

# COUNTY OF LOS ANGELES

## Family and Social Services

FESIA A. DAVENPORT  
Chief Executive Officer



**DATE:** Wednesday, October 25, 2023  
**TIME:** 1:30 PM

**THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY AS PERMITTED UNDER THE BOARD OF SUPERVISORS' AUGUST 8, 2023, ORDER SUSPENDING THE APPLICATION OF BOARD POLICY 3.055 UNTIL MARCH 31, 2024.**

**TO PARTICIPATE IN THE MEETING, PLEASE CALL AS FOLLOWS:**  
**Teleconference Call-In Number: (323) 776-6996/ Conference ID: 599 009 090#**  
**[MS Teams Meeting Link](#) (Ctrl + click to follow link)**

### **AGENDA**

Members of the Public may address any agenda item after all Informational Items are presented. Two (2) minutes are allowed for each item.
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- I. **Call to Order**
- II. **Consent Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
  - a. **Department of Children and Family Services (DCFS):** Request to Approve an Amendment to the Relative Home Assessment Services Contracts.
  - b. **DCFS:** Retroactive Re-Employment of Two Employees.
- III. **Presentation/Discussion Items:**
  - a. **Department of Public Social Services:** Medi-Cal Renewal Update.
  - b. **DCFS:** Office of Equity Update.
- IV. **Public Comment**
- V. Standing item(s) and those continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting:  
-- No Items --
- VI. **Adjournment**

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER DATE</b>	10/25/2023	
<b>BOARD MEETING DATE</b>	11/7/2023	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Children and Family Services	
<b>SUBJECT</b>	Request to add the Flexible Family Supports (FFS) Funding to the contract, amend the Statement of Work, and add additional exhibits.	
<b>PROGRAM</b>	Relative Home Assessment Services (RHAS)	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DEADLINES/ TIME CONSTRAINTS</b>	Current contracts end on June 30, 2024.	
<b>COST &amp; FUNDING</b>	Total cost: \$450,000	Funding source: Flexible Family Support Funds
	TERMS (if applicable): July 1, 2023-June 30, 2024	
	Explanation: The estimated Flexible Family Supports Funding budget is \$450,000. The FFS Funds will reimburse the RHAS contractors for the purchase of pool gates and fences, caregiver relocation costs, and other items required to facilitate or maintain a child placement.	
<b>PURPOSE OF REQUEST</b>	<p>The RHAS contracts provide relative and Non-Related Extended Family Members (NREFMs) with assistance completing the RFA process based on their suitability, commitment and qualifications to provide a home for the children.</p> <p>Furthermore, the recommended actions will enable Los Angeles (LA) County to continue providing relative and NREFM caregiver applicants with Resource Family Approval based on their suitability, commitment and qualifications to provide a home for child(ren). Without the approval of the recommended actions, many LA County relative and NREFM caregiver applicants will not be approved to become caregivers. The FFS Funding will reimburse the RHAS contractors for the purchase of pool fences, gates, or covers, move-in costs, and other items that are required to facilitate or maintain a child placement.</p>	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	<p>On June 9, 2015, the Board of Supervisors passed a Board Motion to improve and enhance supportive services to relative and NREFM caregivers. RHAS began as a demonstration project in response to CDSS' implementation of Resource Family Approval as the family friendly and child centered caregiver approval process. RHAS provides services to relatives and Non-Relative Extended Family Members who are completing the Resource Family Approval process. The contractors provide the In-Home Orientation, home environment assessment, 12-hour pre-approval training, the 8-hour 1<sup>st</sup> annual training, and first/aid and CPR training. In addition, the contractors purchase items and obtain services that are required to ensure the home environment meets RFA approval standards.</p>	

<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: Out-of-Home placement with relatives is an evidence-based practice known to increase placement stabilization and decrease timelines to permanency for youth in Kinship care. Service delivery is reflective of and responsive to the population served in LA County. Placement with relatives and NREFMs also helps the Department's efforts to eliminate racial disparity and disproportionality in LA County public child welfare.
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how RHAS supports priority 1 – Improving Child Protective Services – Children placed with relatives and NREFMs have the greatest chance to grow up in permanent and supportive homes and have the opportunity to grow into self-sufficient adults. Relative and NREFM caregivers become vital partners in a child's future.
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Bedrae Davis, CSA III, Program. Mgr., (213) 925-4499, <a href="mailto:davisb@dcfs.lacounty.gov">davisb@dcfs.lacounty.gov</a> ;



BRANDON T. NICHOLS  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

510 S. Vermont Avenue, Los Angeles, California 90020  
(213) 351-5602



Board of Supervisors  
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Fifth District

October 17, 2023

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO APPROVE AN AMENDMENT TO THE RELATIVE HOME  
ASSESSMENT SERVICES CONTRACTS  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) requests the Board's approval of an amendment to the Relative Home Assessment Services (RHAS) contracts to add Flexible Family Supports (FFS) funding to the contract, amend the Statement of Work, and add additional exhibits.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DCFS, or designee, to execute amendments, substantially similar to Attachment A, to use FFS funding, amend the RHAS Statement of Work and add exhibits to the RHAS contracts listed on Attachment B. The FFS funding budget is approximately \$450,000, financed utilizing FFS funds.
2. Delegate authority to the Director of DCFS, or designee, to execute amendments to the RHAS contracts for changes affecting the scope of work or to any of the terms and conditions included under this contract, provided that: (a) amendments do not include cost of living adjustments, (b) sufficient funding is available for increases, (c) County Counsel approval is obtained prior to executing the amendments and (d) DCFS notifies the Board and the Chief Executive Officer (CEO), in writing, within ten working days of execution of such amendments.

*"To Enrich Lives Through Effective and Caring Service"*

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The RHAS contracts provide relative and Non-Related Extended Family Member (NREFM) caregiver applicants with Resource Family Approval (RFA) based on their suitability, commitment and qualifications to provide a home for children.

Furthermore, the recommended actions will allow the creation of a pool of FFS funding. The FFS funding will be distributed to contractors on a pre-approved basis, to assist families completing the RFA process with acquiring needed items or assistance including, but not limited to, pool fences, gates or covers, move-in costs, or other items required to facilitate or maintain a child placement.

### **Implementation of Los Angeles County's Strategic Plan Goals**

The recommended action is consistent with the principles of Strategic Plan Goal I – Make Investments that Transform Lives; Strategy I.2 – Enhance our Delivery of Comprehensive Interventions; I.2.1 – Provide Subsidized Housing for Vulnerable Populations, I.2.4 – Support Job Readiness and Increase Employment Opportunities for Youth Served by the County.

### **FISCAL IMPACT/FINANCING**

The FFS funding is approximately \$450,000, and will be utilized to purchase pool fences, gates or covers, move-in costs, or other items required to facilitate or maintain a child placement.

Sufficient funding is included in the Department's Fiscal Year 2023-24 Final Adopted Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Approval of these amendments will enable DCFS to provide relative and NREFM caregivers with assistance in completing the RFA process.

County Counsel has approved the amendment and Board letter as to form.

### **IMPACT ON CURRENT SERVICES**


The contracts will not infringe upon the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

The Honorable Board of Supervisors  
October 17, 2023  
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**CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board letter and attachments to the Department of Children and Family Services.

Respectfully submitted,



BRANDON T. NICHOLS  
Director

BTN:CMM:LTI  
SS:jy

Attachments

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors



## **RELATIVE HOME ASSESSMENT SERVICES**

**AMENDMENT NUMBER \_\_\_\_\_**

**TO**

**Contractor's name**

**CONTRACT NUMBER \_\_\_\_\_ - SPA \_\_\_\_\_**

**AMENDMENT NUMBER \_\_\_\_\_**  
**RELATIVE HOME ASSESSMENT SERVICES**  
**CONTRACT NUMBER \_\_\_\_\_**

This Amendment Number XXXX ("Amendment") to Relative Home Assessment Services Contract ("Contract") Number XXXX, is made and entered into by and between the County of Los Angeles ("COUNTY"), and CONTRACTOR NAME ("CONTRACTOR"), on the XX day of XXXX, 2023.

**WHEREAS**, COUNTY and CONTRACTOR are parties to the Contract, and CONTRACTOR has been providing Relative Home Assessment Services to COUNTY; and

**WHEREAS**, the purpose of this Amendment is to add Flexible Family Supports (FFS) funding and new exhibits to the contract and to amend various subsections of the Statement of Work; and

**WHEREAS**, this Amendment is prepared pursuant to the provisions set forth in Standard Terms and Conditions, Section 8.1, Amendments;

**NOW, THEREFORE**, in consideration of the foregoing and mutual consent herein contained, COUNTY and CONTRACTOR hereby agree to amend the Contract as follows:

1. **Exhibits, Exhibit A, Statement of Work**, is deleted in its entirety, and replaced with Attachment I to this Amendment Number XXX.
2. **Exhibits, Exhibit A-20, RFA Gold Standard Checklist (version 8)**, is added and attached as Attachment II.
3. **Exhibits, Exhibit A-21, FFS Usage Instructions**, is added and attached as Attachment III.
4. **Exhibits, Exhibit A-22, FFS Invoice/Payment Request**, is added as Attachment IV.
5. **Exhibits, Exhibit A-23, FFS Household Purchase Record**, is added as Attachment V.
6. **Exhibits, Exhibit A-24, FFS Caregiver Budget**, is added as Attachment VI.
7. **Terms and Conditions – Section 5.0, Contract Sum, Sub-section 5.7.5** is amended to read as follows:  
  
5.7.5 The Contractor must submit the original monthly invoice and supporting documentation Exhibit A-4 to the DCFS Accounting Services and one copy to the DCFS County Program Manager for review and approval, as follows:



County of Los Angeles  
Department of Children and Family Services  
Attn: Accounting Services, Contract Accounting Unit  
510 S. Vermont Ave, 14<sup>th</sup> floor  
Los Angeles, CA 90020

**And a duplicate copy of the invoices to:**

County of Los Angeles  
Department of Children and Family Services  
Attn: Bedrae Davis, CSA III  
1933 S. Broadway 7<sup>th</sup> Floor  
Los Angeles, CA 90007  
davisb@dcfs.lacounty.gov  
Tel (213)763-9399

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT SHALL REMAIN IN FULL  
FORCE AND EFFECT.**

**AMENDMENT NUMBER XXX**  
**RELATIVE HOME ASSESSMENT SERVICES**  
**CONTRACT NUMBER \_\_\_\_\_**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment to be subscribed on its behalf by the Director of the Department of Children and Family Services and the CONTRACTOR has caused this Amendment to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Amendment. This Amendment may be executed in separate counterparts and may be delivered by electronic facsimile; each counterpart, when executed and delivered, shall constitute a duplicate original but all counterparts together shall constitute a single agreement.

COUNTY OF LOS ANGELES

CONTRACTOR

By:  \_\_\_\_\_

Brandon T. Nichols, Director  
Department of Children  
and Family Services

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Tax Identification Number

APPROVED AS TO FORM:  
BY THE OFFICE OF COUNTY COUNSEL  
Dawyn R. Harrison, County Counsel

By: \_\_\_\_\_  
David Beaudet, Senior Deputy County Counsel

**Relative Home Assessment Services**

<b>Contractor</b>	<b>Contract Number</b>
Antelope Valley Partners for Health	15-001-01
El Centro de Amistad, The Friendship Center	15-001-03
Aviva Family and Children's Services	15-001-04
Penny Lane Centers	15-001-05
Rosemary Children's Services	15-002-06
Aviva Family and Children's Services	15-001-07
Guardians of Love, FFA	15-001-08
The Dangerfield Institute	15-001-09
Guardians of Love, FFA	15-001-10
Penny Lane Centers	15-001-11
Child Net Youth and Family Services, Inc.	15-001-12

COUNTY OF LOS ANGELES  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

RELATIVE HOME ASSESSMENT SERVICES

STATEMENT OF WORK

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## **1.0 PREAMBLE**

The County of Los Angeles (County) seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan Mission, Values, Goals and Performance Outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and financial security of individuals, families, businesses and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of: 1) Accountability; 2) A Can-Do Attitude; 3) Compassion; 4) Customer Orientation; 5) Integrity; 6) Leadership; 7) Professionalism; 8) Respect for Diversity; and 9) Responsiveness.

These shared values are encompassed in the County's Strategic Plan's three Goals: 1) Operational Effectiveness/Fiscal Sustainability; 2) Community Support and Responsiveness; and 3) Integrated Services Delivery. Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

## **2.0 BACKGROUND**

Of the approximately 18,000 children in out-of-home care in Los Angeles County, over 9,800 children reside with 5,700 Relative or Non-Related Extended Family Member (NREFM) caregivers. This does not include informal arrangements without the involvement of child protective services. Though there is no definitive data, it is estimated that this population may be six times larger than those relatives involved with the Department of Children and Family Services (DCFS). The Los Angeles County Blue Ribbon Commission on Child Protection Final Report, April 2014, which cites the U.S. Department of Health and Human Services, 2001; Gordon, 2003; Lawrence-Webb, 2006; and Wilder Research, 2012, that revealed Relatives/NREFM caregivers to be inadequately supported in fiscal, social services and legal areas.

### **2.1 RELATIVE SUPPORT SERVICES DEMONSTRATION PROJECT**

On June 9, 2015, the Los Angeles County Board of Supervisors passed a Board Motion introduced by Supervisors Sheila Kuehl and Mark Ridley-Thomas entitled "Supporting our Relative Caregivers." It directed DCFS in consultation with the Chief Executive Officer, the Office of Child Protection, and the

Departments of Public Social Services (DPSS) and Community and Senior Services (CSS) to report back on the following areas:

1. DCFS to report on the programs and services (including DPSS and CSS programs) provided to relative caregivers, as well as an analysis of the gaps of where additional support is needed from both countywide and regional perspectives.
2. Using the solicitation process for the Prevention Initiative Demonstration Project as a model, DCFS to issue a Request for Information (RFI), leading to contracts, with qualified Community-Based Organizations (CBOs) in prevention, after care and family visitation services to develop kinship support programs.
3. DCFS referrals received from the State Ombudsman, foster parents, birth parents or other types of caregivers received in 2014.
4. DCFS analysis to establishing a 24/7 Caregiver Call Center to support the needs of relative and foster caregivers or birth parents.

On February 2, 2016, DCFS reported in a Board Letter following Stakeholder Meetings in each of the five Supervisorial Districts the following: 1) analysis of a Relative Caregiver Needs Assessment Survey sent to each Relative/NREFM caregiver; 2) review of its current kinship support practices; and 3) implementation plans for Adoption and Safe Families Act (ASFA) program transition to the Resource Family Approval (RFA) Program. The Board received and filed the Board Letter report that expanded the Relative Support Services (RSS) Demonstration Project to include both RSS contracts and Relative Home Assessment Services (RHAS) contracts in each of the eight Service Planning Areas (SPA) in Los Angeles County. As stated, DCFS will facilitate negotiated contracts through release of a Request for Information (RFI) to solicit interest by qualified, culturally and linguistically competent CBOs in providing RSS services, RHAS services or both.

## **2.2 RESOURCE FAMILY APPROVAL PROGRAM**

When DCFS detains children for reasons of child safety, Relative/NREFM caregivers are often first secured as resource families for placement. Consistent with Assembly Bill 403 (Stone), the County strives to ensure children in foster care have their day-to-day physical, mental, and emotional needs met; that they have the greatest chance to grow up in permanent and supportive homes; and that they have the opportunity to grow into self-sufficient, successful adults. Relative/NREFM caregivers become vital partners in a child's future.

Welfare and Institutions Code, Section 16519.5 requires the California Department of Social Services (CDSS), in consultation with County child welfare agencies, foster parent associations, and other interested community parties, to implement a unified, family friendly, and child-centered Resource Family Approval (RFA) Program process to replace the existing processes for licensing foster family homes and approving relatives and non-relative extended family

members as foster care providers or guardians, and approving adoptive families.

The County will work through contracts with qualified and culturally competent Community-Based Organizations (CBOs) to assist a Relative/NREFM caregiver applicant for Resource Family Approval (Applicant) and any Relative/NREFM Resource Family who has been approved earlier.

Through consultation with the parent(s), DCFS may explore the availability of multiple Applicants to minimize disruption to the child(ren)'s education and social network at a challenging time in their lives and the lives of their parent(s). CDSS issued RFA Program regulations, each of these Applicants will be assessed for their suitability, commitment and qualifications to provide a home for the child(ren).

By an RHAS Referral from DCFS, the Contractor will provide the Relative/NREFM caregiver, now Applicant, an overview of the child welfare processes and information resources; conduct a home environment assessment; correct Applicant home site conditions, if reasonable, to meet RFA Program regulations; provide directly or by subcontract RFA Pre-Approval and Post-Approval Training; assist the Applicant with documents retrieval critical to the RFA process; conduct a RSS assessment and refer the Applicant to the appropriate RSS CBO contractor; document, communicate and testify as needed, the Contractor findings.

### 3.0 DEFINITIONS

The following words as used herein shall be construed to have the following meanings, unless otherwise apparent from the context in which they are used:

- 3.1 **Applicant** – means an individual who has submitted an application for Resource Family Approval.
- 3.2 **Children's Social Worker (CSW)** – means the Social Worker employed with the DCFS to manage caseloads for children who are under the supervision and custody of DCFS.
- 3.3 **Community-Based Organizations (CBO)** – means a public or private non-profit organization that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs, and whose services are consistent with the vision, values and goals of the County.
- 3.4 **Contractor Project Director (CPD)** – means the individual designated by the Contractor to administer the Contract operations after the Contract award.
- 3.5 **County Program Manager (CPM)** – means the County representative responsible for daily management of the Contract operations and the oversight of monitoring activities, compliance with the requirements of the Contract, and the delivery of services.
- 3.6 **Flexible Family Supports (FFS)** - means the budget from which Contractors are allocated a portion for purchase of items and services to enable Applicants to



become RFA Program compliant or to enable Relative/NREFM Caregivers to continue as a child placement.

- 3.7 **Gold Standard Checklist** – a critical date form set up as a list, which delineates by progression of days, the required items for completion of the approval process for relative and Non-Relative Extended Family Member approval.
- 3.8 **Home Environment Assessment** – means a component of the Resource Family Approval process, which requires an Applicant to meet standards that include, but are not limited to, home and grounds, outdoor activity space, storage requirements, fire clearance, and capacity determination.
- 3.9 **Para-Professional Staff (PSS)** – means Contractor staff primarily responsible for the daily interaction with and providing services to the target population identified in the RHAS contract.
- 3.10 **Relative Caregiver Emergency Fund (RCEF)** – means the budget from which Contractors are allocated a portion for purchase of items and services to enable Applicants to become RFA Program compliant or to enable Relative/NREFM Caregivers to continue as a child placement.
- 3.11 **Resource Family Approval Applicant Home Environment Corrective Action Plan** – means a written plan that details a RFA Applicant’s commitment to remedy deficiencies in the delivery of the services as cited by the county.
- 3.12 **Resource Family Approval Contractor’s Corrective Action Plan** – means a written plan that details a contractor’s commitment to remedy deficiencies in the delivery of the contracted services as cited by the county.
- 3.13 **Resource Family Approval CSW** - means the Social Worker employed with the DCFS responsible for the approval of Resource Family applicants.
- 3.14 **Resource Family Approval (RFA) Tracking System** – means the database used for all RFA case activities.
- 3.15 **Resource Family Approval Training** – means training required by the RFA Program and County for an Applicant to be approved as a Resource Family.
- 3.16 **Resource Family Approval Post-Approval Training** – means training required by the RFA Program and County for Relative/NREFM caregivers to transition or continue to be a Resource Family.
- 3.17 **Respite Care** - means substitute care and temporary relief from the responsibilities of foster parenting of up to 72 continuous hours per fiscal year (July 1 - June 30). Respite care providers must be licensed, certified or approved as Resource Families pursuant to Welfare Institutions Code Section 16519.5, willing and able to provide quality care and supervision, regardless of a child’s history and current emotional and behavioral status.
- 3.18 **Relative/Non-Related Extended Family Member (NREFM) Caregiver** – means individual with custody of children providing foster care under formal or informal circumstances.

- 3.19 **Relative Home Assessment Services (RHAS)** – means contract services to assist the County in the Resource Family Approval Program process.
- 3.20 **Relative Home Assessment Services (RHAS) Referrals** – means DCFS referrals to RHAS contractors to initiate and perform RHAS contract services.
- 3.21 **Relative Home Assessment Services (RHAS) Training** – means County provided training to RHAS Contractors prior to the start of services to the target population.
- 3.22 **Relative Support Services (RSS)** – means services supporting Relative/NREFM caregivers and the children under their custody.
- 3.23 **Relative Support Services (RSS) Demonstration Project** – means the County approved project to improve and enhance support services to Relative/NREFM caregivers and the children in their custody as facilitated through the RSS Contract and the RHAS contract.
- 3.24 **Relative Support Services Assessment** – means assessment of support services needed by an Applicant, Relative/NREFM and children in their custody as conducted by the RHAS Contractor and the RSS Contractor.
- 3.25 **Resource Family** – means an individual or couple approved by the County as Relative/NREFM caregivers.
- 3.26 **Resource Family Approval (RFA) Program** – means State of California single process for approving families for foster care, legal guardianship, and adoption.
- 3.27 **Service Planning Areas (SPA)** – means the eight geographic areas of Los Angeles County used for social services planning and delivery.
- 3.28 **Subcontractors** – mean the agencies with whom County Contractors may contract to perform services.

#### **4.0 COUNTY'S GENERAL RESPONSIBILITIES**

- 4.1 County shall designate one (1) Program Manager (CPM) to coordinate the delivery of services of this Contract with the Contractor, including but not limited to assigning the RHAS Referrals.
- 4.2 CPMs or designee shall provide two, one-day Relative Home Assessment Services Training sessions per year to Contractor's staff.
- 4.3 The CPMs or designee will have full authority to monitor Contractor's performance in the day-to-day operation of this Contract.
- 4.4 The CPMs or designee will provide direction to Contractor in areas relating to DCFS policy, information and procedural requirements.
- 4.5 The CPMs or designee are not authorized to make changes in the terms and conditions of this Contract and are not authorized to obligate the County in any way whatsoever beyond the terms of this Contract.

## **5.0 CONTRACTOR'S GENERAL RESPONSIBILITIES**

- 5.1 Contractor shall maintain an office with a telephone in the agency's name where Contractor conducts business. Contractor's office shall be staffed during normal business hours, Monday through Saturday from 8:00 A.M. to 5:00 P.M. by at least one employee who can respond to inquiries and complaints. In addition, Contractor shall provide an answering system or service, or an after-hours contact to receive calls when the office is closed, in accordance with Subsection 9.2.
- 5.2 Contractor shall furnish its staff with all equipment, office furnishings and supplies to comply with the requirements of this Contract, including, but not limited to office space, supplies, computers, software, Smartphone with minimum five-megapixel resolution camera and email/internet subscription.
- 5.3 Contractor shall provide the staff in sufficient numbers to ensure the delivery of services specified in this Contract.

## **6.0 CONTRACTOR STAFF**

Contractor shall ensure its staff and sub-contracted staff conforms to the following staff requirements to meet service requirements detailed in the Statement of Work (SOW):

- 6.1 Contractor shall ensure that criminal clearances and background checks have been conducted for its staff and its sub-contracted staff prior to providing sub-contracted services. Staff who do not pass background checks shall not perform work under this Contract. Contractor shall maintain copies of all criminal clearances and background checks, and shall provide copies to County at the request of the CPMs. Regardless of whether its staff passes or fails, the cost of background investigations is the Contractor's responsibility.
- 6.2 Contractor shall obtain written verification of the required education requirements and licenses for its staff, including verification for education requirements earned by staff in foreign countries consistent with the U.S. Secretary of Education authorized accrediting agency.
- 6.3 Contractor's staff shall be able to read, write, speak and understand English in order to conduct business with the County. The ability to read, write, speak and understand other languages may apply as specified herein.
- 6.4 Contractor shall make available upon request, staff that are able to read, write and understand Spanish and other languages in order to communicate with Applicants and Relative/NREFM caregivers.
- 6.5 Contractor staff shall report all incidents involving children, including serious behavior incidents, serious injuries, and any incidents of abuse or neglect in accordance with Section 8.6, Child Abuse Prevention Reporting, of this Contract.
- 6.6 Contractor staff shall not perform Contract services while under the influence of any alcoholic beverage, medication, narcotic, or other substance, which may impair Contractor staff's physical or mental performance.

## **7.0 CONTRACTOR PROJECT DIRECTOR**

- 7.1 The Contractor Project Director (CPD) or alternate shall manage and oversee the daily Contract operations and delivery of services.
- 7.2 The CPD shall provide the CPMs with contact information where they may be reached Monday through Saturday from 8:00 A.M. to 5:00 P.M., except holidays. In addition, Contractor shall provide an answering system or service, or an after-hours and weekend contact to receive calls when the office is closed, and on weekends.
- 7.3 The CPD shall provide CPMs with duty roster and cell phone contact numbers for all staff on duty to provide RHAS contract services.
- 7.4 The CPD shall respond within 24 hours to all calls, emails, and/or reports regarding Contractor's performance issues, unless otherwise directed by the CPMs.
- 7.5 The CPD shall respond to CPMs request to meet, address and resolve performance issues, and shall be available to attend such meetings.
- 7.6 The CPD shall investigate any performance issues submitted by the County and report back to the CPMs within 48 hours in accordance with Section 14.0, Quality Assurance Monitoring as needed or as directed by the CPMs.
- 7.7 The CPD shall attend and successfully complete the County provided Relative Home Assessment Services Training prior to working with DCFS clients.
- 7.8 The CPD shall supervise staff, facilitate staff training, and provide staff with technical program support, such as updating cell phone communication/documentation linkages and assessing the quality of interaction between staff and DCFS clients.
- 7.9 The CPD shall provide the CPMs with a Weekly Reconciliation Record of RHAS Referrals, Exhibit A-6 no later than the Tuesday following each week.
- 7.10 The CPD shall provide the CPMs with a Monthly Relative Home Assessment Services Completion Report, Exhibit A-7 within 10 business days following the end of each month.
- 7.11 CPD and alternates shall meet the following minimum requirements:
  - 7.11.1 A Bachelor's Degree in Social Work, Psychology or a related Behavioral Science Degree from an accredited University or College.
  - 7.11.2 Two years of professional experience in the field of social work, behavioral science or social science whereby the same tasks as specified herein this SOW were performed in a social services agency.
  - 7.11.3 Contractor may hire persons with comparable qualifications who do not meet the requirements listed in 7.11.1 and 7.11.2 with an approved waiver from the CPM.

## **8.0 PARA-PROFESSIONAL STAFF**

- 8.1 Para-Professional Staff (PPS) shall attend and successfully complete the DCFS provided Relative Home Assessment Services Training prior to working with DCFS clients.
- 8.2 PPS shall provide RHAS contract services for Applicants and Relative/NREFM Resource Families per Relative Home Assessment Services Training.
- 8.3 PPS shall travel throughout the County as needed to direct or provide the delivery of RHAS contract services.
- 8.4 PPS shall receive RHAS Referrals from the CPD unless otherwise agreed to by CPMs.
- 8.5 PPS shall contact the Applicant and initiate RHAS contract services within five calendar days of each DCFS RHAS Referral.
- 8.6 PPS shall notify CPD and CPMs if repeated attempts, (three attempts per day for five consecutive days) to contact Applicant or Relative/NREFM Resource Family has failed.
- 8.7 PPS shall make additional appointments and return to home of Applicant or Relative/NREFM Resource Family as need to perform RHAS Components.
- 8.8 PPS shall provide feedback and documentation of the Relative Home Assessment Services including but not limited to Form RFA-03 (A), Exhibit A-8, Resource Family Home Environment Checklist or Form RFA-03 (B), Exhibit A-9, Resource Family Home Environment Checklist Annual Update to the case-carrying DCFS CSW within 45 days following the RHAS Referral unless otherwise instructed by the CPD in consultation with the CPM.
- 8.9 PPS is not a relative caregiver with an open case with DCFS or Probation Department, shall meet one or more of the following requirements:
  - 8.9.1 32 units from an accredited University, College or Community College, with at least 16 Units in Social work, Social Sciences, Humanities, Public Administration or Public Health.
  - 8.9.2 Two (2) years minimum experience in the field of social work, behavioral science or social science as indicated in Section 7.0 Subsection 7.11.2.
  - 8.9.3 Former relative caregivers previously approved by DCFS or Probation Department for relative placements, with no open case with DCFS or Probation Department, who do not meet requirements 8.9.1 or 8.9.2 must have approval by CPM.

## **9.0 TARGET POPULATION**

The Relative Home Assessment Services Demonstration Project will focus its services towards these target groups: 1) Applicant or Relative/NREFM Resource Family of

children under custody of DCFS and Probation Department; and 2) Children taken into custody by DCFS and Probation Department and placed with Applicant or Relative/NREFM Resource Family.

#### 9.1 LOCATION

Home of the Applicant or Relative/NREFM Resource Family.

#### 9.2 HOURS OF SERVICE

Monday through Saturday, 8:00 A.M. to 5:00 P.M. After-hours and Sunday by arrangement with Applicant or Relative/NREFM Resource Family, or with 24-hour advance notification from CPMs via CPD.

### **10.0 SCOPE OF WORK**

Contractor shall provide the Relative Home Assessment Services specified in this Statement of Work whenever children are detained for placement with a Relative/NREFM caregiver Resource Family Applicant; when children are replaced from another Resource Family, a Probation Department placement, foster or group home placement; or when Resource Family Annual Updates are needed as referred by DCFS.

10.1 In conjunction with DCFS Children's Social Worker (CSW), the CBO shall actualize said services through consultation with the parent(s), seek out via referrals, the availability of multiple Applicants to minimize disruption to the child(ren)'s education and social network at a challenging time in their lives and the lives of their parent(s). Using the RFA Program regulations, each of these Applicants will be assessed for their suitability, commitment and qualifications to provide a home for the child(ren).

10.2 The Contractor will provide Relative/NREFM caregivers (Applicant), an overview of the child welfare processes and information resources; conduct a home environment assessment; Applicant home site conditions, if reasonable, to meet RFA Program regulations; provide directly or by subcontract RFA Pre-Approval and Post-Approval Training; assist the Applicant with documents retrieval critical to the RFA process; conduct a Relative Support Services (RSS) assessment and refer the Applicant to the appropriate RSS CBO contractor; document, communicate and testify as needed, Contractor findings.

### **11.0 RELATIVE HOME ASSESSMENT SERVICES REFERRAL PROCESS**

11.1 CPMs will directly contact the CPD or designee to assign RHAS Referrals that will include Applicant contact information using the Resource Family Approval Request.

11.2 CPD will record the RHAS Referrals and make assignments to their PPS to commence with RHAS contract services.

11.3 Contractors who are also a County contracted Foster Family Agency (FFA) shall not accept placement, as an FFA, of a child moved from an Applicant or Resource Family that the County contracted FFA has provided RHAS contract

services for without prior approval from DCFS' Senior Deputy Director or Chief Deputy Director.

## **12.0 RELATIVE HOME ASSESSMENT SERVICES COMPONENTS**

### **12.1 APPLICANT ORIENTATION**

PPS shall contact the Applicant to schedule and conduct an in-person orientation within five (5) business days of receiving the RHAS referral, which includes the requirements set forth in Article 6, Resource Family Assessment and Approval Processes and Article 11, Requirements for Resource Families. The information provided also will include but is not limited to:

- Resource Family Approval Program Written Directives (Version 3, effective date 9/30/16)
- RFA Nondiscrimination of Applicants (Section 5-01)
- Applicant Qualification (Section 5-02)
- Applicant Qualifications and Applicant Requirements (Section 5-03)
- Self Preparation Checklist – Health and Safety Standards for Approval of Resource Family Homes
- Child's Personal Rights
- Emergency Procedures / Practices
- Child Safety Seats Save Lives
- Safe Sleep Tips for your Baby
- Pool Safety
- Carbon Monoxide Information
- Megan's Law / Adam Walsh legal information
- Edmund D. Edelman Children's Court
- Giving a Child a Permanent Home
- Resource Family Approval (RFA) Resources
- 211 Help Starts Here
- Kinship Flyer
- Relative Support Services Community Based Organizations (CBO) Support Services Network

- Scheduling Applicant's Pre-Approval Training classes

12.1.1 CONTRACTOR may offer a virtual Orientation if there is a rise in cases due to the COVID-19 health pandemic if approved by the CPM or designee.

## 12.2 HOME ENVIRONMENT ASSESSMENT

12.2.1 PPS shall conduct on-site caregiver home inspection(s) to ascertain compliance per RFA Program, Section 11, and Requirements for Resource Families (Specified RFA Program Sections listed below) and report findings on RFA-03, Exhibit A-8, Resource Family Home Environment Checklist within 45 days of RHAS Referral; reference Exhibit A-1, Performance Requirements Summary, Required Service #2.

Section 11.1 Home and Grounds

Section 11.2 Outdoor Activity Space

Section 11.3 Storage Requirements

Section 11.4 Fire Clearance

Section 11.5 (a) Emergency Procedures

Section 11.9 Telephones

Section 11.1-01 Limitations on Capacity for Specialized Resource Families

Section 11.1-02 Prohibition of Licensure for Specialized Resource Families

Section 11.1-07 Additional Home and Grounds Requirements for Specialized Resource Families

12.2.2 PPS shall provide photo document compliance/non-compliance per RFA Program regulations.

12.2.3 PPS shall develop, as needed, Corrections and document it on the Home Environment Corrections (HEC) form Exhibit A-10.

12.2.4 PPS shall ensure that Smoke and Carbon Monoxide Alarms and age/weight appropriate car seats are immediately provided to Applicant.

12.2.5 PPS shall ensure that a list of emergency telephone numbers is prominently displayed in an Applicant's home for immediate reference per RFA Program, Section 11-05 Emergency Procedures.

12.2.6 PPS will arrange purchase, delivery and set-up for furnishings, supplies and services that will enable the Applicant Home to become RFA Program compliant, as needed per the developed Home Environment Corrections (HEC). PPS will utilize the Exhibit A-16 Relative Caregiver Emergency Fund (RCEF) Usage Instructions to identify items/services, prices, request authorization (as needed) and document for invoicing payment requests any purchases.

12.2.7 CONTRACTOR shall use the Flexible Family Supports (FFS) to purchase concrete items or services associated with facilitating or



maintaining a child(ren) placement (e.g. pool gates, pool covers and relocation costs) that are not provided by the RCEF. CONTRACTOR may authorize up to \$5,000 per applicant/caregiver household. CONTRACTOR shall submit the FFS Caregiver Budget (Exhibit A-24) and an estimate of items or services to the CPM or designee for pre-approval. CONTRACTOR shall submit the FFS Invoice (Exhibit A-22), FFS Purchase Record (Exhibit A-23), and paid invoice to request reimbursement.

CONTRACTOR shall submit billing as follows:

- Department of Children and Family Services  
Attn: Contract Accounting Unit  
510 S. Vermont Ave., 14<sup>th</sup> floor  
Los Angeles, CA, 90020

12.2.8 PPS shall make appointment and return to verify and photo document that the HEC, Home Environment Corrections Exhibit A-10 has been successfully implemented, as needed.

12.2.9 For Bi-Annual Update of Resource Family Approval, PPS shall report findings on Resource Family Home Environment Checklist: Annual Update Exhibit A-9 within 90 days of the RFA Update due date; reference Exhibit A-1 Performance Requirement Summary, Required Service #3.

12.2.10 PPS shall upload documents into the RFA Tracking system within five (5) days of receipt.

## 12.3 RFA PROGRAM PRE-APPROVAL AND POST APPROVAL TRAINING SERVICES

12.3.1 For RHAS Referrals of Applicants, Contractor shall directly provide or subcontract, with CPM approval, to provide each Applicant a 12-hour RFA Program Pre-Approval Training per the DCFS designed curriculum. Following Applicant approval as a Resource Family, and within the remainder of 12 months from time of the Applicant referral to Contractor, Contractor shall provide an additional eight (8) hour Post-Approval training. See Exhibit A-12, Training Plan for Resource Families curriculum.

12.3.2 Contractor shall provide County completion verification of the RFA Program Pre-Approval Training curriculum by each Applicant within 45 calendar days following RHAS Referral by DCFS, reference Exhibit A-1 Performance Requirements Summary, Required Service #2.

12.3.3 For Resource Family Bi-Annual Updates, Contractor shall directly provide or subcontract, with CPM approval, to provide each Resource Family eight (8) hours of RFA Program Post-Approval Training per the DCFS designed curriculum. See Exhibit A-12, Training Plan for Resource Families curriculum.

- 12.3.4 Contractor shall provide County completion verification of the RFA Program Post-Approval Training curriculum by each Relative/NREFM Resource Family within 45 days following RHAS Referral by DCFS; reference Performance Requirements Summary, Required Service #3.
- 12.3.5 Contractor shall provide Pre-Approval and Post-Approval Training to Out-of-County Applicants or Relative/NREFM by request of CPMs.
- 12.3.6 Contractor shall complete a Pre-training evaluation of each Applicant within 30 calendar days of the RHAS referral using the Exhibit A-13, Prospective Resource Parent Training Final Evaluation Form. Contractor shall also use Exhibit A-14, Prospective Resource Parent Training Interim Evaluation Form on an as-needed basis and will alert the CPM or designee of an Applicant Pre-Approval Training issues. Contractor shall facilitate CPR and First Aid training for Resource Family Applicants with accredited CPR and First Aid training agencies.
- 12.3.7 Contractor may provide virtual or on-line Pre-Approval and Post-Approval training due to the COVID-19 health pandemic with CPM or designee approval.

#### 12.4 RELATIVE SUPPORT SERVICES (RSS) ASSESSMENT

The RSS component shall serve as the base (initiation of referrals) for engaging the target population in this service approach for out-of-home placements of children under the Court Jurisdiction and supervision of DCFS or Probation Department. The referral process will consist of the following:

- 12.4.1 The referrals will originate from County RHAS agency to County RSS Contractors.
- 12.4.2 The PPS will conduct an RSS Assessment, record the results on DCFS RSS Assessment Form 1 within 45 days of receiving the referral.
- 12.4.3 Within 24 hours, the PPS will electronically forward to the DCFS case carrying CSW or Probation Department Case Worker and the RSS CBO Contractor for the SPA/DCFS Office the DCFS RSS Assessment Form, Exhibit A-15.
- 12.4.4 The PPS will provide the Applicant with the name, location and contact information for the RSS CBO contractor.
- 12.4.5 Assistance with Relative Caregiver Emergency Fund (RCEF) including but not limited to food, transportation, one-time financial assistance, and emergency need vouchers provided by the RSS Contractor. RSS Contractor may authorize up to \$2,500 per caregiver household, with pre-approval from the County Program Manager; amounts exceeding the \$2,500 threshold shall require approval. Contractor will conduct an assessment using Exhibit A-16, Relative Caregiver Emergency Fund.

#### 12.5 DOCUMENT REQUEST AND RETRIEVAL ASSISTANCE

At the instruction of the DCFS CSW, PPS will facilitate the request and retrieval of documents on behalf of the Applicant so that the Resource Family may be approved. This includes but is not limited to:

12.5.1 Transporting Applicant to/from Live Scan locations, health and TB screenings. PPS shall retrieve from the Applicant RFA 07, Health Screening and RFA 08, TB Screening Questionnaire, in a sealed envelope from the licensed health care practitioner, in order to preserve the confidentiality of the information.

12.5.2 Facilitating the requests for documents pertaining to criminal exemptions authorized on behalf of the applicant or other adult associated with the Resource Family. Should document request require a fee, Contractor shall be reimbursed for such fee through the monthly Relative Caregiver Emergency Fund invoicing process.

## **12.6 APPEALS HEARING, JUVENILE COURT HEARING AVAILABILITY**

Reference Performance Requirements Summary, Required Service #4

12.6.1 At the request of DCFS, CPD or PPS shall make themselves available to testify at State Appeals Hearings as to the Relative Home Assessment Services provided by Contractor.

12.6.2 CPD or PPS shall make themselves available to testify before the Los Angeles County Juvenile Dependency Court as to the Relative Home Assessment Services provided by Contractor.

## **13.0 GREEN INITIATIVES**

Contractor shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits. Contractor shall notify CPMs of Contractor’s proposed green initiative outlined in their proposal and any new green initiatives prior to the Contract commencement.

## **14.0 QUALITY ASSURANCE MONITORING**

14.1 Contractor shall produce and implement a Quality Assurance Plan (QAP) to monitor and evaluate its performance and ensure Contract requirements are met. QAP must be approved by DCFS and be in place at start of Contract. Updates to QAP must be approved by DCFS.

14.2 Contractor shall incorporate the use of Exhibit A-1, Performance Requirements Summary in its QAP and include a plan to ensure uninterrupted service in the event of a strike by either party’s employees or other potential disruption in services.

14.3 Contractor shall provide a copy of its QAP to each CPM when the Contract commences, and as changes occur, and shall maintain documentation of its scheduled (quarterly or semi-annual) monitoring and evaluation activities.

- 14.4 Contractor shall: 1) immediately notify each CPM of any difficulty, problem, or incidents which may impact or delay the progress or completion of work; and 2) work with each CPM to resolve such issues to avoid further problems.
- 14.5 Contractor shall work with each CPM to quickly resolve any issues that emerge regarding Contractor's performance.
- 14.6 Contractor shall meet regularly and as needed with CPMs to discuss QAP.
- 14.7 Each CPM, or authorized designee, will monitor Contractor's performance in accordance with Section 8.20, County's Quality Assurance Plan, of the Contract, and Exhibit A-1, Performance Requirements Summary.
- 14.8 If service delivery is deficient or Contract requirements are not met, the CPM(s) will notify CPD by User Complaint Report (UCR), Exhibit A-17. Contractor shall respond within two (2) business days of receipt.
- 14.9 Contractor shall design and administer a survey to RHAS applicants to obtain feedback regarding their experiences and suggestions for improvement at least 60 days after RHAS services end. A draft of the survey shall be submitted for approval to the RHAS CPM within 60 days of contract award. Contractor shall discuss with the RHAS CPM the method(s) used to obtain this feedback. Contractor shall summarize results and forward to the County CPM twice a year.

## **15.0 DATA COLLECTION**

Contractor shall collect, manage and submit data either in written form or in designated electronic database as directed by the County to demonstrate outcomes inclusive of any additional guidelines set forth by DCFS. Contractor shall work with County to develop and implement tracking systems which include participant characteristics and demographics, collection and reporting of data on the outcomes and objectives, method of monitoring the quality of services provided, and survey instruments, reference Performance Requirements Summary, Required Service #5. Contractor shall perform data entry to support these activities.

## **16.0 CONTRACTOR RECORDS**

Contractor shall maintain records documenting the services it provides to Applicants and Resource Families under this Contract. RFA documents from the State of California Department of Social Services (CDSS) are marked 'SAMPLE'. Contractor shall utilize these CDSS marked documents until otherwise revised and adopted by the County or CDSS for use. At a minimum, Contractor's records shall include the following forms for each RHAS Referral:

- ❖ Resource Family Approval request Exhibit A-18
- ❖ RFA-01 (A) Resource Family Application Exhibit A-19
- ❖ RFA-03 Resource Family Home Environment Checklist
- ❖ RFA 809C, Resource Family Evaluation-CAP
- ❖ DCFS RFA DAP1, RFA Applicant, Home Environment Documented Alternative Plan
- ❖ DCFS RSS Assessment Form 1
- ❖ Weekly reconciliation record of RHAS Referrals

- ❖ Monthly RHAS Completion Report
- ❖ Photo documentation related to case assignment
- ❖ Prospective Resource Parent Training Evaluation Form for Annual Update Referrals
- ❖ RFA 03 (B) Resource Family Home Environment Checklist: Annual Update

- 16.1 Contractor shall maintain all records in accordance with Section 8.46, Records Retention and Inspection/Audit Settlement of this Contract.
- 16.2 Contractor shall maintain records pertaining to the procurement of supplies, furnishings and services provided to Applicants through the RCRF including but not limited to: RCEF Household Purchase Records, RCEF Invoice/Payment Requests – RHAS or RSS, purchase receipts/receipt copies.
- 16.3 Contractor shall maintain cell phone billing records pertaining to the services of this Contract.
- 16.4 Contractor shall immediately make all records available for County to review upon request.

## **17.0 MONTHLY REPORTS**

The RHAS agency's Monthly RHAS Completion Report must be in the format of Exhibit A-7 and shall be submitted by the 5th of each month for the monthly report to:

County of Los Angeles  
 Department of Children and Family Services  
 Bedrae Davis, CSA III  
 Resource Family Approval and Recruitment Division  
 1933 S. Broadway 7<sup>th</sup> Floor  
 Los Angeles, CA 90007  
[davisb@dcfs.lacounty.gov](mailto:davisb@dcfs.lacounty.gov)  
 Tel (213) 763-9399

## PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICE		PERFORMANCE INDICATOR	COMPLIANCE MONITORING METHOD	REMEDIES FOR NON-COMPLIANCE WITH PERFORMANCE
1	Contractor must contact and initiate RHAS at Applicant home site within five calendar days of RHAS Referral from County unless repeated contact attempts result in no response and CPD and CPMs are notified.	Standard: 100% Compliance	Monthly Relative Home Assessment Services Completion Report	Following implementation of a Correction Action Plan by Contractor, if standard is not met for two (2) consecutive months within a 12-month period, County may exercise option to reduce the number of RHAS Referrals to Contractor and proportionately reduce the Contractor RHAS Contract Budget.
2	Contractor must complete Orientation, Home Environment Assessment, Home Environment CAP/DAP, Pre-Approval Training and RSS Assessment/CBO referral for each Applicant within 45 calendar days of RHAS Referral unless otherwise directed by County	Standard: 100% Compliance	Monthly Relative Home Assessment Services Completion Report	Following implementation of a Correction Action Plan by Contractor, if standard is not met for two (2) consecutive months within a 12-month period, County may exercise option to reduce the number of RHAS Referrals to Contractor and proportionately reduce the Contractor RHAS Contract Budget.
3	Contractor must complete Annual Update of Home Environment Assessment, Home Environment CAP/DAP, Post-Approval Training for each Relative/NREFM Resource Family within 45 calendar days of RHAS Referral unless otherwise directed by County.	Standard: 100% Compliance	Monthly Relative Home Assessment Services Completion Report	Following implementation of a Correction Action Plan by Contractor, if standard is not met for two (2) consecutive months within a 12-month period, County may exercise option to reduce the number of RHAS Referrals to Contractor and proportionately reduce the Contractor RHAS Contract Budget.
4	Contractor must be available for State Hearing appearances.	Standard: 100% Compliance	Monthly Relative Home Assessment Services Completion Report	Following implementation of a Correction Action Plan by Contractor, if standard is not met for two (2) consecutive months within a 12-month period, County may exercise option to reduce the number of RHAS Referrals to Contractor and proportionately reduce the Contractor RHAS Contract Budget.
5	Contractor shall achieve Relative/NREFM caregiver service satisfaction standards with regard to Contractor performance.	Standard 100% Compliance	Client Satisfaction Survey	Following implementation of a Correction Action Plan by Contractor if standard is not met for two (2) Surveys within a 12-month period, County may exercise option to reduce the number of RHAS Referrals to Contractor and proportionately reduce the Contractor RHAS Contract Budget.





BRANDON T. NICHOLS  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

510 S. Vermont Avenue, Los Angeles, California 90020  
(213) 351-5602



Board of Supervisors  
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HOLLY J. MITCHELL  
Second District  
LINDSEY P. HORVATH  
Third District  
JANICE HAHN  
Fourth District  
KATHRYN BARGER  
Fifth District

September 27, 2023

The Honorable Board of Supervisors  
County of Los Angeles  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Ste. 383  
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR RETROACTIVE AUTHORIZATION FOR THE LOS ANGELES  
COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES TO RE-EMPLOY  
A RETIRED COUNTY EMPLOYEE TO A FULL-TIME PERMANENT POSITION ON  
AN INDEFINITE BASIS AS A CHILDREN'S SOCIAL WORKER II**

**SUBJECT**

The Department of Children and Family Services (DCFS) requests the Board's approval for retroactive authorization of a Los Angeles County Employees Retirement Association (LACERA) member's return to work, thereby suspending the member's retirement benefits and returning that member to active full-time employment.

**IT IS RECOMMENDED THAT THE BOARD:**

Authorize the re-employment of retired LACERA member Valerie J. Mayfield (employee number 181023), to a full-time permanent status in compliance with the Los Angeles County Employees Retirement Law of 1937. Upon your Board's approval and the subsequent approval of LACERA's Board of Retirement, the member's re-employment date will be retroactive effective May 27, 2022, the date DCFS rehired Ms. Mayfield.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Ms. Mayfield retired from active County service on June 3, 2020. Consistent with the Board's Policy, adopted July 6, 1993, which allows the re-employment of retired County employees on an indefinite basis, the Department is requesting the Board's approval for the re-employment of Ms. Mayfield into active County service, effective May 27, 2022,

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as a Children's Social Worker (CSW) II, (Item # 9072A, Salary Schedule 094C) at the base rate of \$6,002.82 monthly and \$72,033.84 annually.

DCFS Human Resources confirmed that upon Ms. Mayfield's return to County service, her retirement allowance was ended and will continue to be suspended until the termination of her re-employment. Ms. Mayfield is currently working as a CSW II at the DCFS Glendora Office. The CSW II position is one of the most demanding and critical positions within the Department to fill. The Department is in continuous need of hiring more social workers to support DCFS' mission in keeping children safe.

Due to the critical nature of the CSW position, Ms. Mayfield is playing a vital role in the Department's mission to improve child safety, permanency, and access to effective and caring services.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

This requested action supports the County's Strategic Plan Goal 1: Make Investments that Transform Lives and Goal 2: Foster Vibrant and Resilient Communities.

### **FISCAL IMPACT/FINANCING**

Funding for a full-time CSW II position is available within the Department's Salary and Employee Benefits budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County's Employees Retirement Law of 1937 governs LACERA. This action complies with the Government Code Sections 31680.4 and 31680.5, pertaining to retired members returning to active membership.

Prior to 1991, retired County employees were prohibited from returning to County employment, except temporarily and under limited circumstances. Government Code Section 31680.4 now permits retirees to return to work on a permanent basis. The Board's adoption of the policy on July 6, 1993 made that Government Code Section operative in the County.

Ms. Mayfield's medical evaluation states that she was found suitable for employment and is able to fully perform the job duties as a CSW II with the Department.

The Board letter has been reviewed and approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This action will have no negative impact on current services.

The Honorable Board of Supervisors  
September 27, 2023  
Page 3

**CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board letter and attachments to the Department of Children and Family Services for further processing.

Respectfully,



BRANDON T. NICHOLS  
Director

BTN:CMM:RT  
LBC:SM:yl

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors



BRANDON T. NICHOLS  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

510 S. Vermont Avenue, Los Angeles, California 90020  
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Third District  
JANICE HAHN  
Fourth District  
KATHRYN BARGER  
Fifth District

September 27, 2023

The Honorable Board of Supervisors  
County of Los Angeles  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Ste. 383  
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR RETROACTIVE AUTHORIZATION FOR THE LOS ANGELES  
COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES TO RE-EMPLOY  
A RETIRED COUNTY EMPLOYEE TO A FULL-TIME PERMANENT POSITION ON  
AN INDEFINITE BASIS AS A CHILDREN'S SOCIAL WORKER TRAINEE**

**SUBJECT**

The Department of Children and Family Services (DCFS) requests the Board's approval for retroactive authorization of a Los Angeles County Employees Retirement Association (LACERA) member's return to work, thereby suspending the member's retirement benefits and returning that member to active full-time employment.

**IT IS RECOMMENDED THAT THE BOARD:**

Authorize DCFS to re-employ retired LACERA member, Aline T. Bourgeois, to full-time permanent status in compliance with the County of Los Angeles (County) Employees Retirement Law of 1937. Subject to your Board's approval and the subsequent approval of LACERA's Board of Retirement, the member's re-employment date will be retroactive effective February 10, 2023, the date DCFS rehired Ms. Bourgeois.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Retired former County employee, Aline T. Bourgeois (employee number 255131), left active County service on September 13, 2006, and started to collect Retirement benefits

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on March, 1, 2016. Consistent with the Board's Policy, adopted July 6, 1993, which allows the re-employment of retired County employees on an indefinite basis, the Department is requesting the Board's approval for the re-employment of Ms. Bourgeois to active County service as a Children's Social Worker Trainee (CSWT) (Item # 9070A, Salary Schedule 082E) at the base rate of \$3,910.18 monthly and \$46,922.16 annually, effective February 10, 2023.

Ms. Bourgeois' medical evaluation states that she was found suitable for employment and is able to fully perform the job duties as a CSWT with the Department.

DCFS Human Resources confirmed that upon Ms. Bourgeois' return to County service, her retirement allowance ended and will continue to be suspended until the termination of her re-employment. Ms. Bourgeois is currently working as a CSWT at the DCFS South Los Angeles office. Ms. Bourgeois' position is one of the most highly demanding and critical positions within the Department to fill. The Department is in continuous need of hiring more social workers to support DCFS' mission in keeping children safe.

Due to the critical nature of the CSWT position, Ms. Bourgeois is playing a vital role in the Department's mission to improve child safety, permanency, and access to effective and caring service.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

This requested action supports the County's Strategic Plan Goal 1: Make Investments that Transform Lives and Goal 2: Foster Vibrant and Resilient Communities.

### **FISCAL IMPACT/FINANCING**

Funding for a full-time CSWT position is available within the Department's Salary and Employee Benefits budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County's Employees Retirement Law of 1937 governs LACERA. This action complies with the Government Code Sections 31680.4 and 31680.5, pertaining to retired members returning to active membership.

Prior to 1991, retired County employees were prohibited from returning to County employment, except temporarily and under limited circumstances. Government Code Section 31680.4 now permits retirees to return to work on a permanent basis. The Board's adoption of the policy on July 6, 1993, made that Government Code Section operative in the County.

The Board letter has been reviewed and approved as to form by County Counsel.


**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This action will have no negative impact on current services.

**CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board letter and attachments to the Department of Children and Family Services for further processing.

Respectfully,



BRANDON T. NICHOLS  
Director

BTN:CMM:RT  
LBC:SM:lg

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors