

THE CHILD CARE FUND HANDBOOK

DEPARTMENT OF HUMAN SERVICES
FEDERAL COMPLIANCE DIVISION
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CHILD CARE FUND HANDBOOK

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INTRODUCTION TO THE CHILD CARE FUND

The Child Care Fund (CCF) is a collaborative effort between the state and county circuit courts¹ which supports programs that serve neglected, abused and delinquent youth in Michigan. It originated in 1955 with a series of “Foster Care Bills” designed to improve care for children under the jurisdiction of the juvenile courts by allowing the State to participate in cost sharing with the counties.² Between 1980 and 1997 the State placed an annual cap on the amount of CCF reimbursement available to each county circuit court. The State would match county circuit court expenditures up to a fixed dollar amount and any expenses beyond that limit were the county circuit court’s responsibility. In 1997, the Michigan Supreme Court ruled the CCF cap illegal under Article IX, section 29 of the Michigan Constitution, commonly known as the maintenance-of-support clause of the “Headlee Amendment”.³ As a result, the cap was removed and the State began to reimburse counties 50% of all eligible CCF expenses. It is because of this ruling that the CCF has grown from a relatively small funding source to the largest funding source for Court Wards throughout the State.

Initially, CCF assistance was limited to youth in out-of-home placements such as foster homes or county-operated facilities. In recent years, the CCF has added the ability to fund In-Home Care (IHC) services. These programs have a goal to provide necessary services while allowing children to remain in their own homes. IHC efforts may also focus on early reunification for youth already in out-of-home placements. IHC permits a large degree of county circuit court initiative and control. As a result, a wide variety of creative services have been approved for funding by the State CCF office. IHC programs may include job skills training, intensive probation, community wraparound, mentoring, family counseling, electronic tether, alternatives to detention, and many other community-based services.⁴ These community-based programs have provided many youth and their families with the benefit of a more stable environment and have also reduced the need for expensive institutional placement.

While some specialized services and security can only be provided in a residential setting, the CCF continues to fund out-of-home placements, where appropriate. If the safety of the youth, the youth’s family, or the community is at risk, then an out-of-home placement may be required. The CCF

¹ The county CCF is funded through county general funds and managed by the County Circuit Court. If the County DHS sub-account option is utilized, it is also run through the circuit court. County circuit court oversees the fiscal responsibility and program development, execution and management of the programs related to the CCF.

² The bills and statutes that govern the Child Care Fund are given below in PART 1: STATUTORY CASE LAW AND REGULATORY AUTHORITY.

³ Based on Supreme Court Decision in *Oakland County v Michigan*, 456 Mich 144; 566 NW2d 616 (1997) the 1980 Amendment to the Social Welfare Act which limited the State reimbursement to the amount appropriated by the legislature was found to violate of the Headlee amendment. The State reimbursement from the Child Care Fund was returned to 50% without cap.

⁴ See detailed requirements on reimbursable expenditures for eligible IHC programs on page 15.

reimburses for a variety of out-of-home placements including foster homes, county-operated detention facilities, and other private child caring institutions.

Whether providing in-home or out-of-home care, the programs supported by the CCF are designed and administered by Michigan's county circuit courts, local DHS offices and tribes. The services are created and paid for by county circuit court funds based on the needs of the community. Services are then submitted for reimbursement to the State CCF office, which is part of the DHS Children's Services Administration.

To be eligible to receive CCF reimbursement, each county circuit court must submit an annual plan and budget to the State. The budgets are reviewed and approved by the CCF office. Each county circuit court must submit a detailed list of the services they wish to provide, a projection of anticipated expenditures, descriptions of services to be provided, data analysis of the previous year's youth served and previous year's fiscal spending. Each county circuit court must participate in periodic on-site monitoring reviews by the Child Care Fund Monitoring Unit (CCFMU) staff to assure that program expenditures comply with CCF rules and policy. To be eligible for reimbursement, IHC programs must serve youth who are category I, II or III neglect/abuse cases or delinquent youth for whom a petition has been accepted by the court. The youth must be at risk of being placed out-of-the-home or have a goal of early return from placement.

PART 1: STATUTORY CASE LAW AND REGULATORY AUTHORITY

Statutes, Case Law and Regulations related to the Child Care Fund

A. State Statutes

a. The Social Welfare Act:

- i. MCL 400.117a: <http://legislature.mi.gov/doc.aspx?mcl-400-117a>.
- ii. MCL 400.117c: <http://legislature.mi.gov/doc.aspx?mcl-400-117c>.
- iii. MCL 400.117g: <http://legislature.mi.gov/doc.aspx?mcl-400-117g>.
- iv. MCL 400.73a: <http://legislature.mi.gov/doc.aspx?mcl-400-73a>.
- v. MCL400.74: <http://legislature.mi.gov/doc.aspx?mcl-400-74>.

b. The Probate Code:

- i. MCL 712A.2: <http://legislature.mi.gov/doc.aspx?mcl-712A-2>.
- ii. MCL 712A.25: <http://legislature.mi.gov/doc.aspx?mcl-712A-25>.
- iii. MCL 710.29: <http://legislature.mi.gov/doc.aspx?mcl-710.29>.

c. Michigan Children's Institute Act MCL 400.207:

- i. <http://legislature.mi.gov/doc.aspx?mcl-400-207>.

d. Child Care Organization Law MCL 722.111 et al:

- i. <http://legislature.mi.gov/doc.aspx?mcl-act-116-of-1973>.

e. Youth Rehabilitation Services Act MCL 803.302

- i. <http://legislature.mi.gov/doc.aspx?mcl-803-302>.

B. Applicable Administrative Codes

<http://www7.dleg.state.mi.us/orr/AdminCode.aspx?admincode=Department&Dpt=HS>

a. Department of Social Services Office of Children and Youth Services, Child Care Fund R400.2001 – 400.2049.

b. Department of Human Services Administrative Rules for Licensing for Child Care Institutions and Child Placing Agencies R 400.12101 – 400.12713.

- c. Department of Human Services Administrative Rules for State Juvenile Wards R400.321 – 400.371.
- C. Yearly DHS Fiscal Budget Boiler Plate

For a website link to the current state budget, contact a Child Care Fund Monitoring Unit analyst.
- D. State Court Administrative Office
 - a. Juvenile Court Standards and Administrative Guidelines for the Care of Children.
- E. Accounting Principles, Office of Management and Budget Circular A-87
 - a. http://www.whitehouse.gov/omb/circulars_a087_2004.

PART II: FISCAL FACTORS

A. Reimbursement Formula

The state reimburses the county circuit court/tribe 50% for all approved expenditures of eligible child care services.⁵ Only costs as incurred by county, not estimated nor future expenditures, and as defined in this handbook, which are related to the treatment of Child Care Funded (CCF) youth, are allowable for reimbursement. Any expenditure made by the County Child Care Fund cannot originate with the federal government or be used by the County Court as match for any other federal grant. Costs, eligibility and services must be documented to be subject to reimbursement. The State reimburses the county circuit court/tribe 50% for all expenditures that:

- a. have been approved in the annual plan and budget;
- b. comply with the basic allowable cost guidelines; and
- c. relate to services for clients who meet the eligibility requirements of each program.

Federal or State funds, including Federal and State grants, cannot be deposited into the Child Care Fund as matchable expenditures. See appendix B for reporting of funds on the Annual Plan and Budget.

Foster care during the period of appeal after parental rights release and approved Basic Grant (BG) services (described below) are 100% reimbursed by the state.

B. Accounting Procedures for the Child Care Fund

Accounting procedures for the CCF are contained in the Accounting Procedures Manual for Local Units of Government in Michigan issued by the Department of Treasury.⁶ All local units of government in Michigan are required to use the Uniform Chart of Accounts for Counties and Local Units of Government in Michigan, which was developed under the authority of Public Act 2 of 1968, as amended (MCL 141.421); and Public Act 71 of 1919, as amended (MCL 21.41-55) (Michigan Department of Treasury, Local Audit and Finance Division, 2007).⁷

⁵ Based on Supreme Court Decision in *Oakland County v Michigan*, 456 Mich 144; 566 NW2d 616 (1997) the 1980 Amendment to the Social Welfare Act which limited the State reimbursement to the amount appropriated by the legislature was found to violate of the Headlee amendment. The State reimbursement from the Child Care Fund was returned to 50% without cap.

⁶ Accounting Procedures Manual for Local Units of Government in Michigan online:
http://www.michigan.gov/documents/treasury/AccountingProceduresManual_202967_7.pdf

⁷ Or applicable updated manual, as updated by the Department of Treasury.

Cost principles, as well as allowable and unallowable costs shall follow the Office of Management and Budget Circular A-87 (OMB Circular).

The Department of Human Services Accounting Manual (DHS ACM 504) provides instructions for accounting procedures applicable to the DHS sub-account.

C. The Juvenile Justice On-Line Technology (JJOLT) Process

To be eligible for CCF reimbursement, each county circuit court/tribe must submit an Annual Plan and Budget (AP&B) on or before October 1. The AP&B and monthly expenditure reports must be completed in the JJOLT System. The JJOLT System is a web-based, secure, encrypted program accessible only with a user ID and password provided by the JJOLT Security Administrator. JJOLT allows the courts, tribes and DHS offices to complete a budget, amend an approved budget as well as search for clients within a county circuit court/tribe. The forms are electronically generated and approved by the county circuit court or tribe. The forms are then submitted to, reviewed and approved by the Child Care Fund Monitoring Unit (CCFMU) Specialist and CCFMU supervisor.⁸

Complete instructions on how to enter a budget and/or amendments into the JJOLT System are available, by request, from a CCFMU specialist; although classroom training in the JJOLT System is recommended. Expanded instructions on creating and submitting JJOLT forms can be found in the appendices of this handbook.

The online budget documents consist of seven forms to be completed in the Juvenile Justice On-Line Technology (JJOLT) system.⁹ As forms are entered into the JJOLT System, all calculations will be automatically carried through to other forms in the system. Forms must be completed in the order below to avoid complications and the need to recreate the form(s).

1. In-Home Care/Basic Grant Program/Budget Detail Report & Request (DHS-2094/4471).
2. In-Home Care Summary (DHS-2093).
3. Basic Grant Summary (DHS-2095), if applicable.
4. County Child Care Budget Summary (DHS-2091).
5. In-Home Care Certification (DHS-167).
6. Basic Grant Certification (DHS-168), if applicable.

⁸To complete a budget in the JJOLT System, a JJOLT user ID and password must first be created. Contact the JJOLT helpdesk to obtain access to JJOLT (517-335-3537).

⁹Line-by-line instruction to complete each form is provided in the corresponding appendices.

7. Child Care Fund Package Approval.

The county circuit court AP&B is complete when all JJOLT forms have been created, completed, submitted and approved online at the county circuit court/tribal level and original documents are received by the CCFMU.

In addition to the above online documents, the following original documents are due to the CCFMU on or before October 1:

1. DHS-2091.
2. DHS-167.
3. DHS-168 (if applicable).
4. Cost allocation plan (if indirect costs are claimed).
5. Descriptions of county-operated facilities.
6. Current county contact information.
7. Chart of accounts (including descriptions and coding).
8. Employee activity certification (see appendices J and K).

Once proper documentation is received by the CCFMU, a specialist will start the review process. Program(s) or budget(s) requiring additional information or information to be edited will be returned to the county circuit court/tribe/local DHS via the JJOLT system and marked "returned for edit". The county circuit court/tribe/local DHS will be required to make corrections and/or additions, reapprove the form and alert the specialist the form has been completed.

After the CCFMU specialist has approved the budget, it will be submitted to the CCFMU manager for final approval.

Final approval by the CCFMU manager will be completed by December 15 provided all documents have been properly submitted.

Monthly reimbursement may begin following final approval.

All expenditures should be placed on the correct line of the DHS-207/DHS-206B to ensure accuracy of expenditure reports for statistical purposes. Both the DHS-207 and DHS-206B need to be approved by the CCFMU specialist in order for payment to appear on the chargeback report. If only one has been approved for a given month, payment will be withheld until both forms have been properly submitted and approved on JJOLT.

PART III: COUNTY-, COURT- OR DHS-OPERATED FACILITIES

A. County-, Court- or DHS-Operated Institution

A description of county-operated institutional facilities (for example: treatment, secure detention, group homes, multi-purpose facility) must be included with the AP&B and articulate the following:

- a. How the institution fits into the total foster care delivery system.
- b. Intake and release criteria.
- c. Program description.
- d. Financing and bed capacity.
 - i. Detailed per diem.
 - ii. Detailed subsidy.
- e. Written assurance that the institution workers will be under contract with the county circuit court/tribe.

If a county/tribe, court or DHS operates a facility that is used for Child Care Fund (CCF) reimbursable and non-CCF reimbursable services (for example: to house probation staff or court rooms), a description of the formula that is used to prorate the CCF costs for operating the facility is also required (for example: fuel, electricity, maintenance).

Each of these original documents must be submitted with the AP&B to the CCFMU.

B. Group and Shelter Home Programs in Licensed Family Homes

A description of group or shelter home(s) within a licensed family foster home must be included with the AP&B. The description must include the following:

- a. How the family foster care licensed group/shelter home program fits into the total foster care delivery system.
- b. Intake and release criteria.
- c. Program description.
- d. Financing and bed capacity.
 - i. Detailed per diem.
 - ii. Detailed subsidy.

- e. Written assurance must be provided that the foster parent(s) will be under contract with the county circuit court/tribe.

PART IV: REPORT PROCEDURE

Actual expenditures should be placed on the correct line of the DHS-207/DHS-206B to ensure accuracy of expenditure reports for statistical purposes. Both the DHS-207 and DHS-206B need to be approved by the CCFMU specialist in order for payment to appear on the chargeback report. If only one has been approved for a given month, payment will be withheld until both forms have been properly submitted and approved on JJOLT.

A. Form DHS-207

The form for reporting **court Child Care Fund expenditures** is the Department of Human Services (DHS)-207. In order for funds to be reflected on the monthly chargeback, this report must be submitted and approved in the Juvenile Justice On-Line Technology (JJOLT) system by the 15th day of the month.¹⁰

Attach the following monthly supporting documents prior to submittal:

1. Summary General Ledger (for the time period covered by the DHS-207).
2. Detailed General Ledger (for the time period covered by the DHS-207).
3. Monthly case listing for each CCF funded program (institutional, foster care, in-home care, and independent living) identified by provider, youth name or number, dates in and out of program, and case worker.

The DHS-207 requires the judge to approve the form by entering the judge's JJOLT password into the signature line on the JJOLT system.

Reports submitted after the 15th will not be processed for payment until the following month.

B. Form DHS-206B

The form for reporting **local DHS Child Care Fund expenditures** is the DHS-206B.

The county indicates who is responsible for completing this form. It can be completed by either the Accounting Service Center, DHS central office Child Care Fund/Chargeback Clerk, a county court employee or by the county DHS. Approval of the DHS-206B will be by the local DHS director, the Business Service Center Director or the DHS central office Child Care Fund/Chargeback Clerk.

Attach the following monthly supporting documents prior to submittal:

¹⁰ Counties are to create and approve a report for each month; even if there were no expenditures in the given month.

1. Summary General Ledger (for the time period covered by the DHS-206B).
2. Detailed General Ledger (for the time period covered by the DHS-206B).
3. Monthly case listing for each CCF funded program (institutional, foster care, in-home care, and independent living) identified by provider, youth name or number, dates in and out of program, and case worker.

Based on who completes and submits the DHS-206B, the local DHS director may be required to approve the form. This is done by entering the director's JJOLT password into the signature line online. A check mark should be put into the box preceding the CCFMU specialist's email address.

The addendum form DHS-3508 with the In-Home Care and Basic Grant expenditures is to be submitted to:

Reconciliation and Recoupment
Michigan Department of Human Services
235 South Grand Avenue, Suite 1014
Grand Tower
P.O. Box 30037
Lansing, MI 48909

For line-by-line instructions on how to complete each form, see corresponding appendix.

PART V: ELIGIBILITY OF EXPENDITURES

To be eligible for Child Care Fund (CCF) reimbursement a county circuit court/tribe shall submit an Annual Plan and Budget (AP&B) which conforms to the requirements established in published policies and procedures including the Office of Management and Budget Circular A-87 (OMB Circular).

Actual expenditures incurred by the court, tribe or Department of Human Services (DHS) sub-account must meet the following criteria to receive reimbursement:

1. The supervision of the child in an out-of-home placement is conducted by personnel from an approved child care placing agency, or the treatment is part of an approved In-Home Care (IHC) or Basic Grant (BG) component.
2. The treatment or placement is ordered by the court and the child is supervised by the court, tribe or DHS, or the treatment or placement is voluntary and all the following provisions apply:
 - a. The age of the youth meets state requirements:
 - i. Not more than 21 years of age for Neglect/Abuse or Dual Ward.
 - ii. Not more than 20 years of age for Delinquency youth.
 - b. A written agreement is signed by the youth's parent(s)/legal guardian(s)/custodian(s).
 - c. The parent(s)/legal guardian(s)/custodian(s) will cooperate with financial reimbursement.
 - d. Financial need is not the sole reason for out-of-home care.
 - e. All expenditures shall provide a direct service and be case specific, identifiable to an individual child and shall not be for judicial cost or administrative cost.
 - f. The CCF expenditure cannot be for a service covered by other public dollars.

A. Reimbursable Expenditures

IHC reimbursements for program and administrative office space, county circuit court/tribal purchased supplies, salaries and wages for county circuit court/tribal employees who provide direct services or support for these services are subject to CCFMU Rules and Policies. Expenditures must adhere to standards of practice established in the OMB Circular.

IHC programs may use non-scheduled payments in support of probation services, which can be shown by the county circuit court/tribe to have a relationship between those payments and the days of out-of-home care in the county circuit court/tribe. These non-scheduled payments are not allowable if paid for basic family needs otherwise available through public assistance programs.

Expenditures by the county circuit court, and/or the tribal/county DHS which may be reimbursable include, but are not limited to, the following:

- a. Care or services for youth whose primary funding source is Title IV-E if Title IV-E funding does not cover the specific need.
- b. Care or services under Foster Care, Institutional Care, Independent Living and IHC as described in the county circuit court/tribe AP&B.
- c. Approved BG services.
- d. Expenditures from the DHS sub-account for voluntary foster care.
- e. Operating costs for county-operated child care facilities (when directly related to child care).
- f. All property or equipment having a unit cost of less than \$500. A unit is determined by common catalog definition. If an item is commonly displayed in supply catalogs as a functional whole, the functional whole will be considered the unit even though component parts may be displayed in the same catalog.
- g. Indirect costs for Child Care Funded personnel – provided the county circuit court/tribe has submitted to the CCFMU a copy of the county circuit court/tribe cost allocation plan or indirect cost rate plan. The plan must demonstrate that these indirect costs are equitably and reasonably shared among all county circuit court/tribal departments.
- h. Equipment charged for on the basis of use (for example: phone service by number of calls or lines used, duplication equipment by the copy and transportation by the mile) – provided the costs do not exceed \$500 annually or the average use or lease costs for similar equipment within the locality.
- i. Costs for depreciation or amortization for equipment (which is not a permanent part or necessary for the use of the building). The costs must be part of the user fee and not exceed the average use or lease costs for similar equipment within the locality.
- j. Transportation costs relating directly to the operation of a county-operated facility and the provision of service to youth in placement. This may include the costs of transporting youth for the purpose of judicial proceedings.
- k. Medical, dental, psychological, and psychiatric services which are not covered by another funding source.
- l. Salaries and fringes of personnel who devote their time to the operation of the facility and facility personnel who continue to provide services to a youth during the 90-day transition period after the youth has left the institutional placement for another out-of-

home placement. Prorated salaries and fringes for facility support staff in areas such as clerical, maintenance and other support activities – provided an Employee Certification Form (appendices J and K) and a clear audit trail is maintained to document and verify the prorated amount.

- m. Costs of providing education when it is documented that the service is not available through the public school system and the CCF is the funding source of last resort. Documentation will need to be provided at time of on-site monitoring review.
- n. Costs of standard staff training for Child Care Funded staff and in-service education as part of an IHC component or court-operated facility (excluding tuition grants or scholarships for college credit).
- o. Cost of meals furnished to staff that are on duty and assigned responsibilities for the supervision and care of the youth during facility meal time.
- p. Drug screens for youth and/or parents if the testing is part of the youth or parent's treatment plan and is authorized in an approved IHC component.
- q. The costs of required birth certificates for court wards.
- r. Expenditures made from the CCF for youth committed to the DHS under Public Act 150 and Public Act 220 for approved IHC components.

B. Indirect Costs

Counties/Tribes choosing to receive reimbursement under the CCF for indirect costs must submit, with the Annual Plan and Budget, a copy of the county circuit court/tribal-wide cost allocation plan or indirect cost rate plan. The plan must apply to all county circuit court/tribal offices and must be annually certified. For reimbursement of indirect costs in an IHC program, the eligible centralized costs identified in the county circuit court/tribal-wide plan shall be divided equally by the number of county circuit court/tribal employees and then multiplied by the number of full-time equated employees being billed to the CCF IHC program(s) and reported accordingly on each program.

Reimbursable indirect costs include the costs of supporting county circuit court/tribal employees funded by the CCF. Employees funded under the CCF include those employees of the county circuit court/tribe that devote their time to the operation of a detention facility which is funded under the CCF or employees which are billed in whole or in part to an IHC component approved by both the county circuit court/tribe and the State. As with wages of county circuit court/tribe employees participating in the CCF programs and facilities, indirect costs can be prorated provided an Employee Certification Form (appendices J and K) and a clear audit trail is maintained to document and verify the prorated. All indirect costs must be for expenses that are not prohibited for reimbursement from the CCF.

C. Non-Reimbursable Expenditures and Unallowable Costs

Costs incurred by the county circuit court, county DHS or tribe are unallowable and cannot be charged to the CCF if they meet any of the definitions below:

- a. Cost incurred is unreasonable or unnecessary.
- b. Cost not included in the approved budget.
- c. Cost is allowable and/or payable by other funding sources.

Expenditures by the county circuit court, county DHS or tribe which are not reimbursable from the CCF as a direct or indirect cost based on department policy and which should not be reported on the DHS-207 or DHS-206B monthly reports include, but are not limited to, the following:

- a. Advertising/marketing costs.
- b. Advisory councils as part of a judicial procedure.
- c. Alcoholic beverages.
- d. Any property, building or equipment having a unit cost of \$500 or more. Exceptions are made for short-life items (for example: mattresses, box springs, linen, and materials – such as paper- which is depleted through distribution). The purchased items must be directly related to the provision of child care.
- e. Audit costs and related services.
- f. Bonding costs of county employees.
- g. Communication costs/public notices.
- h. Competency exams and mental health services intended to restore the juvenile to competency and allow him/her to be subject to adjudication.
- i. Cost of care in a county jail or other places of detention as defined in MCL 712A.16 (<http://legislature.mi.gov/doc.aspx?mcl-712A-16>).
- j. Cost of caring for youth determined to be developmentally delayed, cognitively impaired or mentally ill under the court's probate powers (but not wards of the Family Division of the Court) and placed in foster care while awaiting admission to a state institution.

- k. Court expenses for adjudication (for example: ad litem costs, attorney fees, legal advertisement costs, psychological evaluations for the child and/or family, transportation) or expenses considered court administrative costs.
- l. Defense or prosecution of criminal and civil proceedings, claims, appeals, and patent infringement.
- m. Depreciation and use allowances.
- n. Depreciation or amortization for property, building, or permanent/fixed equipment (for example: heating, cooling, plumbing), whether charged direct or as part of a use fee.
- o. Direct rental or lease costs of individual equipment items of \$500 or more annually.
- p. Equipment and other capital expenditures over \$500.
- q. Expenditures deemed unallowable per DHS policy.
- r. Expenditures from the county general fund.
- s. Expenditures from the court sub-account made by request of the Friend of the Court for youth of divorced parents ordered into the custody of a third party by the Circuit Court.
- t. Expenditures in excess of the DHS established rate for family foster care, unless an exception has been properly approved by the county DHS Director.
- u. Expenditures made from the CCF for youth committed to the DHS under Public Act 150 or Public Act 220 for foster care, institutional care, community justice centers, shelter homes, residential care centers, training schools, youth camps, and/or independent Living.
- v. Expenditures of federal funds.
- w. Fines and penalties.
- x. Fund raising and investment management costs.
- y. Gifts, plaques and/or recognition dinners for staff, foster parents and/or volunteers.
- z. Goods or services for personal use.
- aa. Housing and personal living expenses.
- bb. Judicial expenditures approved and paid for by the court (for example: prosecution costs, judicial, clerical, support staff, court reporter wages and fringe benefits, court

appointed attorney fees, filing fees, process of service fees, copies, and any other service or good typical to running a court or conducting normal judicial functions, such as administration, adjudications, trials, hearings).

- cc. Labor relations costs.
- dd. Landscape costs and maintenance.
- ee. Lobbying.
- ff. Maintenance and repair costs which exceed \$500 annually.
- gg. Publication and printing costs for information directed to the public.
- hh. Rearrangement, alteration and reconversion costs.
- ii. Recruiting or relocation costs of employees.
- jj. Rental costs for building(s) and equipment that are county-owned.
- kk. Rentals or leases of property and buildings for private agencies outside of contracted or per diem cost.
- ll. Repair, construction, or remodeling involving a county owned building or property that have a combined material and labor costs of \$500 or more that adds to the value of the building.
- mm. Royalties and other costs for use of patents and copyrights.
- nn. Salaries of employees not included in an approved IHC component, salaries, fringes and administrative expenses of court personnel that is not included in an approved IHC component or county-operated facilities and supplement to County Juvenile Officer salary and/or benefits.
- oo. Supplement to RDSS rates with anything other than BG funding.
- pp. Taxes (other than payroll).
- qq. Termination costs and severance pay.
- rr. Tuition at a school funded by the state per diem rate or at a private or parochial school.

PART VI: IN-HOME CARE

The In-Home Care (IHC) option is intended to provide, within the youth's home, early intervention to treat youth who are within or likely to come within the jurisdiction of the family court for out-of-home placement for the problems of delinquency or neglect and/or those affecting a youth's early return to his or her home from family foster care or institutional care.

Authorizations for state reimbursement for IHC expenditures are subject to the determination of the Child Care Fund Monitoring Unit (CCFMU) and approved in the Annual Plan and Budget (AP&B).

Contractors and sub-recipients used in an IHC program must comply with CCF rules and policy.

A. Eligibility for the use of the In-Home Care Option

1. Youth who are within or likely to come within the jurisdiction of the family court and have been submitted to the CCFMU on the Annual Plan and Budget (AP&B) are eligible for IHC services if:
 - a. Such care is an alternative to out-of-home care and:
 - ii. Written complaint has been received and accepted by the court.
 - iii. The expenditures are not for judicial costs.
 - iv. Services are intensive (weekly face-to-face contact between youth and service provider) and the caseload size of the staff is less than 1:20.
 - v. Non-scheduled payments are not made to pay for basic family needs otherwise available through other funding sources.
 - vi. The parent(s)/guardian(s)/custodian(s) and the youth have agreed, in writing, to receive IHC services, or a temporary order has been entered placing the child in IHC pending an adjudication hearing.
 - b. Such care is provided to youth who are ordered into IHC at the dispositional hearing as an alternative to out-of-home care, and:
 - vii. The expenditures are not for judicial costs.
 - viii. The services are intensive and do not duplicate existing services.
 - ix. Non-scheduled payments are not made to pay for basic family needs otherwise available through public assistance programs.
 - c. Such care is an option used to accelerate the early return of youth from family foster care, institutional care, or other out-of-home care, and:

- x. The case plan identifies an early return goal.
- xi. The services are provided to members of the child's family.
 - 1. IHC services may be provided to the family during the time that the youth is in placement.
 - 2. Services may be continued after the family is reunified.
- 2. The County Department of Human Services (DHS) may provide IHC services from its sub-account for delinquency and Category I, II and III Children's Protective Services (CPS) (or equivalent in tribal law) cases, provided that:
 - a. The IHC service is ordered as an alternative to out-of-home care; or
 - b. IHC services prevent the need to petition the juvenile court for removal or prevent placement in voluntary foster care; or
 - c. Services accelerate an early return home and services are directed at the family, parent(s), and guardian or anticipated permanent placement for the youth; **and**
 - d. Non-scheduled payments are not made to cover basic family needs otherwise available through public assistance programs.

B. Eligibility of Court Staff Supporting an Approved IHC Program

Court staff hired after 10-1-1980, who are responsible for case plan development and monitoring must meet the qualifications established in the Juvenile Court Standards and Administrative Guidelines for the Care of Children. The following positions are included:

- a. Supervisory personnel.
- b. Probation officers.
- c. Counselors.

C. Case Record Documentation Requirements

Individual case record documentation is required for all IHC clients. A caseload list is required for every IHC component. Case records must include the following:

- a. Face sheet/fact sheet.
- b. Family case assessment which identifies, by service component, the risks and needs for IHC services.
- c. Date of intake into program.

- d. Type of complaint/allegation, supported as follows:
 - i. Delinquency – a copy of the written complaint or petition and a court order placing the youth into an IHC program as part of formal disposition or signed agreement by parent and youth, or
 - ii. Abuse/Neglect – Category I, II or III.
- e. Treatment plan which identifies the treatment objectives, goals and action steps.
- f. Case plan changes as a result of supervisor, worker or contractor case reviews.
- g. Updated progress reports.
- h. Date, type and purpose of all service contacts made with the client and/or family (note: weekly face-to-face contact by all service providers and IHC funded personnel is required).
- i. School, progress, psychological, and/or psychiatric reports as they relate to the program.
- j. Correspondence.
- k. Closing summary or report which identifies living arrangement of youth at termination of IHC services/program.

PART VII: BASIC GRANT

The Basic Grant (BG) program provides financial assistance to counties with a population of 75,000 or less as determined by the latest Department of Management and Budget (DTMB) population projections. The grant is to be used for juvenile justice programs according to the plan filed with and approved by the Child Care Fund Monitoring Unit (CCFMU).

The BG is designed to supplement juvenile justice service costs and shall not be used to replace county circuit court money currently being expended.

BG programs are limited to youth who are within or likely to come within the jurisdiction of the family court and must be submitted to the CCFMU on the Annual Plan and Budget (AP&B).

A. Eligible Youth

- a. All youth who are under court jurisdiction or for whom a complaint or petition has been filed with the court, or
- b. Two (2) or more of the following factors must be documented to make the youth eligible for BG services:
 - i. History of confirmed abuse and/or neglect of the youth.
 - ii. History of school truancy, suspensions or expulsions.
 - iii. Run away from home.
 - iv. Use of alcohol or drugs.
 - v. Ineffective, inconsistent or nonexistent parental control.
 - vi. Negative or delinquent peer relationship(s).

B. Limitations of Basic Grant Funds

- a. The BG cannot be used to supplant or duplicate existing service costs or to pay for any judicial functions that are the responsibility of the court.
- b. BG funds shall not be used to pay for court case services personnel hired after 10-1-1980 who does not meet the minimum standards of education and training as stated in the Juvenile Court Standards and Guidelines for the Care of Children. The following positions are included:
 - i. Supervisory personnel.
 - ii. Probation officers.

iii. Counselors.

- c. Non-scheduled payments are not made to pay for basic family needs otherwise available through other funding sources.
- d. County DHS staff responsible for individual case plan development and monitoring must meet the requirements for staff supervising youth in foster care.
- e. DHS or family court contractual staff who develop and/or monitor case plans must meet the requirements for staff supervising youth in foster care, as established in the Juvenile Court Standards and Guidelines for the Care of Children. These services must be purchased on a unit cost basis.
- f. Supplies, materials, rental, and lease costs are limited to the definitions and amounts that are defined as reimbursable expenditures by the CCFMU.

C. Amount of Basic Grant

A county with a population of 75,000 people or less is eligible to receive a maximum annual BG in state reimbursement of \$15,000.

D. Fiscal Reporting

BG expenditures are to be reported on a monthly basis on the BG addendum portion of the DHS-207 in the Juvenile Justice On-Line Technology (JJOLT) or on the BG addendum DHS-2396 and attached to the DHS-206B. The report should identify total expenditures for each approved BG service component and not individual line items within the component.

E. Case Record Documentation Requirements

Individual case record documentation is required for all BG clients. A caseload list is required for every BG component. Case records must include the following (where applicable):

- a. Face sheet/fact sheet.
- b. Family case assessment.
- c. Date of intake into program.
- d. Identified two (2) or more of the six (6) following factors:
 - i. History of confirmed abuse and/or neglect of the youth.
 - ii. History of school truancy, suspensions or expulsions.
 - iii. Run away from home.

- iv. Use of alcohol or drugs.
- v. Ineffective, inconsistent or nonexistent parental control.
- vi. Negative or delinquent peer relationship(s).
- e. Treatment plan which identifies the treatment objectives and the action steps that will be used to reach the objectives.
- f. Case plan changes as a result of supervisor/case worker or contractor case reviews.
- g. Updated progress reports.
- h. Dates, type and purpose of service contracts made with the client.
- i. Correspondence.
- j. A closing summary or report which identifies the living arrangement of the youth at termination of BG services.

PART VIII: REVIEW POLICY

The Child Care Fund Monitoring Unit (CCFMU) has the authority to¹¹:

1. Provide county circuit court/tribe level assistance for Annual Plan and Budget (AP&B) development.
2. Monitor In-Home Care (IHC) and Basic Grant (BG) programs.
3. Ensure compliance with Child Care Fund (CCF) rules and policy.
4. Monitor and approve all Department of Human Services (DHS)-207 and DHS-206B documents within Juvenile Justice On-Line Technology (JJOLT).
5. Provide ongoing consultations to counties/tribes regarding all questions pertaining to the CCF.
6. Conduct a periodic on-site monitoring review.
7. Perform monthly off-site expenditure reviews.

A. Monitoring Review

The CCFMU will conduct site reviews of the counties based on a risk assessment and as determined by the CCFMU.

a. Pre-Review

- i. The administrative unit will receive notification prior to review.
- ii. The engagement letter will include information regarding the review and requests including, but not limited to:
 1. Date and time of review.
 2. General ledgers and vouchers (or equivalent supporting documentation) for goods or services paid for out of the CCF during the time frame under review to ensure diversion has not occurred to other accounts.
 3. Case list(s) of all staff funded through the CCF.
 4. Case list(s) of youth served by each program.
 5. List of all youth receiving an elevated Determination of Care rate.

¹¹ Per the Social Welfare Act MCL 400.117a: <http://legislature.mi.gov/doc.aspx?mcl-400-117a>.

6. List of all youth currently placed in out-of-state placements.¹²
7. Copies of any contracts for services paid for out of the CCF.
8. Time studies for all prorated staff paid for out of the CCF.
9. Organizational charts
10. Internal controls on CCF funds
11. CCF fund source information
12. Audits affecting the CCF
 - a. Correlating compliance improvement plans

b. Fiscal review

An on-site fiscal review consists of a review of fiscal records of all CCF expenditures for which reimbursement was sought from the CCF. The specialist will trace the reimbursements for the reporting period to the DHS-207 or DHS-206B for proper authorization, appropriate supporting documentation and accurate posting and reporting by account classification.

The specialist will review the following documentation¹³:

- i. Indirect cost and cost allocation plans, where appropriate.
- ii. Time studies of all prorated staff as reported in the AP&B. Time studies will be maintained for two, nonconsecutive months for each prorated employee. Each prorated employee must sign an Employee Certification Form (Appendix J). Each full time employee must sign an Employee Certification Form (Appendix K). Both certifications must be signed by a supervisor or manager.
- iii. Court order collections/revenues.
- iv. Determination of Care (DOC) forms to document each intensive care rate.
- v. General ledger and individual expenditures.
- vi. Verify out-of-state placements.

¹² Youth placed out-of-state will be verified to have been properly placed through the Interstate Compact. 1984 PA 114, MCL 3.711 – 3.717.

¹³ Other documentation may be requested and/or reviewed as determined by the CCFMU.

- vii. Proper authorization, documentation and eligibility of expenditures.
- viii. Other supporting documents as needed.
- ix. Initial and special clothing allowances must be supported by a clothing inventory. Clothing allowance policy may be monitored to ensure proper distribution of clothing.

Individual vouchers will be reviewed for the following:

- i. Youth days-of-care for out-of-home placements.
- ii. Two authorized signatures on each voucher.
- iii. Expense is outlined and approved in the CCF AP&B.
- iv. Rates for institutional care.

c. Program Review

On-site monitoring of the CCF will occur at the discretion of the CCFMU.

The review will consist of an on-site monitoring review of program files from IHC and BG component(s). The reviewer will use applicable CCF laws, rules and policies to ensure compliance. Contractors and sub-recipients used in an IHC program will be monitored for compliance with CCF rules and policy.

Counties are required to provide:

- a. All documentation at one location.
- b. Copies as needed by the CCFMU.
- c. All other CCF related documentation.

Files on youth who have aged out/been terminated from the court's jurisdiction shall be maintained until the next scheduled CCFMU review to ensure all case files have an opportunity to be reviewed for proper authorization and documentation.

Programs and individual files will be reviewed for the following:

- i. Contract service providers meet CCF expectations and a current contract is on file.
- ii. Verify that the documentation meets CCF requirements:
 - 1. Face sheet.

2. Complaint(s).
 3. Order into program or signed youth/parent agreement.
 4. Assessment.
 5. Treatment plan.
 6. Updated progress reports.
 7. Contact sheets from service providers identifying (at a minimum) date, and type of service.
 8. Closing criteria from program.
- iii. Program eligibility.
 - iv. Intensive services provided (weekly face-to-face contact by service provider and 1:20 or less staff to youth caseload ratio).
 - v. Reflect a reduction of youth being placed in out-of-home placements from an IHC program.
 - vi. Youth eligibility.
 1. Delinquency/court youth:
 - a. Petition accepted by the court,
 - b. Court ordered or signed youth/parent agreement for services or
 - c. At-risk of out-of-home placement.
 2. Neglect and abuse youth.
 - a. Child Protective Services (CPS) Category I, II or III.
 - vii. Confirm that IHC programming correlates with information presented in the AP&B.
 1. Target population.
 2. Area of intended impact.
 3. Service focus.
 4. Actual number of youth served and cost.

5. Impact evaluation and cost reduction.

d. Reports and Follow-up by Child Care Fund Monitoring Unit Specialist

- i. If all programs within the county circuit court or DHS are in compliance, no response is required from the tribe, court or local DHS office.
- ii. If any or all of the county circuit court program(s) are not in compliance with CCF rules and policies, a written compliance improvement plan may be required. A follow-up review will be conducted at the discretion of the CCFMU.
- iii. Individual ineligible expenditures may require an adjustment on the next DHS-207 or DHS-206B reports. The DHS-207 or DHS-206B will not be approved until adjustment is shown and corresponding supporting documentation is submitted to the CCFMU specialist.
- iv. Graduated sanctions may be put in place by the CCFMU if adequate adjustments are not made to ensure program(s) meet CCF program eligibility.

B. Compliance Improvement Plan

If the tribe, county circuit court/DHS is found in non-compliance with one or more CCF rules or policies, one or more of the following may occur:

- a. CCFMU personnel will provide technical assistance to correct or improve program and fiscal operation.
- b. CCFMU personnel will require that the county circuit court/tribe adjust the fiscal or program errors.
- c. CCFMU personnel will require a compliance improvement plan from the county circuit court/tribe within thirty days.
- d. CCFMU personnel will conduct a follow-up review to ensure implementation of the compliance improvement plan.
- e. County DHS-207 or DHS-206B will not be approved for one or more months; suspending reimbursement until county circuit court/tribe is found in compliance.
- f. Reimbursements made for non-eligible expenditures.
- g. The program(s) approval will be retracted.
- h. Failure to submit a compliance improvement plan, and/or failure to comply with it, may result in disapproval of the AP&B and/or the recoupment of non-eligible expenditures.

APPENDIX A

THE JUVENILE JUSTICE ON-LINE TECHNOLOGY PROCESS

As forms are entered into the JJOLT System, all calculations will be automatically carried through to other forms in the system. Forms need to be completed as listed below to avoid complications and the need to recreate the form(s) due to form totals feed to the rest of the forms in the system.

To be eligible for reimbursement each county/tribe must submit a completed Annual Plan and Budget (AP&B) on or before October 1. All AP&B's will be final approved by the Child Care Fund Monitoring Unit (CCFMU) no later than December 15, provided all documents have been properly submitted. Monthly reimbursement may begin following final approval.

The budget document consists of seven forms to be completed in the Juvenile Justice On-Line Technology (JJOLT) system:

1. In-Home Care/Basic Grant Program/Budget Detail Report & Request (DHS-2094/4471).
2. In-Home Care Summary (DHS-2093).
3. Basic Grant Summary (DHS-2095), if applicable.
4. County Child Care Budget Summary (DHS-2091).
5. In-Home Care Certification (DHS-167).
6. Basic Grant Certification (DHS-168), if applicable.
7. Child Care Fund Package Approval.

For line-by-line instructions for each form, see the corresponding appendices.

- a. Annual Plan and Budget Process in JJOLT

Complete a DHS-2094 Budget Detail Report/DHS-4471 Report/Request form for all In-Home Care (IHC) and/or Basic Grant (BG) component(s).

Complete the DHS-2093 In-Home Care Summary and the DHS-2095 Basic Grant Summary (if applicable).

Create a DHS-2091 DHS Budget Summary Form.

Mail a copy of the DHS-2091 to the Child Care Fund Monitoring Unit (CCFMU) with the original signatures from the presiding judge, the DHS director and the County Commissioner (tribes will also need to mail the DHS-2091 with appropriate tribal signatures).

Create, print, sign and save the DHS-167 and DHS-168 (if applicable) Certification form(s). Original copies of the DHS-167 and DHS-168 are required to the CCFMU prior to final approval of the AP&B.

Create the Package Approval Fund Form and saved once all other forms have been created, approved and saved in JJOLT.

The county AP&B is considered complete when all JJOLT forms are completed and approved online at the county level and original documents are received by the CCFMU. This process is required by all counties to be completed on or before October 1.

The following original documents are due to the CCFMU on or before October 1:

- i. Chart of accounts (including descriptions and coding).
- ii. Cost allocation plan (if indirect costs are claimed).
- iii. Current county contact information.
- iv. Descriptions of county-operated facilities.
- v. DHS-167/DHS-168 (if applicable).
- vi. DHS-2091.
- vii. Employee activity certification.
- viii. List of the probation officers meeting the SCAO 1/6000 requirement.

A specialist will start the review process once proper documentation is received both by mail and through JJOLT by the CCFMU. Program(s) or budget(s) requiring additional information or information to be edited will have a status of 'returned for edit' via the JJOLT system. The county or tribe will then be required to make the appropriate requested corrections/additions and reapprove the form. After the CCFMU specialist has approved the budget, it will be submitted to the CCFMU manager for final approval. Final approval by the CCFMU manager will be completed by December 15 provided all documents have been properly submitted.

b. Monthly Reporting of Expenditures on JJOLT

All DHS-207/206B monthly reports are to be completed by the county staff, including attachment of a supporting monthly general ledger, saved as 'ready for review,' signed electronically and saved as 'approved' by the judge or DHS director. Once signed by the judge/director, it is to be submitted to the CCFMU specialist by the 15th of every month to receive payment on the monthly chargeback report.

APPENDIX B

FORM DHS-2094, IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT and FORM DHS-4471, IN-HOME CARE/BASIC GRANT PROGRAM COMPONENT, REPORT/REQUEST

The DHS-2094 and DHS-4471 forms are combined in the JJOLT system as one form. A separate form must be completed for each IHC or BG service component which state reimbursement is requested.

1. FORM DHS-2094, IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT

a. Identify the service component to be detailed.

Existing service component(s) (any component that is continued, revised or terminated from the previous fiscal year) will require the user to check the 'copy' button to the left of the component. A dialog box will pop-up and ask if this is an amendment. Click 'no.' A copied version of the component will open and will require the fiscal year at the top of the page to be changed to the fiscal year being proposed. The component name will need to be temporarily changed in order to save the component; Juvenile Justice On-Line Technology (JJOLT) will not allow for two components of the same name in the same year. The component must be saved prior to moving onto the next component and/or step.

If new service component(s) is/are desired the user will need to click 'add a new' above the existing service component(s).

b. Check either the In-Home Care (IHC) or Basic Grant (BG) box based on the funding source for the program. A separate form for each service component listed in Item I of the IHC summary form is required

Check the appropriate administrative unit (DHS or Court) box. For tribal purposes the DHS is the equivalent of Tribal Social Services or Tribal Children's Services Unit.

c. Item A, Personnel: salaries and fringe costs of court staff that provide direct or support service to the youth and/or family.

A. 1. Identify name, function, hours per week and yearly salary of each court staff member within the program. Prorated salaries and fringes for either service staff or support staff require that a clear audit trail (time study) be maintained during two, non-consecutive months to document and verify the prorated amounts and an Employee Activity Certification form (appendices J and K). DHS staff salaries are not listed.

A. 2. Identify the total cost to the service component for fringe benefits for employees listed in A. 1. Specify fringe benefit(s) (for example: retirement, hospitalization, dental).

d. Item B, Program Support: Specify all support costs for the indicated personnel under Item A only. Item B is not to be used to identify support costs for service components which are

delivered through Contractual Services (Item C) or Non-Scheduled Payments (Item D). Mileage is reimbursed at the county circuit court's current mileage rate consistent with all other county circuit court/tribal office travel rates.

- e. Item C, Contractual Services: Identify individual consultants or service providers under contract to either the court or DHS.

C. 1. Unit Rates: open-ended contracts. Specify both the total number of units of service contracted for, the rate charged per unit, the number of units, and the total cost.

C. 2. Closed-end contracts: for a set cost to the county circuit court/tribe not based upon rate or unit cost. Identify the name of the provider, organization or agency (if known) and the total cost of the contract.

Provide the total cost for contractual services on the designated line. Services purchased from a private or public provider require a contract unless the service has a known or advertised cost and is routinely purchased by the general public. All contracts must be approved through the county circuit court/tribe formal process and will be monitored by the CCFMU during the review process to ensure costs charged to the CCF are CCF eligible.

Each contractual service should be detailed in the program description Section V of the DHS-4471.

- f. Item D, Non-Scheduled Payments: identify separately the type of service, the number of units and the average cost of each unit.
- g. Item E, Service Component: JJOLT will sum the totals for Items A, B, C, and D.
- h. Item F, Public Revenue: complete if any portion of the service component is funded from public revenue. Include any BG funds applied to any IHC component and the IHC funds applied to any BG components.

Public revenue is money from any governmental source, and includes County, State and Federal funds and grants. The county circuit court/tribe share of IHC reimbursable expenditures are not to be shown here. Identify each governmental source separately. Federal or State funds, including Federal and State grants, cannot be deposited into the Child Care Fund as expenditures to be matched. However, Federal and State funds may be used to offset total cost of a program. Provide the total public revenue on the designated line.

- i. Item G, Net Anticipated Reimbursable Expenditure: JJOLT will compute the total service component cost less public revenue. The total will be the county circuit court funds eligible for CCF reimbursement.

2. FORM DHS-4471, IN-HOME CARE/BASIC GRANT PROGRAM COMPONENT, REPORT/REQUEST

The report/request forms are used to provide detail and summary information for new, continued, or revised Basic Grant (BG) or In-Home Care (IHC) service components.

1. Component Title: indicate the title of the specific component.
2. In-Home Care/Basic Grant: indicate whether the component is IHC or BG.
3. Time Period Covered: This cannot be more than the state's twelve month fiscal year.
4. Component Manager: indicate the person directly responsible for the management of the component.
5. Administrative Unit: indicate whether the program is run through the Court or the DHS.
6. Telephone: telephone number of the component manager.

Section I: Program Specific Information

1. Component Status: 'check' the one which applies.
2. Target Population: 'check' all that apply.
3. Area(s) of Intended Impact: 'check' only those that may be impacted this coming year.
4. Service Focus: 'check' the one which applies.

Section II: Service and Cost Information for Fiscal Year Completed or Being Requested for Next Fiscal Year.

Column 6:

- A. Number of youth served in previous fiscal year.
- B. Define service unit.
- C. N/A
- D. N/A
- E. N/A

Column 7:

- A. N/A
- B. N/A
- C. Total CCF cost of component.

- D. JJOLT divides total cost by units.
- E. JJOLT divides total cost by youth served.

Column 8:

- A. Projected number of youth to be served next fiscal year.
- B. Projected number of units (units as defined in 6.B).
- C. N/A
- D. N/A
- E. N/A

Column 9:

- A. N/A
- B. N/A
- C. Projected total CCF cost of component.
- D. JJOLT divides total projected cost by unit.
- E. JJOLT divides total cost by projected youth to be served.

Section III: Program Assessment/Evaluation

Select the type of service provided by the program from the drop down menu. The options are as follows:

1. Assessment
2. Community Service
3. Counseling
4. Court Appointed Special Advocate
5. Day Treatment
6. Diversion
7. Electronic Monitoring
8. Family Preservation

9. Home Detention
10. Intensive Probation
11. Mentoring
12. Multi-Systemic Therapy
13. Non-Scheduled Payments
14. Sex Offender
15. Substance Abuse
16. Truancy
17. Wraparound

For the following questions, count each youth only once regarding the program identified under “service component”. JJOLT will calculate the percentage of youth compared to total youth indicated on that line. ‘Check’ N/A if the question does not apply to the program.

- A. Number of youth moved from program to out-of-home care within the previous fiscal year.
- B. Total number of youth served in the previous fiscal year.
- C. Number of youth released from out-of-home care and placed into this program within the previous fiscal year.
- D. Number of youth issued a probation violation within the previous fiscal year.
- E. Number of youth involved in another CCF program through the county court or DHS within the previous fiscal year.
- F. Number of youth who had a new petition filed with the court within the previous fiscal year.
- G. Number of families that had a new CPS substantiated complaint or petition filed within the previous fiscal year.
- H. Number of youth that successfully completed the program within the previous fiscal year
- I. Number of youth unsuccessfully discharged from the program within the previous fiscal year.
- J. Number of youth continuing services with the program.

If the total number of youth indicated in B does not total the sum of H, I and J, JJOLT will not allow the document to be saved.

- K. Number of youth terminated successfully from the court's jurisdiction that participated in the program within the previous fiscal year.
- L. Number of youth terminated unsuccessfully (for example: max benefits, aged out of court jurisdiction) within the previous fiscal year.
- M. Number of youth returning to court jurisdiction within a 12-month period of release from court jurisdiction within the previous fiscal year.
- N. Place a 'check' in the box if this program is a one-time service and JJOLT will automatically fill the length of stay in the program as 1. If it is not a one-time service, provide the average length of time (in days) a youth was involved in the program.

Specify which date was used as beginning date. Ending date is date discharged from the program (as stated on discharge summary). Choose from the drop down box of options: date of referral, date of intake, date of first session, date of court order.

Appendix C

FORM DHS-2093, IN-HOME-CARE SUMMARY

The DHS-2093 is to be completed by counties requesting IHC money through reimbursement. JJOLT transfers approved IHC program budget totals to the DHS-2093.

APPENDIX D

FORM DHS-2095, BASIC GRANT SUMMARY

The DHS-2095 is to be completed by eligible counties requesting Basic Grant (BG) monies. JJOLT transfers approved BG totals to the DHS-2095.

APPENDIX E

FORM DHS-2091, COUNTY CHILD CARE BUDGET SUMMARY

1. Record the individual, his/her telephone number and email address that has primary ongoing budgeting and program responsibility for the Child Care Fund (CCF) at both the court and the county DHS.
2. The Juvenile Justice On-Line Technology (JJOLT) auto-fills the In-Home Care (IHC) budget total for both the county DHS and court/tribe. Indicate budgeted amount for the county DHS (if there is a sub-account in place) and court for Family Foster Care, Institutional Care and Independent Living for the fiscal year. The anticipated expenditures for each type of care refer to the amount the county circuit court/tribe spends prior to reimbursement by the state CCF.
3. Anticipated Revenue is the total dollar amount collected by the county circuit court/tribe from third-party sources. Anticipated revenue will be accounted for on the DHS-207 and DHS-206B monthly reports during the course of the year and adjusted from the CCF expenditures.
4. JJOLT calculates net expenditures as the subtotal less the anticipated revenue. The Net Expenditure (line I.G.) is the authorized budget amount. Reimbursement will be limited to 50% of the net expenditure. If the county is able to amend the 2091 at any time throughout the fiscal year until September 1.
5. The CCF Budget Summary is to be printed and signed by the following designated county circuit court/tribe officials:
 - a. Presiding Judge.
 - b. County Director of DHS.
 - c. Chairperson of the Board of Commissioners or County Executive.

APPENDIX F

DHS-167 IN-HOME CARE CERTIFICATION AND DHS-168 BASIC GRANT CERTIFICATION

Form DHS-167 is required from all county circuit court/tribes.

Form DHS-168 is required from all counties receiving Basic Grant funds.

The In-Home Care Certification and Basic Grant Certification forms are to be printed and signed by the designated county circuit court/tribe officials.

APPENDIX G

CHILD CARE FUND PACKAGE APPROVAL

The package fund approval form must be created and approved in the Juvenile Justice On-Line Technology (JJOLT) system only after all other forms have been created and approved in JJOLT at the county level.

This must occur every time a budget is created or amended.

APPENDIX H

FORM DHS-207/206B: ACCOUNT CLASSIFICATIONS, DEFINITIONS, LINE INSTRUCTIONS AND COLUMN INSTRUCTIONS

Section A:

Line 1. Family Foster Care (FFC) is defined as: any 24-hour care provided in a private home that is licensed either as a foster family home or a foster family group home. The key element to this definition is the type of license (individual family). FFC may include care provided in an unlicensed home of a guardian of the child or the home of an unlicensed related person as defined in the Child Care Organizations Act MCL 722.111 et seq (<http://legislature.mi.gov/doc.aspx?mcl-722-111>). Reimbursement for per diem costs may include five days of runaway status or hospitalization if the placement is being maintained.

Line 2: Court Supervised: include all foster care provided in licensed foster family homes or licensed foster family group homes when the youth is under the direct supervision of an employee of the family court. This includes court wards supervised by DHS in counties that do not have a DHS sub-account (expenditures for youth of divorced parents placed by the circuit court in the custody of a third party, if made from county circuit court funds under the direction of the Friend of the Court, are not reimbursable and are not to be reported on the DHS-207). Reimbursement for per diem costs may include five days of runaway status or hospitalization if the placement is being maintained.

Line 3: Family Foster Care Payments: include payments made directly to foster parents in the form of a per diem payment, including room and board, personal allowance, and normal clothing maintenance. Child Care Fund (CCF) reimbursement for per diem payment for foster care may include the day the child is placed but not the day the child is moved. Reimbursement for per diem costs may include five days of runaway status or hospitalization if the placement is being maintained.

Include the total number of children placed in Family Foster Care, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth. The total number is not mutually exclusive of the number of youth placed that month.

Line 4: Other (Non-Scheduled) Payments (NSP): payments to licensed foster parents or payments to vendors for services provided to youth in FFC which are not included in the per diem rate. These costs are generally not routine. Assurance must be made that all services under this category are not available through another public funding source. Examples of these expenditures may include (but are not limited to):

1. Clothing (CCF requires a clothing inventory for all initial clothing allowances). Bulk purchase of clothing for youth in foster homes is not reimbursable; all purchases must be child specific.

- a. Initial Clothing Allowances – maximum allowable initial clothing allowances for youth entering care for the first time are established annually by DHS. Payments are reimbursable only up to the established rate.
 - b. Supplemental Clothing Allowance – in cases of destruction, loss or unusual rapid growth, supplemental clothing allowances may be made (not exceeding the established initial allowance). The unusual need must be identified and costs supported by a clothing inventory.
2. Education Supplies and Services.
 - a. Tutoring provided by a certified teacher or recognized expert in academic or non-academic fields. The need is to be identified in a service plan.
 - b. Graduation expenses considered to be within normal costs in the given school district.
 - c. Special equipment or services required for education courses.
3. Medical, Dental, Psychological, and Psychiatric Services – all needed services and materials not covered by another funding source. The need for service and effort to obtain other funding are to be documented in the case file and available for review. Excluded are costs for psychological services applied directly to the judicial process.
4. Transportation – the cost of unusual transportation provided by public carrier or foster parents for treatment and service as part of a service plan. The case plan must document that assistance is required to assure contact between the biological parent(s) or with who a permanency plan is in place. Payments to parents or foster parents may not exceed the state or county circuit court/tribal transportation rates, whichever is higher. Excluded is all transportation relating to service provided directly by the judicial process (for example: travel to and from the court for hearings, between foster care locations, included in the DOC rate, return of runaways, to and from placement, and to and from non-secure detention).
5. Holiday Allowance – a once-a-year \$25.00 allowance for a gift at holiday time per youth is allowed.
6. Foster Parent Training – county circuit court/tribal payments made directly to foster parents as reimbursement for expenses incurred in attending foster parent training classes are reimbursable and may include transportation, child care, tuition, and supplies. Foster parent training provided by county circuit court/tribal staff or by persons under contract with the county circuit court/tribe is classified as an administrative expense and is not a reimbursable expenditure. Training provided by private agency staff to foster parents under their agency supervision is considered an agency administrative cost and is included in the agency's administrative rate.

7. Subsidy Payments to Foster Parents – payments to reimburse for making beds available for specified types of foster care youth.
8. Respite/Relief Payments to Group Home Foster Parents – made for substitute parents to work in the home while parents are away or for youth placed temporarily in another home. Respite care is only for group home placements as part of their signed contract.
9. Recreational Payments to Group Home Foster Parents – expenses must be essential to the operation of the program, as opposed to individual child allowances. Recreational supplies are subject to the same inventory controls as other county circuit court/tribal property.
10. Supply Payments to Group Home Foster Parents – expenses are for miscellaneous personal items for youth (for example: small packages of personal hygiene items).

Line 5: Private Agency – In-State

Line 6: Family Foster Care Payments: include payments made to private agencies that contract with foster parents in the state of Michigan in the form of a per diem payment. Includes administrative rate paid to the private agency per child. CCF reimbursement for per diem payment for foster care may include the day the child is placed but not the day the child is moved. Reimbursement for per diem cost may include five days of runaway status or hospitalization if the placement is being maintained.

Include the total number of children placed in Private Agency Family Foster Care, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth.

Line 7: Other (Non-Scheduled) Payments: these include but are not limited to: yearly, initial and special clothing allowances, holiday allowances and transportation as incurred at the private agency during the care of the youth (see criteria above) for youth in a private agency Family Foster Care home.

Line 7a: Private Agency – Out-of-State: all youth placed out of state must be placed through the Inter State Compact Unit. Proper documentation must be presented at time of review.

Line 7b: Family Foster Care Payments: include payments made to agencies that contract with foster parents outside of the state of Michigan in the form of a per diem payment. Includes administrative rate paid to the private agency per child. CCF reimbursement for per diem payment for foster care may include the day the child is placed by not the day the child is moved. Reimbursement for per diem cost may include five days of runaway status or hospitalization if the placement is being maintained.

Include the total number of children placed in Out-of-State Private Agency Family Foster Care, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth. The total number is not mutually exclusive of the number of youth placed that month.

Line 7c: Other (Non-Scheduled) Payments: these include but are not limited to: yearly, initial and special clothing allowances, holiday allowances and transportation as incurred at the private agency during the care of the youth (see criteria above) for youth in an out-of-state private agency Family Foster Care home.

Line 8: Total Family Foster Care: JJOLT will sum the total of the above types of foster care in reference to number of youth in the placement, number of children placed for the first time/new placements, number of days provided and gross costs for youth placed during the indicated month.

Line 9: Institutional Care: Includes all court, county and private institutions that provide 24-hour care in a public or private institution. Reimbursement for per diem costs may include five days of runaway status or hospitalization if the placement is being maintained.

Line 11: Detention: include payments to a court operated institution. Report the total number of children placed, the number of days provided within the given month, and the total cost of care for those youth.

Include the total number of children placed in detention, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth.

Line 12: Group Care Facility: include payments to a group care facility or institution. Report the total number of children placed, the number of days provided within the given month, and the total cost of care for those youth.

Include the total number of children placed in a group care facility, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth.

Line 13: Shelter Care Facility: include payments to a shelter care facility or institution. Report the total number of children placed, the number of days provided within the given month, and the total cost of care for those youth.

Include the total number of children placed in shelter care, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth.

Line 15: Another County's Institution (Court or DSS): include payments to another county's Institutional Care or detention facility. Include the total number of children placed, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth.

Line 16: Institutional Care Payments: include payments to another county's Institutional Care or detention facility. Include the total number of children placed, number of children placed for the first

time/new placements, the number of days provided within the given month, and the total cost of care for those youth.

Line 17: Other (non-scheduled) Payments (NSP): these include but are not limited to: yearly, initial and special clothing allowances, holiday allowances and transportation as incurred at the private agency during the care of the youth (see criteria above) in another county's institution or detention facility.

Line 19: Institutional Care Payments: include payments to an in-state private institution. Report the total number of children placed, the number of days provided within the given month, and the total cost of care for those youth.

Include the total number of children placed in an institution, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth. The total number is not mutually exclusive of the number of youth placed that month.

Line 20: Other (non-scheduled) payments (NSP): these include but are not limited to: yearly, initial and special clothing allowances, holiday allowances and transportation as incurred at the private agency during the care of the youth (see criteria above) in an in-state private institution.

Line 20b: Institutional Care Payments: include payments to an out-of-state private institution. Report the total number of children placed in an out-of-state institution, number of children placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth. The total number is not mutually exclusive of the number of youth placed that month.

Line 20c: Other (non-scheduled) payments (NSP): these include but are not limited to: yearly, initial and special clothing allowances, holiday allowances and transportation as incurred at the private agency during the care of the youth (see criteria above) in an out-of-state private institution.

Line 21: Total Institutional Care: JJOLT will sum the total of the above types of Institutional Care in reference to number of youth in the placement, number of children placed for the first time/new placements, number of days provided and gross costs for youth placed during the indicated month.

Line 22: Total In-Home Care: JJOLT will sum the total all in-home care programs/components reported in Section B. The total number is not mutually exclusive of the number of youth placed that month.

Line 24: Per Diem Payments: include payments to youth living independently either run through a private agency or through the local DHS.

Include the total number of children placed in Independent Living, number of youth placed for the first time/new placements, the number of days provided within the given month, and the total cost of care for those youth. The total number is not mutually exclusive of the number of youth placed that month.

Line 25: Other (non-scheduled) Payments (NSP): these include but are not limited to: yearly, initial and special clothing allowances, holiday allowances and transportation as incurred at the private agency during the care of the youth (see criteria above) in an Independent Living situation.

Line 26: Total Independent Living: JJOLT will sum the total of the above types of Independent Living in reference to number of youth, number of youth placed for the first time/new placements, number of days provided and gross costs for youth placed during the indicated month.

Line 27: Total Adjusted Expenditures Subject for Reimbursement at 50%: JJOLT will sum the total the expenditures for the above county circuit court costs.

Line 29: Net Probate Court Ordered Collections: indicate the amount of collections incurred as revenue by the probate court during the given month.

Line 30: Government Benefit Collections: indicate the amount of government benefit collections incurred as revenue during the given month. These benefits include, but are not limited to, SSI, Medicaid or any governmental food assistance provided to a county detention facility.

Line 31: Other Receipts: indicate the amount of other receipts incurred as revenue during the given month. These benefits include, but are not limited to Friend of the Court payments for Foster Care.

Line 32: JJOLT sums the total of the above three receipt types.

Line 33: JJOLT calculates the expenditures incurred by the county circuit court, less the receipts indicated in Line 32.

Line 34: Foster Care During Release Period: indicate amount of expenditures to youth currently in the appeal period following a release of parental rights. CCF reimburses 100% of expenditures for the 90-day period of this appeal. Court orders to verify validity of expenditures must be available at time of review.

Line 35: Total State Reimbursement Due: JJOLT sums Lines 33 and 34.

Line 37: Total State Reimbursement: JJOLT reports amount due to county circuit court from state prior to chargeback of any SWBC and title IV-E youth expenditures incurred by the state.

Section B:

JJOLT will automatically generate approved county circuit court Service Component(s) (both IHC and BG) and grant amount. Input all monthly expenditures related to the component(s). JJOLT will then generate the expenditures fiscal year to date, and the balance remaining.

Include the total number of children who entered or began services through the IHC or BG program in the previous month and the total number of children currently in the program.

Prior to submission of the DHS-206B or DHS-207, click on 'Notes'. A box will appear to allow for the input of comments and required attachments. Required attachments each month are:

1. Summary General Ledger (for the time period covered by the DHS-207 or DHS-206B).

2. Detailed General Ledger (for the time period covered by the DHS-207 or DHS-206B).
3. Monthly case listing for each CCF funded program (institutional, foster care, in-home care, and independent living) identified by provider, youth name or number, dates in and out of program, and case worker.
4. Any other forms or information as requested or required by the CCFMU.

A check mark should be put into the box preceding the CCFMU specialist's email address prior to administrative unit approval.

APPENDIX I

AMENDMENTS TO THE ANNUAL PLAN AND BUDGET

In the instance that a final approved AP&B will need to be amended, contact the Child Care Fund Monitoring Unit (CCFMU) regarding the upcoming amendment(s). Technical assistance is available from the CCFMU throughout the amending process.

1. If amendments are needed to specific In-Home Care (IHC) or Basic Grant (BG) service components, the following steps, in order, are required:
 - A. Copy the component, if applicable.
 - i. The JJOLT system has a “copy” button located to the left of each component. Select the “copy” button and select “yes” to the popup question referring to amending the component. Using this feature, a copy of the current component is created and edits can be completed.
 - ii. Once edits are completed, save the amended program as “approved.”
 - iii. Submit the program to the CCFMU for approval by the Child Care Fund Monitoring Unit Specialist. Final approval by the CCFMU manager will be obtained by the CCFMU Specialist. *All IHC programs need to be completed, saved and final approved by the CCFMU manager prior to proceeding and/or creating any further documents in JJOLT.*

If creating a new component, select “add a new component.”

- i. Completely fill out the DHS-2094/4471 (see corresponding appendix for line-by-line instructions). Once the component is completed, save the program as “approved.”
- ii. Submit the program to the CCFMU for approval by the Child Care Fund Monitoring Unit Specialist. Final approval by the CCFMU manager will be obtained by the CCFMU Specialist. *All IHC programs need to be completed, saved and final approved by the CCFMU manager prior to proceeding and/or creating any further documents in JJOLT.*
- iii. Create and save a new DHS-2093.
- iv. Create and save a new DHS-2091.
- v. Create and save a new Child Care Fund Package Approval Form.

- vi. Contact the assigned CCFMU Specialist to review and approve the amended program(s) and/or budget.

If any amount on the DHS-2091 is different than the amount on the approved Annual Plan and Budget:

- i. Create and save a new DHS-2093.
 - ii. Create a new DHS-2091 *after all DHS-4471 forms have been properly approved*. Input new, accurate figures for the Institutional Care, Family Foster Care and Independent Living Lines.
 - iii. Save as approved by the designated judge or DHS director.
 - iv. Print and submit, with original signatures of the designated Judge, County Commissioner, and local DHS Director.
 - v. Submit original document to the Child Care Fund Monitoring Unit.
 - vi. Create and save a new Child Care Fund Package Approval Form.
2. If amendments are needed to the total Family Foster Care, Institutional Care or Independent Living Lines, the following steps, in order, are required. If an amendment is needed to the total In-Home Care Line, see above.
- a. Create a new DHS-2091. Input new, accurate figures for the Institutional Care, Family Foster Care and Independent Living lines.
 - b. Save as approved by the designated judge or DHS director.
 - c. Print and submit, with original signatures of the designated Judge, County Commissioner, and local DHS Director.
 - d. Submit original document(s) to the Child Care Fund Monitoring Unit.
 - e. Create and save a new Child Care Fund Package Approval Form.

The county circuit court amendment is complete when all JJOLT forms have been created, completed, submitted and approved online at the county circuit court/tribal level and original documents are received by the CCFMU. Once the budget receives final approval in JJOLT, DHS Central Office will transmit an approval letter to the County Commissioner or Tribal Officer.

Any questions or problems encountered while filling out any part of the budget should be directed to a CCFMU specialist.

APPENDIX J

Employee Activity Certification
Child Care Fund Staff

I _____ certify that for the fiscal year beginning October 1, ____ and ending September 30, ____, I devoted ____% of my time providing direct client services, management services or administrative support services related to an In-Home Care Program.

Employee Name (Printed)

Date

Employee Signature

Date

Manager/Supervisor Name (Printed)

Date

Manager/Supervisor Signature

Date

APPENDIX K

Employee Activity Certification
Child Care Fund Staff

I _____ certify that for the fiscal year beginning October 1, ____ and ending September 30, ____, I devoted 100% of my time providing direct client services, management services or administrative support services related to an In-Home Care Program.

Employee Name (Printed)

Date

Employee Signature

Date

Manager/Supervisor Name (Printed)

Date

Manager/Supervisor Signature

Date

Works Cited

Michigan Department of Treasury, Local Audit and Finance Division. (2007, July). Accounting Procedures Manual for Local Units of Government in Michigan. Lansing, Michigan, USA.