



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

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**DATE:** October 27, 2017

**TO:** Regional Managing Directors

**THROUGH:** David L. Fairbanks, Deputy Secretary 

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare   
Vicki Abrams, Assistant Secretary for Operations

**SUBJECT:** Regional Title IV-E Training Plans

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**PURPOSE:** The purpose of this memorandum is to inform Regional Managing Directors, Child Welfare Trainers, Supervisors and Program Managers of the next steps regarding the Department of Children and Families Title IV-E Regional training funds.

**BACKGROUND:** The Title IV-E training (OCA: BATR1) budget allocation methodology was part of the Approved Operating Budget (AOB) allocation for the regions. Region budget amounts were computed based on the percentage of Protective Investigation staff (excluding Non-Protective Investigation staff) in each region. However, the Office of Child Welfare decided to keep the budget in control pending the approval of the training spending plans submitted by the regions. The regions were required to submit a training plan and a corresponding spending plan that outlined their projected use of the Title IV-E training funds. The training plans were reviewed and approved by the Office of Child Welfare, and training activity funding amounts allocated based on Title IV-E eligibility.

**NEW INFORMATION:** The Office of Child Welfare has reviewed and approved the projected amounts for the training activities included on the Title IV-E training spending plan, with the exception of OPS as there is insufficient funding to meet everyone's projected OPS requests. As such, each region was allocated an amount based on the AOB allocation methodology (percentage of Protective Investigation positions per region, excluding Non-Protective Investigation staff).

Most regions are projecting a deficit in the OPS category, therefore, there is limited fluidity in transferring OPS funds amongst the regions. It is expected that each region will plan accordingly and function within their approved budget. Regions should not rely on an estimated surplus of another region to cover their deficit in a specific category. There is no available budget remaining to assist each other should one region exceed their allocated funding. Per 216.311(1), F.S., and CFOP 55-4, the statewide budget cannot have a deficit.

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Any changes a region makes to their training plan and spending plan has to be submitted to the Office of Child Welfare for review and approval prior to any dollars being repurposed for a different training activity.

All regions must continue to identify, capture, and track the expenditures necessary to carry out Title IV-E eligible pre-service and in-service trainings. These include, but are not limited to, costs of Trainer or Trainee salary, travel and conference attendance, and costs of office space and teaching supplies. Regions must keep documentation showing their costs according to the provisions of their contract, agreement, or Department policy, as appropriate. In the event of a federal or state audit, auditors will want to review individual costs in agency records to determine programmatic and fiscal compliance.

**ACTION REQUESTED:** Regions need to coordinate with their HR liaison to move the OPS positions from OCA: BATR1 to BA000. The Trainers must use the IV-E training charge object code (**OFFICE OF CHILD WELFARE 3**) on their timesheet to document and track the amount of time spent on eligible Title IV-E training activities. Moreover, Trainees must continue to use the charge object code (**OFFICE OF CHILD WELFARE 2**) on their timesheet to document and track the amount of time spent on eligible Title IV-E training activities.

Please share this memorandum with all appropriate staff in your region.

**CONTACT INFORMATION:** If you have any questions or need clarification regarding any information contained in this memorandum, please contact MaryAnn White at [MaryAnn.White@myflfamilies.com](mailto:MaryAnn.White@myflfamilies.com) or call (850) 717-4672.

#### ATTACHMENT

cc: Regional Family and Community Services Directors  
Center for Child Welfare

Title IV-E Statewide Budget Allocation Summary

OPS	Region	Allocated	Released Funds
	Northwest	\$ 120,830.00	\$ 120,830.00
	Northeast	\$ 208,911.00	\$ 208,911.00
	Suncoast	\$ 92,034.00	\$ 92,034.00
	Central	\$ 294,170.00	\$ 225,706.00
	Southeast	\$ 101,633.00	\$ 101,633.00
	Southern	\$ 90,905.00	\$ 90,905.00
	<b>Total</b>	<b>\$ 908,483.00</b>	<b>\$ 840,019.00</b>

Expense	Region	Allocated	Released Funds
	Northwest	\$ 186,562.00	\$ 106,563.00
	Northeast	\$ 322,561.00	\$ 271,999.00
	Suncoast	\$ 142,101.00	\$ 80,000.00
	Central	\$ 454,201.00	\$ 168,837.00
	Southeast	\$ 156,922.00	\$ 22,073.00
	Southern	\$ 140,358.00	\$ 140,000.00
<b>Total</b>	<b>\$ 1,402,705.00</b>	<b>\$ 789,472.00</b>	

OCO	Region	Allocated	Released Funds
	HQs	\$ 67,247.00	
	Northwest	\$ -	\$ 30,000.00
	Northeast	\$ -	
	Suncoast	\$ -	
	Central	\$ -	
	Southeast	\$ -	
	Southern	\$ -	
<b>Total</b>	<b>\$ 67,247.00</b>	<b>\$ 30,000.00</b>	

Contract Services	Region	Allocated	Released Funds
	Northwest	\$ 360,050.00	\$ 315,340.00
	Northeast	\$ 622,516.00	\$ 270,470.00
	Suncoast	\$ 274,244.00	\$ 212,060.00
	Central	\$ 876,570.00	\$ 676,740.00
	Southeast	\$ 302,846.00	\$ 105,500.00
	Southern	\$ 270,879.00	\$ 273,000.00
<b>Total</b>	<b>\$ 2,707,105.00</b>	<b>\$ 1,853,110.00</b>	