behalf of children and families in fulfillment of legislative mandates for child protection and child welfare programs. These mandated services, and other essential social services, are designated without regard to income (WRI) to individuals needing these specified services. Individuals to be served also include low-income persons (as defined in this plan), who meet eligibility criteria for services provided. The delivery of services is through direct provision and/or purchase of services. These services, as well as the administration of these program services, are funded by SSBG. Further, the state transfers 10% of its TANF funds to the SSBG, which is then treated just as SSBG funds. Those eligible for services paid through TANF funds transferred to SSBG are children and families at risk of being in the child welfare system or who are involved in the child welfare system.

#### **NEED**

An individual's eligibility for services provided under this plan depends primarily upon the individual having a defined need for the services. Need for a particular service implies that the provision of that service will assist the individual or family members to advance toward the achievement of at least one of the five Title XX program goals listed in this plan. Defining the basis of need for a service requires assessment of the individual's situation to determine whether (a) the service would be helpful to the individual in meeting specific objectives and (b) a reasonable likelihood exists for achieving the service objective if the service is provided.

Part of the eligibility determination must include the assessment that the individual is in vulnerable circumstances or potentially at risk, or that the individual is unable to secure the services. In addition to having an established need, an individual must be included in the description of an eligible category and reside in an area of the state where the particular service component is available.

#### **ELIGIBLE CATEGORIES**

**LaCHIP -** Louisiana Children's Health Insurance Program offers health care assistance to children between the ages of 6 and 19 years. Eligibility for the program is based on the family's income.

**WRI** Individuals in need of Adoption, Child Protective Services, Family Services, and/or Foster Care/Residential services are served without regard to income (WRI) no matter the individual's financial circumstances. Other services may be provided WRI when specifically authorized by DCFS personnel for individual cases or for designated high risk groups. Also included WRI are individuals who are recipients of Title IV-E Adoption Assistance as amended by U.S. Public Law 96-272. This shall include Adoption Assistance recipients who relocate to Louisiana from another state that is signatory to the Interstate Compact on Adoption and Medical Assistance.

- TANF** Recipients of Temporary Assistance for Needy Families (TANF) and those persons whose needs were taken into account in determining the needs of TANF recipients. **NOTE:** The state transfers 10% of its TANF funds to the Social Services Block Grant (SSBG), which is then treated just as SSBG funds. Those eligible for services paid through TANF funds transferred to SSBG are children and families at risk of being in the child welfare system or who are involved in the child welfare system.
- SSI** Recipients of Supplemental Security Income (SSI) payments, or state supplemental payments, and blind and disabled individuals eligible for such payments except for their earned income.
- IE** Income Eligible: Families with gross incomes which do not exceed 125 percent of the poverty level, as published by the U.S. Department of Health and Human Services at <http://aspe.hhs.gov/poverty/14poverty.cfm>. The published poverty income guideline for all states except Alaska and Hawaii is an annual gross income of \$24,600 for a family of four. The following chart shows 125 percent of the poverty level adjusted for size. A family of four (4) persons with a monthly gross income of not more than \$2050 is income eligible for services.

**Definition of Family:** Family means the basic family unit consisting of one or more adults and children, if any, related by blood, or law, and residing in the same household. Where adults, other than spouses, reside together, each shall be considered a separate family. Cohabiting non-legal spouses are considered separate families. When children are present in the home with non-legal spouses, the parent who has primary responsibility for the care of his/her natural children shall be considered as being in the same family unit with the children. Emancipated minors, foster children, and children living under the care of individuals not legally responsible for their care shall be considered one person families.

**Definition of Adult:** Louisiana Revised Statute 46:2132 –defines "adult" as any person eighteen years of age or older, or any person under the age of eighteen who has been emancipated by marriage or otherwise.

**Definition of Child:** The Louisiana Children’s Code defines “child” as any person under age 18 who has not been emancipated either judicially or by marriage.

**Eligible Groups:** Title XIX (Medicaid) recipients and applicants for Title XIX (Medicaid) vendor payment for Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF) services, residing within the State.

**INCOME SCALE –(125% of Poverty Level 2017)**

For family units with more than eight (8) persons, add \$4,180 annually for each additional member.

FAMILY SIZE	Poverty Guideline
1	12,060
2	16,240
3	20,420
4	24,600
5	28,780
6	32,960
7	37,140
8	41,320

## **ELIGIBILITY DETERMINATION**

Administrative responsibility for determining individuals eligible for direct delivered and other appropriate services, and for certifying groups eligible for a service, rests with the DCFS, except for situations where sub-recipient contractors may be designated to determine eligibility.

To the degree feasible, an eligibility decision on applications is made at the time the application is taken. Applicants and recipients have the right to appeal any decision concerning eligibility or eligibility re-determination for services, the continuation, termination, or reduction of services, or failure to act with reasonable promptness on a request for services. Notices of agency actions or anticipated actions are provided to applicants and recipients advising of proper procedures for requesting a fair hearing.

## **CONFIDENTIALITY**

The release of information from social service applications or case records shall be in accordance with Louisiana Revised Statute 46:56 as amended, and Chapter 5 of Title 12 in the Louisiana Children's Code regarding agency records of adoption proceedings. Copies of the statutes and related policy material may be requested from DCFS, Post Office Box 3318, Baton Rouge, Louisiana 70821.

## **DIRECT DELIVERED SERVICES**

The direct method of delivery for services so designated in this plan refers to direct provision by the DCFS through its staff and by vendors, including ancillary professional services.

## **PURCHASE OF SERVICES (POS) CONTRACTS**

DCFS will limit contractual providers' administrative costs to not more than 9% of funds contracted for purchase of services. This provision is to ensure maximum utilization of available funds for client services. Exceptions may be granted when written requests with justifications are submitted and approved.

## **REGULATORY SERVICES**

Costs to the SSBG may include services for implementation and operation of licensing, certification, and registration programs which develop and enforce minimum standards for facilities, agencies, administrators, and practitioners involved in provision of services under this plan and related service programs.

## **INFORMATION MANAGEMENT SYSTEMS**

The DCFS has a number of separate information systems that serve clients in child welfare. The Tracking, Information and Payment System (TIPS) is a computerized on-line, statewide information management and payment system capable of tracking client information and generating payments for clients served in all DCFS Child Welfare (CW) programs. Through TIPS, the Department is able to collect and report the required data for the federally mandated Adoption and Foster Care Analysis and Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS). The Department also has A Comprehensive Enterprise Social Services System (ACCESS) which is the statewide system for intake of all reports of child abuse and neglect. This information management system contains intake records that are assigned to the Child Protective Services (CPS) program.

The Department designed a Common Access Front End (CAFÉ) that interfaces with some DCFS information management systems (also referred to as "legacy systems"). Within child welfare, the only interface with CAFÉ is TIPS. At this time, DCFS Child Welfare is fully functional in CAFÉ

however, DCFS staff continues to fine tune functionality. DCFS CW continues to work toward the development of a comprehensive child welfare case management system with data collection and reporting capability which meets federal requirements.

**FAMILY FOSTER AND RESIDENTIAL CARE FACILITIES (INCLUDING RATE SETTING):**

Costs to the SSBG may include services for implementation and operation of a family foster and residential care system, which shall establish reasonable rates of reimbursement for foster families and residential care providers.

Louisiana contracted with six insurance companies in 2012 to administer and manage health services for citizens enrolled in Medicaid. Initially, specialized behavioral health services for all Louisiana citizens and those enrolled in the Coordinated System of Care (CSoC) were administered by a single management organization, Magellan Health Services. Primary healthcare services were managed by five Managed Care Organizations (MCOs), and enrollment was determined by individual choice. In addition to specialized behavioral health services, Magellan was responsible for administering the use of residential and therapeutic foster care services for children in DCFS custody. Uniform rates were set for residential and therapeutic foster care services.

In December 2015, Louisiana transitioned to Healthy Louisiana, a system of integrated managed care. The MCOs previously responsible for the administration of only primary healthcare, assumed responsibility for the administration of specialized behavioral health. Magellan retained the responsibility to manage CSoC and specialized behavioral health services for only youth enrolled in CSoC. In FFY 2017, Crises Stabilization migrated from a CSoC service to a specialized behavioral health state plan service, available to all Medicaid eligible children and youth.

DCFS created a new statewide unit within the Department to manage the transition to integrated health management. The twelve person statewide Behavioral Health and Placement Services Unit works closely with the managed care entities and providers to ensure youth are connected with the appropriate behavioral health residential treatment and residential level of care to address their needs.

DCFS selected two of the Managed Care Organizations (MCOs) as DCFS preferred providers: Louisiana Health Care Connections and Amerigroup. This decision was made to ensure that children, families and the DCFS maintain choice among health plans, and to enhance collaboration to meet the specialized needs of children in custody of the Department and of the health plans.

Pursuant to the transition to Healthy Louisiana, DCFS assumed administration of agreements with Residential Facilities and Child Placing Agencies, two residential levels of care that had previously been managed under the LBHP. These levels of care are not Medicaid reimbursable, and for this reason no longer fall within the scope of work of the MCOs.

During the past year, the array of residential behavioral health treatment providers is largely unchanged. The anticipated growth in the array of Therapeutic Group Homes began and continues as a goal. The array of residential care providers has remained unchanged. Currently, DCFS contracts with twenty (20) Non- Medical Group Homes, and eight (8) Child Placing Agencies to provide Therapeutic Foster Care to youth in Louisiana who are in DCFS custody.

DCFS partnered with the Office of Behavioral Health to apply for federal System of Care Expansion Grant. The goals are two tiered: 1) to establish a center of excellence to train

stakeholders throughout the state; 2) to increase leadership and participation of families and youth in the System of Care. The grant awards have not yet been announced as of this writing.

### **CASE MANAGEMENT**

Specifications for all services set forth in this plan include requisite case management activities, which entail evaluation of referrals, assessment of service need, arrangements for utilization, referrals and follow-up.

### **SERVICE DELIVERY LOCATIONS**

The following pages list the location of DCFS parish, regional, and state offices.

**DIRECT DELIVERY SERVICE LOCATIONS**  
**Department of Children and Family Services**  
**Parish Offices**

<p><b>Acadia</b>  300 East First Street  P.O. Drawer 649  Crowley, LA 70527-0649  (337) 788-7503</p>	<p><b>Allen</b>  213-A North First Street  Oberlin, LA 70655  (337) 639-2963</p>	<p><b>Ascension</b>  1078 E. Worthy St., 1<sup>st</sup> Floor  P.O. Box 1269  Gonzales, LA 70707-1269  (225) 644-4603</p>
<p><b>Assumption</b>  1416 Tiger Drive  Thibodaux, LA 70302  P.O. Box 39  Napolenville, LA 70390  (985)369-6134</p>	<p><b>Avoyelles</b>  607 Tunica Drive West  Marksville, LA 71351  (318) 253-7734</p>	<p><b>Beauregard</b>  1891 Hwy. 190 West  P.O. Drawer 1117  DeRidder, LA 70634 (337) 463-2056</p>
<p><b>Bienville</b>  223 Pine St.  Minden, LA 71055 (318)898-1430</p>	<p><b>Bossier</b>  1525 Fairfield Ave.  Room 424  Bossier City, LA 71111  (318) 676-7323</p>	<p><b>Caddo</b>  1525 Fairfield Avenue – Room 424  State Office Bldg  Shreveport, LA 71101-4388  (318)676-7323</p>
<p><b>Calcasieu</b>  1919 Kirkman Street  P.O. Box 1487  Lake Charles, LA 70602  (337) 491-2470</p>	<p><b>Caldwell</b>  1401 Stubbs St.  P.O. Box 2510  Monroe, LA 71207-2510  (318)362-5417</p>	<p><b>Cameron</b>  1919 Kirkman Street  P.O. Box 1487  Lake Charles, LA 70602  (337) 491-2470</p>
<p><b>Catahoula</b>  124 Airport Road  Jonesville, LA 71343  (318) 339-6030</p>	<p><b>Claiborne</b>  118 Old Shreveport Road  Minden, LA 71055  (318)371-3004</p>	<p><b>Concordia</b>  1648 Carter Street  Vidalia, LA 71373  Phone: (318) 336-8611</p>
<p><b>DeSoto</b>  1525 Fairfield Avenue,  Rm 424, Shreveport, LA  (318) 676-7323</p>	<p><b>East Baton Rouge</b>  160 S. Ardenwood  P.O. Box 1588  Baton Rouge, LA 70821  (225) 925-6500</p>	<p><b>East Carroll</b>  1707 Felicia Drive  Tallulah, LA 71282  (318)574-5201</p>
<p><b>East Feliciana</b>  12476 Feliciana Drive  P.O. Box 8427  Clinton, LA 70722-8427  (225) 683-3734</p>	<p><b>Evangeline</b>  116 SW Railroad St., Ste A  Ville Platte, LA 70586  Phone: (337) 363-6011</p>	<p><b>Franklin</b>  2406 C. West Street  Winnsboro, LA 71295  (318) 435-2190</p>
<p><b>Grant</b>  602 Main Street  Colfax, LA 71417  (318) 627-3000</p>	<p><b>Iberia</b>  705 Bayard Street, Suite B  New Iberia, LA 70560  (337) 373-0026</p>	<p><b>Iberville</b>  23075 Highway 1  Plaquemine, LA 70764  P. O. Box 778  Plaquemine, LA 70764-0778  (225) 687-4373</p>
<p><b>Jackson</b>  223 Pine St.  Minden, LA 71055  (318)371-3004</p>	<p><b>Jefferson (East Bank)</b>  3510 General Meyer Ave  Algiers, LA 70114  (504) 736-7001</p>	<p><b>Jefferson (West Bank)</b>  Harvey State Office Building  2150 Westbank Expressway, Suite 601  Harvey, LA 70058  (504) 361-6161</p>



<p><b>Jefferson Davis</b> 107 North Cutting Avenue P.O. Box 1103 Jennings, LA 70546 (337) 824-9649</p>	<p><b>Lafayette</b> 825 Kaliste Saloom Road Brandywine II, Room 104 Lafayette, LA 70508 (337) 262-5901 800-256-8611</p>	<p><b>Lafourche</b> 1416 Tiger Drive Thibodaux, LA 70301 (985) 447-0945</p>
<p><b>LaSalle</b> 124 Airport Road Jonesville, LA 71343 (337) 363-6011</p>	<p><b>Lincoln</b> 200 E Reynolds Drive Suite A-2 Ruston, LA 71270 (318) 251-4101</p>	<p><b>Livingston</b> 28446 Charlie Watts Rd. P.O. Box 267 Livingston, LA 70754 (225) 686-7257</p>
<p><b>Madison</b> 1707 Felicia Drive Tallulah, LA 71282 (318) 574-5201</p>	<p><b>Morehouse</b> 1045 East Madison P.O. Box 1019 Bastrop, LA 71221-1019 (318) 283-0825</p>	<p><b>Natchitoches</b> 106 Charlene Street Natchitoches, LA 71457 (318) 357-3128</p>
<p><b>Orleans</b> 1450 Poydras Street, 17th, 18<sup>th</sup> floors P. O. Box 61210 New Orleans, LA 70161-1210 (504) 680-9100</p>	<p><b>Ouachita</b> 24 Accent Drive Monroe, LA 71202 (318) 362-5417</p>	<p><b>Plaquemines</b> 2150 Westbank Expressway Suite 601 Harvey, LA 70058 (504) 361-6161</p>
<p><b>Pointe Coupee</b> 1919 Hospital Road P.O. Box 729 New Roads, LA 70760-0729 (225) 638-4846</p>	<p><b>Rapides</b> 900 Murray St. 2<sup>nd</sup> Floor P.O. Box 836 Alexandria, LA 71309-0836 (318) 487-5054</p>	<p><b>Red River</b> 106 Charlene Street Natchitoches, LA 71457 (318) 357-3128</p>
<p><b>Richland</b> 24 Accent Drive Monroe, LA 71202 (318) 362-5417</p>	<p><b>Sabine</b> 195 Marthaville Road P.O. Box 1507 Many, LA 71449 (318) 256-4104</p>	<p><b>St. Bernard</b> 3510 General Meyer Ave., Algiers, LA 70114 (504) 736-7001</p>
<p><b>St. Charles</b> 429 West Airline Highway, Suite M LaPlace, LA 70068 (504) 652-2938</p>	<p><b>St. Helena</b> 606 South First Street Amite, LA 70422 (985) 748-2001</p>	<p><b>St. James</b> 429 West Airline Highway, Suite M LaPlace, LA 70068 (504) 652-2938</p>
<p><b>St. John</b> 429 West Airline Highway Suite M LaPlace, LA 70068 (985) 652-2938</p>	<p><b>St. Landry</b> 6069 I-49 South Service Road, Suite C Opelousas, LA 70570 (337) 942-0050</p>	<p><b>St. Martin</b> 1109 South Main, 2<sup>nd</sup> Floor P.O. Box 259 St. Martinville, LA 70582 (337) 394-6081</p>
<p><b>St. Mary</b> 604 Second Street LaPlace, LA 70068 (985)652-2938</p>	<p><b>St. Tammany</b> 300 Covington Center, Ste. 1 Covington, LA 70433 (985)893-6225</p>	<p><b>Tangipahoa</b> 606 South First Street Amite, LA 70422 (985)748-2001</p>

<b>Terrebonne</b> 1012 West Tunnel Blvd Houma, LA 70361 (985)857-3630	<b>Union</b> 206 E. Reynolds Dr., Ste. J Ruston, LA 71270 P. O. Box 1347 Ruston, LA 71273-9912 (318)251-4105	<b>West Carroll</b> 24 Accent Drive Monroe, LA 71202 (318)362-5417
<b>West Feliciana</b> 12476 Feliciana Drive Clinton, LA 70722 225-683-3734	<b>Winn</b> 1408 E Lafayette Street P.O. Box 1354 Winnfield, LA 71483-1354 (318) 648-6805	<b>Washington</b> 1017 Ontario Avenue Bogalusa, LA 70427 (985) 732-6800
<b>Vermilion</b> 2729 Veterans Memorial Drive Abbeville, LA 70510 Phone: (337) 898-1430	<b>Vernon</b> 300 Vernon Street New Llano, LA 71461 Phone: (337) 238-7030	<b>Webster</b> 118 Old Shreveport Road Minden, LA 71055 Phone: (318) 371-3004
<b>West Baton Rouge</b> 23075 Highway 1 Plaquemine, LA 70764 Phone: (225) 687-4373		

#### Regional Offices

<b>Region 1 Orleans</b> 1450 Poydras Street, Suite 1831 New Orleans, LA 70112 (504) 568-7413	<b>Region 2 Baton Rouge</b> Iberville Building 627 North 4 <sup>th</sup> Street Baton Rouge, LA 70821 (225) 925-6500	<b>Region 3 Covington</b> 351 Holiday Blvd. Covington, LA 70433 (985) 893-6363
<b>Region 4 Thibodaux</b> 1416 Tiger Drive Thibodaux, LA 70301-4337 (985) 449-5055	<b>Region 5 Lafayette</b> 825 Kaliste Saloom Road Brandywine 1- Room 218 Lafayette, LA 70508 (337) 262-5970	<b>Region 6 Lake Charles</b> 4250 5 <sup>th</sup> Avenue P.O. Box 1867 Lake Charles, LA 70602-1487 (337) 475-3030
<b>Region 7 Alexandria</b> 900 Murray Street 1 <sup>st</sup> Floor, Room A-100 P.O. Box 832 Alexandria, LA 71309-0832 (318) 487-5227	<b>Region 8 Shreveport</b> State Office Building 1525 Fairfield Avenue Room 850 Shreveport, LA 71101-4388 (318) 676-7100	<b>Region 9 Monroe</b> 24 Accent Drive Monroe, LA 71202 (318) 362-3362 or

#### State Office/Headquarters

Iberville Building 627 North 4 <sup>th</sup> Street P.O. Box 3318 Baton Rouge, LA 70821 SSBG Inquiries: (225) 341-7319
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## CHAPTER III SERVICES

### **SERVICE: ADOPTION**

*[SSBG Uniform Service Category: Adoption Services]*

**Definition:** Adoption services are those services or activities provided to assist in bringing about the adoption of a child. Component services and activities may include, but are not limited to, counseling the biological parent(s), recruitment of adoptive homes, and pre- and post- placement training and/or counseling

#### **Service Activities:**

1. recruitment, study and approval of potential adoptive families;
2. individual/group counseling and assessment for children, biological parents, and adoptive parents before and during placement. Counseling for a limited time with biological parents;
3. selection of adoptive parents, placement of child, and supervision of the adoption home;
4. acceptance of children voluntarily surrendered by their legal and/or biological parents and arrangements for their pre-adoptive care and supervision;
5. acceptance of children abandoned under Safe Haven legislation provisions; initiation of actions to make children available for adoption through legal termination of parental rights; and to effect legal transfer of children to adoptive parents;
6. provision of legal services to make children available for adoption and establish new parentage;
7. preparation of home studies and written confidential reports to the courts on private, agency, and intra-family adoptive placements;
8. provision of intrastate and interstate adoption information exchange services;
9. maintenance and management of referrals to the *AdoptUsKids* website to publicize waiting children and families to Louisiana adoption agencies, and to adoption support groups in and out of state;
10. recruitment, study, and approval of adoptive homes for specific children with special needs;
11. purchase of adoption services from licensed private agencies for recruitment, study, approval, placement and placement supervision;
12. medical, psychological, and psychiatric evaluations and treatment for children in adoptive placement to determine appropriateness of and/or to sustain the placement;
13. certification of families to receive maintenance subsidies, and/or special services subsidies to facilitate the adoption of special needs children and to sustain adoptions;

14. arrangements for interstate placement of children and for reciprocal supervision of such placements through Interstate Compact on the Placement of Children;
15. provision of, or arrangements for, transportation when necessary for delivery of adoption services when such transportation is not otherwise available;
16. expanded use of media recruitment as a vehicle for identifying prospective adoptive homes;
17. arrangements for the notification of Title XIX entitlement in state of residence for Title IV-E Adoption Assistance eligible children through the Interstate Compact on Adoption and; medical Assistance
18. reevaluation of each IV-E and non IV-E family receiving an adoption subsidy every 5 years and annually, respectively, to determine eligibility for recertification;
19. provision of ongoing reevaluation of each child's pre-existing medical or psychiatric condition at the time of payment request to assure that payment is made appropriately and that all other resources have been explored and ruled out before subsidy funds are be used;
20. initial assessment of each applicant applying for an adoption subsidy to assure that he/she qualifies for services according to the definition of a child with "special needs" as defined by the State and to initiate an Adoption Subsidy Agreement that is effective until the child's 18<sup>th</sup> birthday in accordance with eligibility guidelines;
21. provision or arrangement of a limited number and range of post-adoptive services designed to help retain adoptive homes; specialized recruitment/retention activities by adoptive parent support groups; and
22. maintenance of the Louisiana Adoption Voluntary Registry to facilitate voluntary contact between persons adopted in Louisiana and their birth family members. The following people are eligible to use the registry: an adopted person who is at least 18 years of age, a biological parent, a biological sibling who is at least 18 years of age, a parent or sibling or descendent (or his parent if a minor) of a deceased biological parent, an adoptive parent of a minor adopted child, and an adoptive parent or descendant of a deceased adopted person or his parent if a minor; and
23. maintenance of the centralized adoption file room which includes adoption records of all adoptions confected in the state of Louisiana going back to the 1920's plus records of private agencies/attorneys that have ceased to do business; and provide information from these records as allowed by Louisiana law.

**Federal Goals: III, IV**

**State Objectives:**

1. To provide adoptive services to children available for adoption.
2. To provide reports to the court on adoption petitions filed in the state.

**Eligible Categories WRI:** All children determined by DCFS to be in need of this service

**Method of Delivery:** Direct

## **SSBG Recipient Reporting Class: Children**

### **SERVICE: CHILD PROTECTIVE SERVICES**

*[SSBG Uniform Service Category: Protective Services for Children]*

**Definition:** Protective services for children are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care. Component services or activities may include immediate assessment and intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the child and the family; assessment/evaluation of family circumstances; arranging alternative living arrangement; preparing for foster placement, if needed; and case management and referral to service providers.

Note: The *Louisiana Children's Code* is the legal basis for the State providing this service without the consent of those served.

Service provisions include the assessment of reports alleging abuse or neglect. (NOTE: Effective October 1, 2014 Louisiana no longer utilized a differential response process in its service array. This decision was based on national research findings and the implementation of the Advanced Safety Focused Practice Model.) Reports are accepted based upon the completion of a Structured Decision Making (SDM) assessment tool. Each report must meet four elements including a child under age 18; allegations of abuse/neglect; abuse or neglect by a caretaker and abuse/neglect occurring within a specific timeframe.

#### **Service Activities for Child Protective Services:**

1. assessment of safety and of future risk from child abuse/neglect to the child(ren);
2. medical, psychological, and psychiatric evaluations of both the children and parents, as an integral but subordinate part of this service, when necessary to assess or substantiate the circumstances of abuse, neglect or exploitation or to assess the need for services, and such evaluations are not otherwise available;
3. participation in development and implementation of a time limited service plan, when circumstances warrant, to include prevention services, protective supervision, removal when necessary, and to specify needed services;
4. arrangements for securing and utilizing homemaker services and mental health counseling, therapy and related services as indicated;
5. short term counseling, information, and referral to service agencies that is supportive to the delivery of this service;
6. referrals for ancillary services - Title XIX, Public Assistance, Food Stamps, Social Security benefits, etc.;
7. medical examination and treatment services, when not otherwise available, in emergency situations to alleviate pain and suffering, as an integral but subordinate part of this service; and

8. arrangements for or provision of transportation when necessary to the delivery of this service and not otherwise available.
9. determination as to whether a report is valid; report valid cases to the appropriate district attorney;
10. requests for court intervention to order services/removal of custody in non-emergency cases in which the home situation presents substantial long term risk to the child/children;
11. intervention through request to court for instant order to effect immediate removal of the child/children from the home in emergency cases; placement in licensed shelter care facility or foster home;
12. arrangements for alternative living arrangements with suitable relatives, state approved non-related family (i.e. neighbors) or approved foster family, or residential placement; and short-term voluntary/involuntary emergency shelter care up to 30 days in any six month period when the need is documented by state department personnel (30 days may be consecutive or may accumulated over more than one stay).

**Federal Goal: III**

**State Objective:** To remove, ameliorate, arrest or impede the progression of the conditions that endanger or threaten to endanger children through intervention efforts or through actions to obtain substitute care when necessary

**Eligible Categories:** WRI: All children under 18 years of age and their families, referred for or reported to be in need of this service. Such children and their families are eligible for any other service in this plan when such service is considered by state personnel to be necessary. Although any provider agency may provide services to an identified child protective services case without regard to income, the DCFS has sole responsibility for eligibility determination. Any service provided to such cases by provider agencies must be specifically authorized by DCFS on an individual basis.

**Method of Delivery:** Direct

**SSBG Recipient Reporting Class:** Children

**SERVICE: PREVENTION AND FAMILY SERVICES**

*[SSBG Uniform Service Category: Prevention and Intervention Services]*

**Definition:** Prevention and intervention services are those services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or family violence, or to assist in making arrangement for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation.

**Service Activities:**

1. assessment of family functioning, medical, psychological, and/or psychiatric evaluations of both children and parents, as an integral but subordinate part of this service, when necessary to assess the family's ability to meet the safety and well-being needs of their children;
2. arrangements for securing and utilizing family support services, as indicated by the service plan;
3. participation in family team conferences and/or family team meetings, case reviews, staffings, and court reviews, etc. to determine the continued appropriateness of the case plan;
4. evidence based family focused therapeutic interventions provided to the child or the child's family aimed at ameliorating or remedying personal and/or family problems;
5. arrangement for legal services or actions as need indicates;
6. arrangement for or provision of transportation, in-home based services (IHBS and MST), Family Resource Center services, or other activities necessary to the delivery of family services;
7. develop community awareness of specific problems which have negative impact on children and families; and
8. arrangement for, or provision of, specialized parent training in meeting children's physical and emotional needs;

**Note:** When activities are to develop community awareness, as noted in number 7 above, or services are targeted to groups of parents, as noted in number 8 above, providers may be exempt from individualized case management/eligibility documentation activities. Such providers may be required to submit program narrative reports to DCFS.

**Federal Goals:** II, III, IV

**State Objective:** To provide pre-placement prevention or reunification services to families

**Eligible Categories:** WRI: All individuals determined by state personnel to be in need of this service subsequent to alleged child abuse or neglect or to certain high risk groups. Individuals/families whose need for Family Services is documented by state personnel are also eligible for all other needed services defined in this plan and necessary to the fulfillment of the service plan.

**Method of Delivery:** Direct (including vendor services)

**SSBG Recipient Reporting Class:** Adults and Children

**SERVICE: FOSTER CARE/RESIDENTIAL CARE FACILITIES**

*[SSBG Uniform Service Category: Foster Care Services for Children]*

**Definition:** Foster Care (FC) services for children are those services or activities associated with the provision of an alternative family life experience for abused, neglected or dependent children, between birth and the age of majority, on the basis of a court commitment or a voluntary placement agreement signed by the parent or guardian. Services may be provided to children in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, pre-adoptive homes or supervised independent living situation. Component services or activities may include assessment of the child's needs; case planning and case management to assure

that the child receives proper care in the placement; medical care as an integral but subordinate part of the service; counseling of the child, the child's parents, and the foster parents; referral and assistance in obtaining other necessary supportive services; periodical reviews to determine the continued appropriateness and need for placement; and recruitment and licensing of foster homes and child care institutions.

**Residential Care Facilities** provide care for youth with special needs or who are unable to function successfully in family settings. Many of these individuals have special needs including, but not limited to, physical, mental or neurological conditions, emotional disturbances or behavior disorders.

**Service Activities:**

1. acceptance of custody of children through voluntary agreement, court order or legal surrender in accordance with departmental policy and federal and state law;
2. identification, selection, and arrangements for placement (foster family homes, specialized foster family homes, relative/kinship homes, residential care facilities or other appropriate placement for basic care, required treatment, or transitional services), supervision of placement and planning for discharge or replacement as the need dictates;
3. assessment of the functional capacity of the family and development and implementation of the individual's and family's case/treatment plans based on assessed needs;
4. participation in family team conferences, administrative reviews, court reviews, and permanency hearings for identification of a permanent plan for the child;
5. provision of supportive and concrete reunification services to reduce risk of harm to children and overcome or alleviate circumstances resulting in the child's removal and/or to overcome barriers to the child's return home as resources permit;
6. provision of individual, family, and/or group counseling, when not otherwise available, (including social group therapy, parenting education, etc.) in support of improved functional capacity of the primary client and/or family, foster family, etc.;
7. provision of medical services when not available through Medicaid such as diagnosis, treatment, supervision, prescribed laboratory tests, appliances, aids, supplies, medicine, glasses, and prostheses;
8. provision of assistance in acquiring Medicaid dental and orthodontic care, as an integral but subordinate part of this service, when absolutely necessary to the medical care of the child and not otherwise available;
9. provision of short term room and board not to exceed twelve (12) consecutive months, or short term hospital services, including psychiatric or substance abuse, as an integral but subordinate part of this service, when necessary to the delivery of this service;
10. provision of training or instruction in self-help and daily living skills, adaptive behavior (behavior management, "token economics", etc.), and/or housing assistance to assist individuals to achieve successful independent living and social functioning;



11. provision of educational training opportunities and employment assistance for recipients to include books, supplies, living allowances, and short term room and board, as an integral but subordinate part of this service;
12. provision of clothing when the need arises due to emergencies, unusual situations, and one time needs including graduation clothing and layettes for newborns; provision of an individual's routine clothing needs when approved;
13. recruitment, study, and approval of foster family homes and specialized foster family homes;
14. pre-service and in-service training of foster parents and support of foster parents; training of caregivers in appropriate alternative placements;
15. re-evaluation of foster homes at prescribed intervals;
16. evaluation and supervision of interstate placements under the provisions of the Interstate Compact on the Placement of Children (ICPC);
17. provision of monthly subsidies to approved foster family homes to care for children with special needs, and provision of respite care as needed to afford foster parents and caregivers with temporary relief from their care giving responsibilities as needed to sustain placements and foster home resources;
18. provision of transportation for individual and escort, when applicable, and/or in-home services when necessary to the delivery of this service and not otherwise available;
19. provision of opportunities for school/church/facility activities or other recreation on or off site including field trips, summer camps, vacations, music or dance lessons, and similar activities;
20. maintenance of family ties and involvement in preparation for individuals' return to their own homes or relatives' homes, when applicable;
21. provision of specialized social services for families of children in foster care, including information and referral services to agency programs and community resources, and follow-up on these services;
22. provision of specialized social services designed to meet the particular social/developmental needs of individuals who are blind, deaf, or neurologically disabled;
23. provision of aftercare planning for individuals after departure from placement;
24. provision of opportunities through referral to appropriate state agencies for sheltered employment within facilities and/or in the surrounding community for individuals who cannot function in the competitive job market, or training for individuals to enter the competitive job market;

25. provision of legal services, expert testimony, and initiating court action to support permanency planning.

**Federal Goals:** I, II, III, IV, V

**State Objective:** (Foster Care) To limit the number of children in permanent foster care (over 12 months).

Foster family care is viewed as the optimum placement setting for most children in the foster care system. DCFS utilizes a number of different types of foster homes, including those with special training in the care of children with specific needs or problems. Through the Healthy Louisiana and the Coordinated Systems of Care (CSoc) families may be determined as eligible for Intensive Home-Based Services (IHBS) or Multi Systemic Therapy (MST). These services may be utilized to support and assist foster families in the care of children with special needs or problems. Once the child is assessed and if the assessment indicates those children require a level of therapeutic intervention or behavior management not available in a family setting, they may be placed in residential treatment facilities until they are able to function in a less restrictive setting.

Casework services in the FC Program include assessment and service planning with the child and his family, arrangements for or direct provision of identified services such as counseling, parent education, client advocacy, and assistance in developing financial resources.

**Eligible Categories:** WRI: All individuals determined to be in need of this service by DCFS.

**Method of Delivery:** Direct Purchased: Reportable Unit of Service: One unit per day of placement

**SSBG Recipient Reporting Class:** Children. The term child for reporting purposes is defined to include minor individuals younger than age eighteen and those recipients eighteen years of age.

**SERVICE: INDEPENDENT AND TRANSITIONAL LIVING SERVICES**

*[SSBG Uniform Service Category: Foster Care Services for Children]*

**Definition:** Independent/Transitional Living Services for youth are those services or activities associated with the provision of support, a living arrangement and an alternative family life experience for youth who have been abused, neglected or dependent, and achieve the age of majority in FC. Services are provided to youth in foster family homes, foster homes of relatives, or independent housing arrangements as long as the youth does not reside with the perpetrator of the childhood abuse. Component services or activities may include assessment of the youth's needs, and case management to assure the youth receives proper support, referral and assistance in obtaining other necessary supportive services, and other services including supervision and transportation.

**Service Activities:**

1. identification, application assistance, and arrangements for short term living situation, supervision of living situation and planning for transition to independent youth management of living situation, as the need dictates;
2. assessment of the functional capacity of the youth to include educational/vocational status and reasonable expectation of timely achievement of educational/vocational goals;

3. development and implementation of time limited youth service plan based on assessed needs;
4. arrangements for securing and utilizing support services, as indicated by the service plan along with referrals for ancillary services such as, but not limited to, Title XIX, Public Assistance, Food Stamps, Social Security benefits, educational programs, employment programs, vocational programs, housing services, etc.;
5. Arrangements for or provision of transportation when necessary to the delivery of this service and not otherwise available;
6. provision of short term room and board;
7. provision of opportunities through referral to appropriate state agencies for specialized care placement and/or sheltered employment within facilities and/or in the surrounding community for individuals who cannot function in the competitive job market, or training for individuals to enter the competitive job market;

**Federal Goals:** I, II, III

**State Objective:** To increase the number of youth transitioning successfully from FC to independence.

Family care is viewed as the optimum placement setting for most youth in the foster care system. Youth achieving the age of majority while in FC often require the ongoing support, assistance, and guidance of a family to finalize a secondary education and improve future outcomes in their employment, educational, and living situations. These supportive services are necessary to provide a stable transition into adulthood and independence as well as prevent the return of the youth to a family situation that was never safe enough to manage the care of the youth in their minority. DCFS utilizes a number of different types of settings to provide this ongoing support to youth, including foster parents, relative foster parents and support of the youth in their own living situation. DCFS also works with the OCDD to transition the care of youth who are unable to developmentally accept responsibility for self-care. However, this transition of responsibility can occasionally involve barriers to living opportunities. In these situations DCFS arranges for time limited provision of room and board to support successful transition of the youth.

Casework services include assessment and service planning with the youth; arrangement for provision of room and board, and assistance in developing a resource network for ongoing support in adulthood.

**Eligible Categories:** Youth in high school or working on a GED upon achieving age 18, graduating or earning GED within the SFY within which the youth reaches age 18.

**Method of Delivery:** Direct

**SSBG Recipient Reporting Class:** Youth. The term youth for reporting purposes is defined to include individuals age eighteen who have reached the age of majority in foster care.

**PRIORITIES FOR SERVICE PROVISION:** The state's statutory responsibility and planning for the provision of social services is based on the DCFS mission and LA Revised Statute 36:477.

**DCFS Mission:** “DCFS is working to keep children safe, helping individuals and families become self-sufficient and providing safe refuge during disasters.”

LA Revised Statute 36:477 stipulates that “the Office of Children and Family Services shall perform the services of the state relating to public assistance programs to provide aid to dependent children and to adults, who due to age, disability, or infirmity, are unable to adequately meet their basic needs. It shall also administer the food stamp program, child support programs, establishment of paternity programs, disaster relief grant programs for individuals and families, and such other programs as assigned by the secretary. It shall also conduct disability and other client eligibility determinations, and may conduct medical assistance client eligibility determinations. The office is authorized to enter into interagency agreements with other state agencies to conduct eligibility determinations. The office shall provide for the public child welfare functions of the state including but not limited to prevention services which promote, facilitate, and support activities to prevent child abuse and neglect; child protective services; voluntary family strengthening and support services; making permanent plans for foster children and meeting their daily maintenance needs of food, shelter, clothing, necessary physical medical services, school supplies, and incidental personal needs; and adoption placement services for foster children freed for adoption. It shall also perform the functions of the state relating to the licensing of child care facilities that do not receive federal funds under Title XIX of the Social Security Act and day care centers and agencies. The office shall issue and monitor domestic violence services contracts”.

## CHAPTER IV

### FUNDING RESOURCES

In FFY 2017 Congress appropriated SSBG funds in the amount of \$1.6 billion. Louisiana’s FY 2017 allotment was \$22,870,633; therefore, projected expenditures in FFY 2018 are based on this amount. SSBG funds are available to the state for expenditure in the federal fiscal year appropriated and in the following federal fiscal year.

The appropriation and allocation of funds according to this plan are subject to legislative and gubernatorial approval as well as the availability of federal and state funds. In the event that funds are not available in the amounts anticipated, necessary reductions will be made in the budgeted services outlined in this plan; however, the state will make every effort to spend SSBG funds in the manner outlined in this intended use plan.

The federal fiscal year (October 1 through September 30) and the Louisiana state fiscal year (July 1 through June 30) overlap; therefore, the formula used in estimating funding available for FY 2018 is as follows:

Fourth quarter of FFY 2017 (25% of \$22,870,633)	\$ 5,717,658
First through third quarters of FFY 2018 (75% of \$22,870,633)	\$ 17,152,975
TANF Transfer Funds	\$ 16,397,199
<b>Total</b>	<b>\$ 39,267,832</b>

The following table reflects the anticipated expenditures of SSBG funds by service area for direct and purchased services. The delivery of services derived from multiple funding sources, and the administration of those service programs, are costs to the SSBG.

SERVICE	PROJECTED EXPENDITURES
Adoption	\$2,515,770
Foster Care – Children	\$21,738,803
Prevention/Intervention	\$2,356,070
Independent/Transitional Living Services	\$91,483
Protective Services – Children	\$9,031,601
Administrative Cost	\$3,534,105
<b>TOTAL</b>	<b>\$39,267,832</b>

## **Pre-expenditure Report for FFY 2018**

The following pages contain the FFY 2018 pre-expenditure report and service recipients.

Place pre-expenditure report on this page

Place pre-expenditure report on this page



## **CHAPTER V POST EXPENDITURE REPORTS**

Public Law 97-35, Section 1742 (a), requires that each state's Intended Use Report include a description of how the state has met the goals, objectives, and needs in the use of block grant funds for the previous fiscal year as identified in the previous year's pre-expenditure report.

Section 2006 of the Social Security Act as amended further requires that each state's SSBG post-expenditure report is to provide an accurate description of activities carried out with funds made available (or transferred for use) under Title XX so as "to secure a complete record of the purposes for which funds were spent" in a manner consistent with the pre-expenditure report. Section 607 of the Family Welfare Reform Act of 1988 amended Section 2006 to add additional specifications for the contents of SSBG post-expenditure reports and changed the frequency for reporting from biennially to annually.

The annual report for services funded by the SSBG for fiscal year 2016 can be found on the next page of this report. The spreadsheets list the following: the type of service provided; the number of clients (adults and children) who received the service; the amount of the expenditure; and whether the service was provided by public or private means.

The following pages contain the FFY 2016 post-expenditure report and service recipients.

Place post expenditure report on this page

Place post expenditure report on this page

## **CHAPTER VI**

### **PUBLIC REVIEW PROCESS**

Notice of the public hearing and the availability of the SSBG Intended Use Plan were made available for public review on the DCFS website at <http://www.dcf.state.la.us>. Notice of the public hearing was also published in the Potpourri section of the Louisiana Register on March 20, 2017. All interested persons were afforded an opportunity to submit written comments on the proposed plan to the DCFS Child Welfare Administrator, P.O. Box 3318, Baton Rouge, LA 70821. Additionally, copies for public review were available at DCFS State Office, 627 North 4<sup>th</sup> Street, Baton Rouge, LA between the hours of 8:30 a.m. and 4:00 p.m. on weekdays. When requested, copies were also mailed to those individuals who telephoned or wrote DCFS requesting a copy.

### **PUBLIC HEARING**

The public hearing was held on May 3, 2017 at 10:00 a.m. at the Department of Children and Family Services located in the Iberville Building at 627 North 4<sup>th</sup> Street, Room 1-129, in Baton Rouge, Louisiana. Hearing officer Paula F. Murphy presided and recorded the hearing.

Bridget S. Clark served as the DCFS representative. No members of the public were present.

**Public Notice  
Louisiana Register/  
POTPOURRI**

**Department of Children and Family Services  
Division of Programs**

Social Services Block Grant Intended Use Report

The Department of Children and Family Services (DCFS) announces opportunities for public review of the state's pre-expenditure report on intended uses of social services block grant (SSBG) funds for the state fiscal year (SFY) beginning July 1, 2017, and ending June 30, 2018. The proposed SFY 2017-2018 SSBG intended use report has been developed in compliance with the requirements of section 2004 of the Social Security Act (SSA), as amended and includes information on the types of activities to be supported and the categories or characteristics of individuals to be served through use of the state's allocation of SSBG funds. Section 2004 of the SSA further requires that the SSBG pre-expenditure report shall be "made public within the state in such manner as to facilitate comment by any person." The DCFS, as the designated state department, will continue to administer programs funded under the SSBG in accordance with applicable statutory requirements and federal regulations. The DCFS, Child Welfare Section (CWS) will be responsible for provision of social services, by direct delivery and vendor purchase, through use of SFY 2017-2018 SSBG expenditures for adoption, child protection, family services, and foster care/residential care services.

Louisiana, through DCFS/CWS, will utilize its allotted funds to provide comprehensive social services on behalf of children and families in fulfillment of legislative mandates for child protection and child welfare programs. These mandated services, and certain other essential social services, are provided without regard to income (WRI) to individuals in need. Individuals to be served also include low-income persons as defined in the intended use report who meet eligibility criteria for services provided through SSBG funding.

**Services designated for provision through SSBG funding for SFY 2017-2018 are:**

- A. adoption (pre-placement to termination of parental rights);
- B. child protective services including assessment, evaluation, social work intervention, shelter care, counseling and referrals for child abuse/neglect reports;
- C. family services (social work intervention subsequent to validation of a report of child abuse/neglect, counseling to high risk groups);
- D. foster care/residential care services (foster, residential care, and treatment on a 24-hour basis).

Definitions for the proposed services are set forth in the intended use report.

**Persons eligible for SSBG funded services include:**

- A. persons WRI, who are in need of adoption services, child protection, family services, and foster care/residential services;
- B. individuals WRI who are recipients of Title IV-E adoption assistance;
- C. recipients of supplemental security income (SSI) and recipients of Temporary Assistance for Needy Families (TANF) and those persons whose needs were taken into account in determining the needs of TANF recipients;
- D. low-income persons (income eligible) whose gross monthly income is not more than 125 percent of the poverty level. A family of four with gross monthly income of not more than \$2050 would qualify as income eligible for services;
- E. persons receiving title XIX (Medicaid) benefits and certain Medicaid applicants identified in the proposed plan as eligible groups.

Post expenditure reports for the SSBG program for SFY 2016 are included in the SSBG intended use report for SFY 2017-2018. Free copies are available by telephone request to (225) 342-341-7319 or by writing to the Administrator, Child Welfare Services, P.O. Box 3318, Baton Rouge, LA 70821.

The report is available for public review online at: <http://www.dss.state.la.us/index.cfm?md=pagebuilder&tmp=home&pid=131>, then select the 2016-2017 SSBG link. Inquiries and comments on the plan may be submitted in writing to the DCFS, Attention Administrator, Child Welfare Services, P.O. Box 3318, Baton Rouge, LA 70821. The deadline for receipt of written comments is May 3, 2017 at 4 p.m.

All interested persons will have the opportunity to provide comments and/or recommendations on the plan, orally or in writing, at a public hearing scheduled for May 3, 2017 at 10 a.m. in Room 1-129 of the Iberville Building located at 627 North Fourth Street, Baton Rouge. Individuals with disabilities who require special services should contact the Bureau of Appeals at least seven working days in advance of the hearing. For assistance, call (225) 342-4120 (voice and TDD).

Marketa Garner Walters  
Secretary

## **APPENDIX A**

### **NON-DISCRIMINATION IN SERVICE DELIVERY TITLE VI OF THE CIVIL RIGHTS ACT**

The DCFS reaffirms its policy for the Equal Delivery of Services and will administer all programs and conduct its business, either directly or indirectly, or through contractual or other arrangements, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), Title 45 of the Code of Federal Regulations, Part 80, as amended through July 5, 1972, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 706), and the Agency's Statements of Compliance.

No person shall on the grounds of race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity conducted in this agency. The DCFS will take appropriate action to ensure that the above will be implemented at all levels of administration.

The DCFS Secretary has overall responsibility for the policy and program development under Title VI of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973. Responsibility for the coordination and implementation has been placed with the DCFS Civil Rights Bureau.

Any person who believes that he or she or any specific class of persons has been subjected to discrimination covered by Title VI of the 1964 Civil Rights Act or Section 504 of the Rehabilitation Act of 1973, as amended, may without fear of reprisal or coercion, file a written complaint with the DCFS Civil Rights Bureau at 627 North 4<sup>th</sup> Street, Baton Rouge, Louisiana 70801, or the federal office for Region VI, Office for Civil Rights, 1301 Young Street, Suite 1169, Dallas, Texas 75202 or call (214)767-4506.

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I apply.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub recipients or subcontractors in covered workplaces).

#### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

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

Place of Performance (address, city, county, state, zip code)

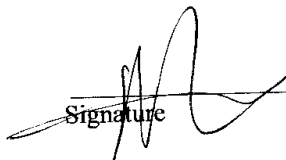


Louisiana Department of Children and Family Services, 627 North 4<sup>th</sup> Street, Baton Rouge, LA 70821

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

Alternate II. (Grantees Who Are Individuals)

- (a) the grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant. [55 FR 21690, 21702, May 25 1990]

  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Secretary  
Title

Louisiana Department of Children and Family Services  
Organization

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

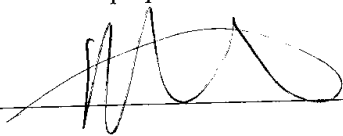
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

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

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion—Lower Tier Covered Transactions

- (1) the prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

  
\_\_\_\_\_  
Signature

Secretary \_\_\_\_\_

Title

Louisiana Department of Children and Family Services

Organization

### CERTIFICATION REGARDING LOBBYING

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

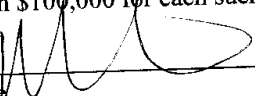
(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature 

Secretary

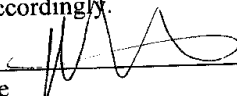
Title

Louisiana Department of Children and Family Services  
Organization

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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

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

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Secretary  
Title

Louisiana Department of Children and Family Services  
Organization