



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

**DATE:** May 2, 2016

**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:** Title IV-E Training Funding for Child Protective Investigations

**PURPOSE:** The purpose of this memorandum is to provide clarification on Title IV-E eligible training activities, specifically for Child Protection Investigations.

**BACKGROUND:** The Code of Federal Regulations 45 CFR 1356.60(b) and (c) provides authority to states for establishing a Title IV-E training program and claiming federal reimbursement. These sections of the federal regulations allow the state to claim reimbursement for training activities and costs determined necessary for the proper and efficient administration of the Title IV-E program. It specifies that all training activities and costs funded under Title IV-E shall be included in the agency's training plan. States **cannot** claim Title IV-E funds for training that addresses how to:

- Deliver social services;
- Conduct child abuse and neglect investigations; or
- Treat/address child or family specific problems or behaviors.

The approved State Plan for Title IV-E training **only** allows the state of Florida to claim the five week Core Pre-Service curriculum for Child Protective Investigations. The plan does not support Child Protective Investigations claim under Title IV-E for the following:

- In-Service training;
- Field training; or
- Pre-Service Child Protective Investigations Specialty track.

Maryann White, Statewide Training Manager, will be reaching out to the regional training managers to review the clarification and to gather information on the dates for which Pre-Service Core training was held and who was in each class. The Office of Child Welfare, Revenue Management, and Budget are working on solutions to adjust costs that were incorrectly claimed under Title IV-E training.

**ACTION REQUESTED:** Please instruct appropriate staff that, *effective immediately*, Child Protective Investigations must only claim Title IV-E training funds for the five weeks Core Pre-Service curriculum. During Core Pre-Service training Title IV-E training funds can be used for trainee salary, trainer salary, travel, and tangible items such as training supplies. When DCF employees complete their time sheets in People First, they must only add Title IV-E related charge object when participating in Core Pre-Service training. This applies to both the trainer and the trainee.

**CONTACT INFORMATION:** If you require additional programmatic information or have questions please contact Maryann White at 850-717-4672 or [maryann.white@myflfamilies.com](mailto:maryann.white@myflfamilies.com).