County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
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April 22, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Philip L. Browning
Director

CHILDREN'S BUREAU OF SOUTHERN CALIFORNIA FOSTER FAMILY AGENCY FISCAL COMPLIANCE ASSESSMENT

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Fiscal Compliance Assessment of the Children's Bureau of Southern California (the FFA) in November 2015. The FFA has two offices, one located in the First Supervisorial District and one located in the Fifth Supervisorial District, and provides services to the County of Los Angeles DCFS placed children. According to the FFA's Program Statement, its stated purpose is "to prevent child abuse and neglect; protect, nurture, and treat abused children; enhance the potential of families and communities to meet the needs of their children and advance the welfare of children and families through superior programs in foster care, adoptions, child development, parent education, mental health research, and advocacy."

At the time of the review, the FFA supervised 149 DCFS placed children in 102 Certified Foster Homes. The placed children's average length of placement was 11 months and their average age was four.

SUMMARY

CAD conducted a Fiscal Compliance Assessment which included an agency-wide review of the FFA's financial records such as financial statements, bank statements, check register, and personnel files to determine their compliance with the terms, conditions, and requirements of the FFA Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State, and County regulations and guidelines.

The FFA was in full compliance with all five areas of the Fiscal Compliance Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

Attached are the details of CAD's review.

REVIEW OF REPORT

On December 18, 2015, Luis Moreno, DCFS CAD-Fiscal, held the exit conference with the FFA representative: Karen Haglund, Controller. There were no findings.

A copy of this compliance report has been sent to the Auditor-Controller and Community Care Licensing Division.

If you have any questions, your staff may contact me or Aldo Marin, Board Relations Manager, at (213) 351-5530.

PLB:KR
LTI:lm

Attachments

c: Sachi A. Hamai, Chief Executive Officer
Calvin C. Remington, Interim Chief Probation Officer
John Naimo, Auditor-Controller
Public Information Office
Audit Committee
Sybil Brand Commission
Alex Morales, Chief Executive Officer, Children's Bureau of Southern California
Leonora Scott, Regional Manager, Community Care Licensing Division
Lajuannah Hills, Regional Manager, Community Care Licensing Division

CHILDREN'S BUREAU OF SOUTHERN CALIFORNIA
FISCAL COMPLIANCE ASSESSMENT REVIEW
FISCAL YEAR 2015 - 2016

SCOPE OF REVIEW

The Fiscal Compliance Assessment included a review of the Children's Bureau of Southern California's (the FFA's) financial records for the period of July 1, 2013 through September 30, 2015. Contract Administration Division (CAD) reviewed the financial statements, bank statements, check register, and personnel files to determine the FFA's compliance with the terms, conditions, and requirements of the Foster Family Agency's contracts with the Department of Children and Family Services (DCFS), the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook), and other applicable federal, State, and County regulations and guidelines.

The on-site Fiscal Compliance Assessment review focused on five key areas of internal controls:

- Financial Overview,
- Loans, Advances and Investments,
- Board of Directors and Business Influence,
- Cash/Expenditures, and
- Payroll and Personnel.

The FFA was in full compliance with all five areas of the Fiscal Compliance Assessment.

PRIOR YEAR FISCAL COMPLIANCE ASSESSMENT FOLLOW-UP

CAD conducted a Fiscal Compliance Assessment of the FFA in County Fiscal Year (FY) 2014-2015. The assessment resulted in four recommendations. CAD verified that the FFA implemented all four recommendations.

NEXT FISCAL COMPLIANCE ASSESSMENT

The next Fiscal Compliance Assessment of the FFA will be conducted in FY 2016-2017.