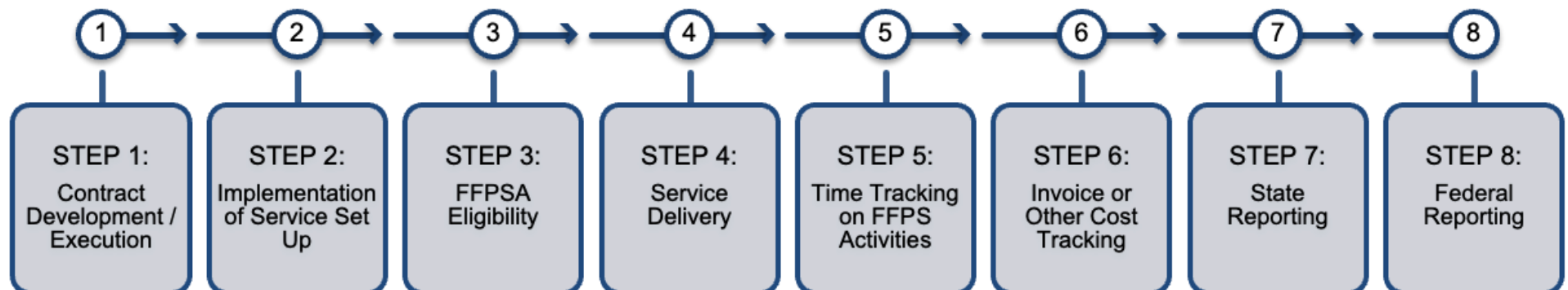


Implementation and Claiming Steps for Title IV-E Prevention Funding: Community Pathway Overview

The table on the following pages provides an overview of the steps to implement and claim Title IV-E prevention services funding. This includes a system for entering data for the fiscal component, and examples of support documents for compliance purposes. This is only an example of internal controls and tracking. Counties are encouraged to develop their own internal control processes that work for their agencies and providers. Title IV-E Agencies and providers are encouraged to utilize and incorporate the [Community Pathway Framework](#) alongside the steps outlined below.

The document outlines the following eight (8) steps for Title IV-E Agencies and providers to consider when preparing for claiming via Title IV-E prevention funded community pathway service delivery. Note: this document only outlines recommended steps for preparing to claim Title IV-E prevention reimbursement but can be applied to other agreements counties and providers may establish utilizing other funds. Additional information and resources will be developed for other funds (beyond Title IV-E prevention services).



Steps	Provider	Title IV-E Agency	Systems	Supporting Documentation for Compliance/Audit
STEP 1: Contract Development / Execution	Program responsibilities: In collaboration with the IV-E agency, the provider will develop a statement of work that includes child-specific service delivery, child-specific admin activities, program admin activities related to CQI requirements, FFPSA training, and other activities required to effectively implement the program. Fiscal responsibilities: The provider will develop a detailed budget in alignment with the contract requirements.	Program responsibilities: In collaboration with the provider, develop a statement of work that contains all FFPS requirements, in addition to requirements specific to the EBP. Once completed, review and approve the provider's statement of work. Fiscal responsibilities: The Title IV-E Agency will determine the funding source and allocation methodology. Counties will ensure the activities in the budget summary are allowable, and there is a documentation process to prevent duplicate claims.	Internal contract tracking system	• Executed Contract • Budget Summary/Narrative • Funding authority
STEP 2: Implementation of Service Set Up	Program responsibilities: Complete any program administrative activities necessary for the implementation of the program including: • Training • Processes and procedures to meet FFPSA requirements (i.e., Family Well Being Plans,	Program responsibilities: Ensure provider is completing ongoing requirements for FFPS implementation. Fiscal responsibilities: Support the provider with developing a cost-tracking system, as needed.	Internal tracking systems that capture costs and training	Documentation of completed training, procedures, and cost-tracking systems

Steps	Provider	Title IV-E Agency	Systems	Supporting Documentation for Compliance/Audit
	monitoring safety, CQI requirements, etc.) • Outreach Fiscal responsibilities: Set up a system that will be able to effectively track costs. This includes time tracking systems, payment submission processes (e.g., invoices), master audit logs, etc.			
STEP 3: FFPSA Eligibility	Program responsibilities: When a provider receives a referral or meets a family who may be eligible for services, the provider will complete the candidacy determination request in the CARES Provider Portal. Fiscal responsibilities: The provider will establish a tracking system to monitor the number of candidates submitted and the number approved to cross-reference with cost information submitted.	Program responsibilities: The Title IV-E Agency will receive the provider's candidacy determination request. The Title IV-E Agency will approve or deny the request once they ensure whether the family qualifies for services. Fiscal responsibilities: None	CARES Provider Portal	Review Eligibility Data Records
STEP 4: Service Delivery	Program responsibilities: The provider will develop the Family Well-Being Plan with the family, deliver the EBP, document service delivery, and assess for safety based on guidelines established with	Program responsibilities: The Title IV-E Agency will oversee the provision of services in alignment with contract requirements and will	CARES Provider Portal	Staff will maintain records of FWBP and documentation of service delivery

Steps	Provider	Title IV-E Agency	Systems	Supporting Documentation for Compliance/Audit
	the Title IV-E Agency. Child-specific services will be entered into the CARES Provider Portal (information is auto-populated after first entry). Fiscal responsibilities: The provider will enter the IV-E Cost of Service and the number of units for the service into the CARES Provider Portal¹.	use aggregated data from CWS-CARES to inform CQI activities. Fiscal responsibilities: The Title IV-E Agency will review aggregated cost data from CWS-CARES, as needed.		
STEP 5: Time Tracking on FFPS Activities	Program responsibilities: The provider's staff will track their time spent on FFPS-specific activities. Fiscal responsibilities: Based on agreement with the Title IV-E Agency, providers will develop a time tracking mechanism for hours spent on 1) child-specific admin, 2) service delivery, 3) FFPS Training. The provider will enter ONLY the IV-E cost of service and units of service into the CARES Provider Portal. Review and use time-tracking processes to complete the process for payment (e.g., invoicing). Using time tracking systems with the payment submission process	Program responsibilities: None Fiscal responsibilities: The Title IV-E Agency will develop an agreed upon time tracking system with the provider.	CARES Provider Portal	Time tracking mechanism (e.g., timesheets, time study)

¹ Providers have the flexibility to determine the appropriate staff for entering ongoing cost of service and units of service into the CARES Provider Portal. This may include assigning a fiscal staff member to enter those fields.

Steps	Provider	Title IV-E Agency	Systems	Supporting Documentation for Compliance/Audit
	ensures that the information from CARES aligns.			
STEP 6: Invoice or Other Cost Tracking	Program responsibilities: None Fiscal responsibilities: Based on agreement with the IV-E agency, providers will develop a mechanism (e.g., monthly invoice) for submitting cost information to the IV-E agency for payment based on the eligible activities. The provider will submit the cost information to the Title IV-E Agency for payment.	Program responsibilities: The Title IV-E agency will review any cost information submission, as needed, to ensure program activities are meeting FFPS program requirements. Fiscal responsibilities: The Title IV-E Agency will review costs from the payment submission process in alignment with CARES Provider Portal cost submissions, as needed. The Title IV-E Agency will process the payment.	Internal cost tracking systems	Documentation for payment submission (e.g., invoice)
STEP 7: State Reporting	Program responsibilities: None Fiscal responsibilities: None	Program responsibilities: None Fiscal responsibilities: Title IV-E Agency will complete the fiscal claiming reports, the County Expense Claim (CEC) and CA 800 Summary Report of Assistance Expenditures (CA 800)	CECRIS & Internal Tracking Systems (CA 800)	- County Expense Claim (CEC) - CA 800 Summary Report on Assistance Expenditures (CA 800)²

² The CA 800 Summary Report is able to be uploaded to CECRIS for CDSS processing but does not include any automation within CECRIS. Once CDSS processes the report, the data is managed within the CECRIS environment. CECRIS will continue to be maintained as the financial system of record.

Steps	Provider	Title IV-E Agency	Systems	Supporting Documentation for Compliance/Audit
STEP 8: Federal Reporting	State Responsibility: The State will use counties' fiscal claiming data to complete the CB 496. The State will use the data entered in the CARES Provider Portal for the IV-E Prevention Service Data Report. The CB 496 (expenditures) and IV-E PSD (services and outcomes) serve a different purpose.			
Supplemental Resources:	CQI EBP Contract Guidance FFPS EBP Units of Service FFPS Administrative Activity Considerations			

Feedback

We welcome your feedback on this brief. Please take a few moments to complete the [Feedback Survey](#) to share your input and suggestions. Your feedback will help inform future resources and ensure they are clear, effective, and supportive of FFPS Program implementation.

Questions?

For additional questions regarding FFPS Program policy and requirements, please contact the CDSS FFPS Team at ffpsapreventionservices@dss.ca.gov.