

**AMENDMENT TO Interagency Agreement (Agreement) Between Arizona Department of  
Child Safety (DCS), the Arizona Supreme Court, Administrative Office of the Courts (AOC)  
and  
Cochise County**

This amends the above-described Agreement dated March 26, 2020 and subsequent Amendment dated August 25, 2020 between the Arizona Department of Child Safety, the Arizona Supreme Court, Administrative Office of the Courts, and Cochise County. The introductory and purpose statement of this agreement is amended to add the following:

Attachments A and B are replaced by the "Certification of Expenditure" form(s) attached hereto.

Furthermore, the following exhibits are added as integral parts of the agreement:

Exhibit 1 - Federal 2 CFR § 200.332 requirements.

Exhibit 2 - Notification of sample award letter reflecting allocation amount received quarterly.

Any changes or requirements from the federal Children's Bureau to Title IV-E policy, claim forms, or cost allocation documentation for legal representation for children or parents will be implemented without amending the Agreement. AOC will assist in facilitating in communicating any changes to County.

County must submit its claiming methodology to DCS for approval prior to any future County claims being processed. A copy of the county's approved claiming methodology is attached to this amendment. County must immediately provide any subsequent updates to its claiming methodology to DCS for approval.

The following sections are replaced in their entirety from the original Agreement and the subsequent Amendment:

**1.0 TERM OF THE AGREEMENT**

- 1.1 The term of this Agreement shall begin on the date of the last signature and shall continue, with projected expenditures report submitted annually, until cancelled.
- 1.2 Allowable costs incurred must be invoiced, to the AOC, quarterly on the "Certification of Expenditure" form.
- 1.3 "Certification of Expenditure" forms must be submitted to AOC by County within 15 calendar days following the end of each quarter.
- 1.4 A progress report must be submitted annually by County to AOC no later than November 15th. AOC will forward all annual progress report to DCS.
- 1.5 Allowable costs may be invoiced to cover expenditures beginning January 7, 2019. The allowable expenditures from 2019 were required to be invoiced, in total, and submitted to the AOC by March 31, 2020.

- 1.6 The funding associated with this reimbursement is from Title IV-E Foster Care. CFDA. #93-658.
- 1.7 The terms of this Agreement will follow all federal requirements, changes, and clarifications even without an amendment.
- 1.8 The terms of this Agreement outline requirements as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA).
- 1.9 The closeout process of the terms of this Agreement will begin 30 days following the budget period end date.

## **2.0 PARTIES**

- 2.1 This Interagency Agreement is between DCS, AOC, and County.

## **3.0 PURPOSE**

- 3.1. The purpose of this Agreement is to allow the County to receive partial reimbursement for expenses incurred for the legal representation of children and parents in dependency and termination cases, including appeals, pursuant to Title IV-E administration laws and regulations and the federal Children's Bureau Child Welfare Policy Manual. These expenditures shall include costs associated with the independent legal representation by an attorney, including an attorney Guardian Ad Litem, for a child who is a candidate for Title IV-E foster care or is in foster care, and his/her parent(s), to prepare for and participate in all stages of Dependency and/or Termination related proceedings, including appeals.
- 3.2. DCS, AOC and County agree that DCS shall facilitate Title IV-E Federal Financial Participation (FFP) to the County as partial reimbursement for allowable costs associated with the independent legal representation by an attorney, for a child who is a candidate for Title IV-E foster care or in foster care, and for his/her parent(s), to prepare and participate in all stages of Dependency and/or Termination proceedings, including appeals, contingent on the agreed upon responsibilities of all parties.

## **4.0 AUTHORITY**

- 4.1 Authority for this Agreement is granted pursuant to the eligibility criteria of Title IV-E of the Social Security Act 42 U.S.C. § 673(a)(6); 45 CFR §1356.60(c); Section 474(a)(3); the Children's Bureau Child Welfare Policy Manual; A.R.S. § 35-148; and the Arizona DCS Title IV-E State Plan.

## **5.0 ALLOWABLE COSTS**

- 5.1 Expenditures shall include only costs for child welfare dependency cases that are associated with the independent legal representation by an attorney, for a child who is a candidate for Title IV-E foster care or in foster care and his/her parent(s), to prepare for and participate in all stages of Dependency and Termination, including appeals, and related proceedings. Allowable costs are limited to attorney and paralegal

compensation and the administrative costs allocated to directly support the attorney representing the eligible parents or children allowable under Title IV-E.

5.2 Additionally, administrative costs for paralegals, investigators, peer partners or social workers may be claimed as Title IV-E foster care administrative costs to the extent that they are necessary to support an attorney providing independent legal representation. Allowable costs for foster care legal proceedings include:

5.2.1 Hearings related to judicial determinations that it is contrary to the welfare of a child to remain in the home.

5.2.2 Hearings related to a child's removal from the home.

5.2.3 Hearings related to judicial determinations that the agency provided reasonable efforts to prevent removal and finalize the permanency plan.

5.2.4 Permanency hearings.

5.2.5 Hearings related to progress on case plans; and

5.2.6 Appeal proceedings that relate to judicial determinations required under Title IV-E.

5.3 Allowable costs for all stages of foster care legal proceedings include:

5.3.1 Independent investigation of the facts of the case, including interacting with law enforcement.

5.3.2 Meeting with clients or making home or school visits.

5.3.3 Attending case planning meetings.

5.3.4 Providing legal interpretations.

5.3.5 Preparing briefs, memos, or pleadings.

5.3.6 Obtaining transcripts.

5.3.7 Interviewing and preparing their client and witnesses for hearings.

5.3.8 Maintaining files.

5.3.9 Supervising attorneys, paralegals, investigators, peer partners or social workers that support an attorney in providing independent legal representation to prepare for and participate in all stages of dependency proceedings.

5.3.10 Filing child abuse and neglect petitions for candidates for foster care.

5.3.11 Court fees to file a petition for a judicial determination required under Title IV-E; and

5.3.12 Appellate work related to dependency proceedings.

## **6.0 DISALLOWED COSTS**

- 6.1. Any costs related to delinquency cases, criminal cases, or other case types involving matters not covered by this Agreement, such as housing, immigration, or traffic cases, are not eligible under Title IV-E or this Agreement and will be disallowed. In any disallowance or deferral action in which County is liable to DCS for the loss of funds, County shall be responsible for all legal fees against Title IV-E federal financial participation received by County and costs associated with the defense against the disallowance action. DCS shall cooperate with County in defense of such action by providing or making available all related records and documents and by permitting DCS staff to provide technical assistance to County in preparing appropriate party defense, but DCS assumes no other liability for the defense of the disallowance.
- 6.2. DCS is entitled to recover all payments improperly made or made by error to County, are not supported by appropriate documents or records, or are disallowed in a state or federal audit. County is responsible for refunding the full amount of such payment upon a written request from DCS.

## **7.0 RESPONSIBILITY**

### **7.1 County shall:**

- 7.1.1 Be considered a subrecipient of the federal award.
- 7.1.2 Provide DCS with contact information for a county point of contact and update the contact information should there be a change.
- 7.1.3 Ensure participation of the appropriate representatives in the annual trainings, and if needed, periodic refresher sessions provided by DCS for implementing the provisions within this Agreement.
- 7.1.4 Assume all responsibility and liability for erroneous reporting of costs allowable or disallowable.
- 7.1.5 Compile and identify allowable costs associated with allowable activities and ensure that unallowable costs are excluded from County Certification of Expenditure form.
- 7.1.6 Assume responsibility for implementing any federal policy changes.
- 7.1.7 Assume responsibility for programmatic decision making.
- 7.1.8 Establish agreements or contracts for legal services that comport with the Arizona Rules of Procedure for Juvenile Court pertaining to the duties and

responsibilities of attorneys appointed as counsel or Guardian ad Litem for the child or their parent.

- 7.1.9 Send a completed and signed "Certification of Expenditure" form, within 15 calendar days following the end of each quarter, to the AOC that includes:
  1. The number of represented children who are placed in foster care.
  2. The number of represented children who have an open in-home dependency or in-home intervention case.
- 7.1.10 Send a completed fiscal year annual progress report to AOC no later than November 15th annually.
- 7.1.11 Be responsible for the non-federal share requirement.
- 7.1.12 Document the allocation methodology to identify child welfare allowable costs and send to DCS for review and approval. Any changes to the allocation methodology must be immediately submitted to DCS for approval.
- 7.1.13 Maintain and have readily available an accurate record and supporting documents of the actual costs incurred and invoiced under this Agreement for providing independent legal representation to parents and children in dependency proceedings and claimed on the Certification of Expenditures form. These financial and performance records and documents must establish that such funds have been expended in accordance with this Agreement and the federal regulations of allowable costs. These financial and performance records and documents shall be retained for a period of no less than five years and made available to DCS upon request.
- 7.1.14 Provide and oversee the delivery of high quality, standards-based, independent legal representation to parents and children in child welfare proceedings.
- 7.1.15 Encourage counsel for the child, or their office social worker, to participate in all FCRB reviews for their client. If attendance is not possible, counsel should make every effort to provide to the FCRB in advance of the review, an update or a statement on the child's status and counsel's recommendations on next steps for moving towards permanency.
- 7.1.16 Make available to DCS, upon written request, all documents supporting the expenditures and claims identified in the "Certification of Expenditures" form, excluding attorney work product and confidential information.
- 7.1.17 Utilize at least 75% of the monies acquired through Title IV-E reimbursement to supplement and not supplant existing funding for parent or child representation through expanding, enhancing, or developing initiatives such as, but not limited to:
  1. Preventing dependency filings without jeopardizing child safety.

2. Implementing a Parent Mentoring Program.
  3. Meeting timeframes mandated by the Arizona Revised Statutes, Title 8, Chapter 4, Articles 4, 5, 8, 9, 10 and 11, as well as all applicable Court Rules.
  4. Enhancing representation through training and education.
  5. Improving the ability of attorneys to manage their dependency case load.
  6. Improving attorney/client ratios.
  7. Establishing models that bring together attorneys, social workers, and parent advocates to form interdisciplinary representation teams.
- 7.1.18 Partner with the Juvenile Court to implement initiatives to enhance child and parent representation both before and after the filing of a dependency petition and as identified through the partnership.
  - 7.1.19 Provide DCS an anticipated projection of allowable costs by September 1<sup>st</sup>, to be claimed the following federal fiscal year. The actual transfer amount will depend on County expenditures that qualify for FFP under Title IV-E.
  - 7.1.20 Participate in subrecipient monitoring activities as deemed necessary by DCS
    1. Take timely and appropriate action to address detected deficiencies through audits, on-site reviews and written confirmation as performed by DCS.
    2. Complete required reporting documents to DCS in pursuant with the Federal Funding Accountability and Transparency Act (FFATA).

**7.2 AOC Shall:**

- 7.2.1 Be responsible for selecting and inviting the appropriate trainees to participate in the annual trainings, and if needed, periodic refresher sessions provided by DCS for implementing the provisions within this Agreement.
- 7.2.2 Be considered the cash receipt and disbursement entity on the behalf of the counties for the purpose of this Agreement.
- 7.2.3 As the cash receipt and disbursement entity, AOC shall send a copy of completed and signed County Certification of Expenditure form to DCS, within 25 days after the end of each quarter which will be used as a funding drawdown request.
- 7.2.4 Complete and submit to DCS the Certification of Expenditure by County (aggregate) form, within 30 calendar days after the end of each quarter.
- 7.2.5 Provide to DCS an annual progress report with information from each county.

7.2.6 As the cash receipt and disbursement entity, shall disburse funds to County upon receiving the Title IV-E reimbursement funds from DCS.

**7.3 DCS Shall:**

- 7.3.1 Be considered a pass-through entity of the federal award.
  - 7.3.2 Be responsible for providing annual trainings and, if needed, periodic refresher sessions to the County, AOC, and others who participate in the Title IV-E legal representation funding process. Annual training may include a Title IV-E overview, allowable and non-allowable claiming activities, changes to expenditure claiming, policies, documents, and informational updates.
  - 7.3.3 Approve the County's claiming methodology.
  - 7.3.4 Apply the Arizona DCS Title IV-E penetration rate/population factor (% Title IV-E eligible children) to the total county expenditures and claim 50% FFP administrative reimbursement, upon receipt of a "Certification of Expenditures" form.
  - 7.3.5 Disburse, to AOC the County's share of the Federal Title IV-E reimbursement via an AFIS transfer, upon receiving the Federal Title IV-E reimbursement funds.
  - 7.3.6 Track, report and ensure timely transfer of IV-E Federal Reimbursement to AOC.
  - 7.3.7 Provide technical support and direction on Federal Title IV-E policy.
  - 7.3.8 Retain no more than \$95,000 annually for the administrative expenses associated with processing claims.
  - 7.3.9 Complete and submit required reporting documents to federal cognizant agency in pursuant with the Federal Funding Accountability and Transparency Act (FFATA).
  - 7.3.10 Evaluate risk of County non-compliance with federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.
  - 7.3.11 Perform subrecipient monitoring, including but not limited to, review of County financial records and performance reports for the purpose of monitoring activities as necessary to ensure funds are used for authorized purposes; verify that the County is audited as expected by federal requirements.
1. Issue management decisions for applicable audit findings pertaining to the County.

2. Confirm action is taken by County to address deficiencies detected audits, on-site reviews and written confirmation.

**16.0 RECORDS & AUDIT**

16.1 Pursuant to A.R.S § 35-214 and § 35-215, AOC and County shall retain and shall contractually require each subcontractor to retain all data, books and other records (“Records”) relating to this Agreement for a period of five (5) years after the end of the current federal fiscal year. All records shall be subject to inspection and audit upon request by DCS. AOC and County shall produce the original of any or all such Records at no cost. Such records shall exclude attorney work product and confidential information.

16.2 Pursuant to 2 CFR § 200.332, the County permits DCS access to the County records and financial statements as necessary for the pass-through entity requirements. DCS will monitor activities as necessary to ensure funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions; and that performance goals are achieved.

**Dave Byers**

Digitally signed by Dave Byers  
Date: 2022.12.02 09:27:46  
-07'00'

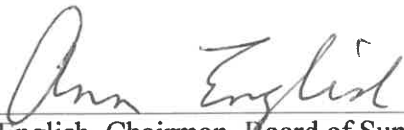
David K. Byers, Director  
Arizona Administrative Office of the Courts

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

DocuSigned by:  
*Robert Navarro*

3985C804D59F47C...  
Robert Navarro, Deputy Director  
Arizona Department of Child Safety

Date: 11/22/2022 | 3:05 PM MST



Ann English, Chairman, Board of Supervisors  
Cochise County

Date: 12-13-22



## DEPARTMENT OF CHILD SAFETY

### Legal Representation for Children/Parents Cost Allocation Methodology

---

COUNTY: Cochise County  
Print County Name

---

Title IV-E of the Social Security Act requires that only IV-E allowable expenditures are included in each request for federal reimbursement. Non-allowable IV-E expenditures must not be included in the request for federal reimbursement.

The State must ensure that only allowable IV-E Legal Cost are allocated and Charged to the State

---

County Name: Cochise County is providing DCS with the following cost allocation methodology used by the county for claiming only IV-E allowable expenditures and documenting the processes in place for the counties claiming.

How is your county tracking the allowable IV-E legal representation activities and expenditures from the unallowable IV-E legal representation activities and expenditures before submitting your invoice to AOC/DCS for federal reimbursement? As part of your response please, include how your county will specifically address delinquency vs Dependency representation. **Please be specific.**

**County Response (Response can be an attachment to this template.)**

Please see attached.



## Cochise County Indigent Defense Office

*Public Programs...Personal Service*  
www.cochise.az.gov

**How is your county tracking the allowable IV-E legal representation activities and expenditures from the unallowable IV-E legal representation activities and expenditures before submitting your invoice to AOC/DCS for federal reimbursement? As part of your response please, include how your county will specifically address delinquency vs Dependency representation.**

Cochise County is tracking allowable IV-E legal representation activities and expenditures from the Indigent Defense offices which include Cochise County's Public Defender, Legal Defender, and Legal Advocate's office. Attorney caseloads are tracked at the end of each month based on a report generated by IDC's data tracking software which generates a report of all the current open dependency cases assigned to an attorney from the three offices or a contract attorney through the Indigent Defense office. Dependency cases included in this data are Child Dependency representation, Parental Dependency representation, or Dependency Guardian ad Litem representation. Each office confirms with IDC how many cases are representation of the parents and how many are representation of children.

In determining allowable IV-E expenses, Cochise County calculates the total amount of gross pay and EREs paid for each attorney and support staff from three defense offices who solely work on dependency cases for each reporting quarter. Two support staff are only calculated at 50% of their salary and EREs due to assisting one other attorney in their office who do not solely work on dependency cases. The information on salary and EREs for each dependency attorney and dependency support staff are taken from the Finance Detail Payroll Reports that are provided after each pay period.

GROSS PAY AND BENEFIT TOTALS FROM FINANCE DETAIL PAYROLL REPORTS (FY21/22 THIRD QTR - January to March, 2022)

Paydate	Employee	Dept.	Total Wages (AO)	OASI - SS (AR)	OASI - Medicare (AS)	ASRS - ALT - Long Term	ASRS	HEALTH INS - Basic Life	Dental	EHS- Has Er	HEALTH INS - Medical	HEALTH INS - Std - Short term	Wrk Cmp	TOTAL ERE's (AK, AL)	Total Wages and ERE's	Amount per pay
1/14/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 78.67	\$ 18.40	\$ 2.95	\$ 189.90	\$ 3.18	\$ 4.05	\$ -	\$ 371.91	\$ 2.60	\$ 2.64	\$ 674.30	\$ 2,228.30	\$ 16,677.63
1/14/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 89.43	\$ 20.92	\$ 2.95	\$ 189.90	\$ 2.84	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.64	\$ 583.28	\$ 2,137.28	
1/14/2022	Leg Sec	Leg Def	\$ 1,587.44	\$ 96.90	\$ 22.66	\$ 3.02	\$ 193.99	\$ 2.91	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.70	\$ 596.78	\$ 2,184.22	
1/14/2022	Atty	OLA	\$ 3,076.92	\$ 189.11	\$ 44.23	\$ 5.85	\$ 376.00	\$ 3.46	\$ -	\$ -	\$ 250.24	\$ 2.60	\$ 5.23	\$ 876.72	\$ 3,953.64	
1/14/2022	Leg Sec	OLA (50%)	\$ 1,481.53	\$ 89.72	\$ 20.98	\$ 2.78	\$ 178.60	\$ 2.63	\$ 1.27	\$ -	\$ 251.50	\$ 2.60	\$ 2.49	\$ 552.57	\$ 1,007.05	
1/14/2022	Atty	Pub Def	\$ 3,307.70	\$ 202.85	\$ 47.44	\$ 6.28	\$ 404.20	\$ 3.63	\$ 4.05	\$ -	\$ -	\$ 2.60	\$ 5.62	\$ 676.66	\$ 3,984.37	
1/14/2022	Leg Sec	Pub (50%)	\$ 1,674.89	\$ 96.03	\$ 22.46	\$ 3.18	\$ 204.67	\$ 3.14	\$ -	\$ -	\$ 355.72	\$ 2.60	\$ 2.85	\$ 690.65	\$ 1,182.77	
1/28/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 78.67	\$ 18.40	\$ 2.95	\$ 189.90	\$ 3.18	\$ 4.05	\$ -	\$ 371.91	\$ 2.60	\$ 2.64	\$ 674.30	\$ 2,228.30	
1/28/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 89.43	\$ 20.92	\$ 2.95	\$ 189.90	\$ 2.84	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.64	\$ 583.28	\$ 2,137.28	
1/28/2022	Leg Sec	Leg Def	\$ 1,587.44	\$ 96.90	\$ 22.66	\$ 3.02	\$ 193.99	\$ 2.91	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.70	\$ 596.78	\$ 2,184.22	
1/28/2022	Atty	OLA	\$ 3,076.92	\$ 189.12	\$ 44.23	\$ 5.85	\$ 376.00	\$ 3.46	\$ -	\$ -	\$ 250.24	\$ 2.60	\$ 5.23	\$ 876.73	\$ 3,953.65	
1/28/2022	Leg Sec	OLA (50%)	\$ 1,461.54	\$ 89.71	\$ 20.98	\$ 2.78	\$ 178.60	\$ 2.63	\$ 1.27	\$ -	\$ 251.50	\$ 2.60	\$ 2.49	\$ 552.56	\$ 1,007.05	
1/28/2022	Atty	Pub Def	\$ 3,307.70	\$ 202.84	\$ 47.44	\$ 6.28	\$ 404.20	\$ 3.63	\$ 4.05	\$ -	\$ -	\$ 2.60	\$ 5.62	\$ 676.66	\$ 3,984.36	
1/28/2022	Leg Sec	Pub (50%)	\$ 1,674.89	\$ 96.03	\$ 22.46	\$ 3.18	\$ 204.67	\$ 3.14	\$ -	\$ -	\$ 355.72	\$ 2.60	\$ 2.85	\$ 690.65	\$ 1,182.77	
2/11/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 78.67	\$ 18.40	\$ 2.95	\$ 189.90	\$ 3.18	\$ 4.05	\$ -	\$ 371.91	\$ 2.60	\$ 2.64	\$ 674.30	\$ 2,228.30	
2/11/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 89.43	\$ 20.92	\$ 2.95	\$ 189.90	\$ 2.84	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.64	\$ 583.28	\$ 2,137.28	
2/11/2022	Leg Sec	Leg Def	\$ 1,587.44	\$ 96.90	\$ 22.66	\$ 3.02	\$ 193.99	\$ 2.91	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.70	\$ 596.78	\$ 2,184.22	
2/11/2022	Atty	OLA	\$ 3,076.92	\$ 189.11	\$ 44.23	\$ 5.85	\$ 376.00	\$ 3.46	\$ -	\$ -	\$ 250.24	\$ 2.60	\$ 5.23	\$ 876.72	\$ 3,953.64	
2/11/2022	Leg Sec	OLA (50%)	\$ 1,461.54	\$ 89.72	\$ 20.98	\$ 2.78	\$ 178.60	\$ 2.63	\$ 1.27	\$ -	\$ 251.50	\$ 2.60	\$ 2.49	\$ 552.58	\$ 1,007.06	
2/11/2022	Atty	Pub Def	\$ 3,307.70	\$ 202.85	\$ 47.44	\$ 6.28	\$ 404.20	\$ 3.63	\$ 4.05	\$ -	\$ -	\$ 2.60	\$ 5.62	\$ 676.67	\$ 3,984.37	
2/11/2022	Leg Sec	Pub (50%)	\$ 1,674.89	\$ 96.03	\$ 22.46	\$ 3.18	\$ 204.67	\$ 3.14	\$ -	\$ -	\$ 355.72	\$ 2.60	\$ 2.85	\$ 690.65	\$ 1,182.77	
2/25/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 78.67	\$ 18.40	\$ 2.95	\$ 189.90	\$ 3.18	\$ 4.05	\$ -	\$ 371.91	\$ 2.60	\$ 2.64	\$ 674.30	\$ 2,228.30	
2/25/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 89.43	\$ 20.92	\$ 2.95	\$ 189.90	\$ 2.84	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.64	\$ 583.27	\$ 2,137.27	
2/25/2022	Leg Sec	Leg Def	\$ 1,587.44	\$ 96.90	\$ 22.66	\$ 3.02	\$ 193.99	\$ 2.91	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.70	\$ 596.78	\$ 2,184.22	
2/25/2022	Atty	OLA	\$ 3,211.54	\$ 197.46	\$ 46.18	\$ 6.10	\$ 392.45	\$ 3.46	\$ -	\$ -	\$ 250.24	\$ 2.60	\$ 5.46	\$ 903.95	\$ 4,115.49	
2/25/2022	Leg Sec	OLA (50%)	\$ 1,461.54	\$ 89.72	\$ 20.98	\$ 2.78	\$ 178.60	\$ 2.63	\$ 1.27	\$ -	\$ 251.50	\$ 2.60	\$ 2.49	\$ 552.57	\$ 1,007.06	
2/25/2022	Atty	Pub Def	\$ 3,307.70	\$ 202.84	\$ 47.44	\$ 6.28	\$ 404.20	\$ 3.63	\$ 4.05	\$ -	\$ -	\$ 2.60	\$ 5.62	\$ 676.66	\$ 3,984.36	
2/25/2022	Leg Sec	Pub (50%)	\$ 1,674.89	\$ 96.03	\$ 22.46	\$ 3.18	\$ 204.67	\$ 3.14	\$ -	\$ -	\$ 355.72	\$ 2.60	\$ 2.85	\$ 690.65	\$ 1,182.77	
3/11/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 78.67	\$ 18.39	\$ 2.95	\$ 189.90	\$ 3.18	\$ 4.05	\$ -	\$ 371.91	\$ 2.60	\$ 2.64	\$ 674.30	\$ 2,228.30	
3/11/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 89.44	\$ 20.82	\$ 2.95	\$ 189.90	\$ 2.84	\$ 1.27	\$ 18.23	\$ 251.50	\$ 2.60	\$ 2.64	\$ 583.29	\$ 2,137.29	
3/11/2022	Leg Sec	Leg Def	\$ 1,587.44	\$ 98.91	\$ 22.68	\$ 3.02	\$ 193.99	\$ 2.91	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.70	\$ 596.79	\$ 2,184.23	
3/11/2022	Atty	OLA	\$ 3,211.53	\$ 197.46	\$ 46.18	\$ 6.10	\$ 392.45	\$ 3.46	\$ -	\$ -	\$ 250.24	\$ 2.60	\$ 5.46	\$ 903.95	\$ 4,115.48	
3/11/2022	Leg Sec	OLA (50%)	\$ 1,481.53	\$ 89.72	\$ 20.98	\$ 2.78	\$ 178.60	\$ 2.63	\$ 1.27	\$ -	\$ 251.50	\$ 2.60	\$ 2.49	\$ 552.57	\$ 1,007.05	
3/11/2022	Atty	Pub Def	\$ 3,307.70	\$ 202.85	\$ 47.44	\$ 6.28	\$ 404.20	\$ 3.63	\$ 4.05	\$ -	\$ -	\$ 2.60	\$ 5.62	\$ 676.67	\$ 3,984.37	
3/11/2022	Leg Sec	Pub (50%)	\$ 1,674.89	\$ 96.04	\$ 22.45	\$ 3.18	\$ 204.67	\$ 3.14	\$ -	\$ -	\$ 355.72	\$ 2.60	\$ 2.85	\$ 690.65	\$ 1,182.77	
3/25/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 78.67	\$ 18.40	\$ 2.95	\$ 189.90	\$ 3.18	\$ 4.05	\$ -	\$ 371.91	\$ 2.60	\$ 2.64	\$ 674.30	\$ 2,228.30	
3/25/2022	Atty Part-time	Leg Def	\$ 1,554.00	\$ 89.43	\$ 20.91	\$ 2.95	\$ 189.90	\$ 2.84	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.64	\$ 583.27	\$ 2,137.27	
3/25/2022	Leg Sec	Leg Def	\$ 1,587.44	\$ 96.90	\$ 22.67	\$ 3.02	\$ 193.99	\$ 2.91	\$ 1.27	\$ 19.23	\$ 251.50	\$ 2.60	\$ 2.70	\$ 596.79	\$ 2,184.23	
3/25/2022	Atty	OLA	\$ 3,211.54	\$ 197.46	\$ 46.18	\$ 6.10	\$ 392.45	\$ 3.46	\$ -	\$ -	\$ 250.24	\$ 2.60	\$ 5.46	\$ 903.95	\$ 4,115.49	
3/25/2022	Leg Sec	OLA (50%)	\$ 1,461.54	\$ 89.71	\$ 20.98	\$ 2.78	\$ 178.60	\$ 2.63	\$ 1.27	\$ -	\$ 251.50	\$ 2.60	\$ 2.49	\$ 552.56	\$ 1,007.05	
3/25/2022	Atty	Pub Def	\$ 3,307.70	\$ 202.85	\$ 47.44	\$ 6.28	\$ 404.20	\$ 3.63	\$ 4.05	\$ -	\$ -	\$ 2.60	\$ 5.62	\$ 676.67	\$ 3,984.37	
3/25/2022	Leg Sec	Pub (50%)	\$ 1,674.89	\$ 96.03	\$ 22.46	\$ 3.18	\$ 204.67	\$ 3.14	\$ -	\$ -	\$ 355.72	\$ 2.60	\$ 2.85	\$ 690.65	\$ 1,182.77	
TOTAL: \$ 100,551.35																

# Monthly IDC Report

## Cases assigned by IDC- April 2022

OFFICE/ATTORNEY	APPM	DEL	DEP	EXT	FEL	GC	MH	MISD	PTR	R32	SVP	Grand Total
PD												
Andrade, Rodrigo		7	1		24	1	1	10	14	4	1	63
Brown, William L.			1		4							4
Brubaker, Cynthia												1
Kemp, Joy		7			5			10		1		17
Kendall, Charles Jr.					14	1	1		4			17
Manquez, Eugene					1							20
<b>OLA</b>				4	37			5	9	3		44
Allred, Ashlea					8							55
Argenbriht, Dawfia			2									11
Hamberger, Michael												2
Jones, Joshua D.					13				6			19
LeVay, Dean			2		12							12
Orozco, Xochitl					4			5				7
<b>LD</b>												4
Dent, Sara L.					8		27	3	4			62
Larson, Joel A.								1	1			9
Legal Defender					7			1	2			10
Marcy, Andrew					8		27					35
<b>IDC</b>												8
Griffith, David B.	1	1	10		11			80	3	7		113
Lovell, John W.								41				41
Martin, Sarah Michele			3							1		1
McEachern, Janelle	1		2									3
McGowan, Mark J.										6		9
Sacramento, Jean M.			2					39				39
Salata, Brian R.		1	1									3
Waterman, David M.			2									1
Wilksion, David T.					11				3			14
<b>Grand Total</b>	<b>1</b>	<b>8</b>	<b>15</b>	<b>8</b>	<b>92</b>	<b>1</b>	<b>28</b>	<b>98</b>	<b>30</b>	<b>11</b>	<b>1</b>	<b>293</b>

## CF/OL April 2022 ASSIGNED ONLY

Case Type	CONFLICT				OVERLOAD			
	PD	LD	OLA	LD	PD	OLA	LD	LD
Misdemeanor Appeal	0	0	0	0	0	0	0	0
Delinquency	0	1	1	0	0	0	0	1
Dependency	5	6	5	5	0	3	1	5
Extradition	N/A							
Felony	1	5	7	5	8	10	3	16
Guardianship	N/A							
Mental Health	N/A							
Misdemeanor	N/A							
PTR	0	0	6	1	0	1	0	2
R32	2	1	9	4	0	4	0	1
Sexually Violent Person	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>8</b>	<b>13</b>	<b>28</b>	<b>15</b>	<b>9</b>	<b>18</b>	<b>4</b>	<b>25</b>

**March 31, 2022 (Query of Open Dependency Cases for FY21/22 Q3 Title IV Invoice)**

<b>Count of Code</b>	<b>Column Labels</b>	
<b>Row Labels</b>	<b>DEP</b>	<b>Grand Total</b>
Argenbright, Dawña	57	57
Benson, Janis H.	4	4
Bergevin, Linda	9	9
Brown, William L.	52	52
Gettler, Justin	26	26
Griffith, David B.	5	5
Halverstedt, Sigyn	1	1
Kemp, Joy	8	8
LeVay, Dean	8	8
Martin, Sarah Michele	25	25
McEachern, Janelle	21	21
Molitor, Brian	32	32
Orozco, Xochitl	3	3
Palmer, Ann T.	1	1
Sacramento, Joan M.	30	30
Salata, Brian R.	22	22
Schlievert, Scott W.	1	1
Troup, Benna	1	1
Waterman, David M.	48	48
Zachary, Jessica	10	10
<b>Grand Total</b>	<b>364</b>	<b>364</b>

**AMENDMENT TO Interagency Agreement (Agreement) Between Arizona Department of  
Child Safety (DCS), the Arizona Supreme Court, Administrative Office of the Courts (AOC)  
and  
Cochise County**

Exhibit 1

**2 CFR § 200.332 REQUIREMENTS**

Federal Award	Title IV-E Foster Care
Federal Award Date	09/30/2020
Federal Award Number/CFDA#	2101AZFOST 93.658
Subrecipient Name	Cochise County
Subrecipient's Unique Entity Identifier	LNCRRL2K1DA9
Subaward Period of Performance	10/1/2022-9/30/2023
Subaward Budget Period	10/1/2022-3/31/2024
Subaward Projected Award Amount*	\$86,431

\*This subaward projected award amount is for the annual year and will be disbursed in quarter increments.



**ARIZONA**  
DEPARTMENT  
of CHILD SAFETY

Mike Faust, Director  
Douglas A. Ducey, Governor

\_\_\_\_\_  
Date

Re: Notice of Award - FY \_\_\_\_\_  
Name of Award

Dear \_\_\_\_\_  
Grantee Name

Congratulations! The Department of Child Safety is pleased to inform you that your request for funding has been awarded.

This grant award represents obligation for fiscal year \_\_\_\_\_ for the \_\_\_\_\_ program.  
Fiscal Year Program

These funds are subject to the requirements of the \_\_\_\_\_  
Program

Award Number	
Award Performance Period	
Award Budget Period	
Award Amount	
Allocation Amount	
FAIN No.	
CFDA No.	
EIN:	
UEI/DUNS:	

With the acceptance of this award, you agree to administer this grant in compliance with conditions set forth in the Interagency Agreement. This award is also subject to the requirements of 2 CFR § 200.332 REQUIREMENTS as it aligns with subrecipient funding.

**Your Point of  
Contact for  
this grant is:**

We look forward to working with you on our shared commitment to meeting the needs of Arizona's families as we prepare for the implementation of the \_\_\_\_\_ program.

Sincerely,

\_\_\_\_\_

Arizona Department of Child Safety

Equal Opportunity Employer/Program. The Department of Child Safety (DCS) prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics, or retaliation or any other status protected by federal law, state law, or regulation. Reasonable accommodations to allow a person with a disability to take part in a program, service, or activity are available upon request. To request this document in alternative format or for further information about this policy contact your local office. TTY/TDD Services: 7-1-1. Free language assistance for DCS services is available upon request. Ayuda gratuita con traducciones relacionadas con los servicios del DCS esta disponible a solicitud del cliente.

**Instructions for completing the Legal Representation request for reimbursement**

Arizona can claim federal reimbursement under the Title IV-E program for administrative costs of independent legal representation provided by an attorney under section 74(a)(3) of the Act and 45 CFR 1356.60(c). This includes costs for attorneys who provide independent legal representation for the child welfare agency, a child/youth who is at imminent risk of being removed from their home and placed into foster care or is currently in foster care, and the child/youth's parents to prepare for and participate in all stages of foster care related legal proceedings.

\*This form must be completed and submitted to DCS quarterly, within 30 days following the end of each quarter. The completed form must be emailed to: Bruce.Halliday@azdcs.gov and Sherry.Fang-Mounier@azdcs.gov

**County Breakdown - COMPLETED BY AOC**

Allowable Expenditures and Number of Children	Fill in the grey cells based on each of the individual county reports, potentially copy/pasted depending on how they are sent .
---	---

**Certification of Expenditures Form-Summary - COMPLETED BY DCS**

**Instructions**

Name and Address of Provider	Complete the header information in cells: provider name, contact person, telephone number of contact person, invoice number and invoice period.
------------------------------	---

Summary of Reimbursement	Number will be pulled over automatically from the Certification of Expenditures tab, counties do not have to complete any information on this tab. AZ population factor will be entered by DCS and will need updated each quarter.
--------------------------	--

Summary of Federal Reporting	To be completed by DCS to align with CB-496 reporting requirements.
------------------------------	---

<b>Definition of Terms</b>	
<b>Allowable Costs</b>	<p>Only costs related to child welfare should be reported. Allowable costs related to foster care proceedings include: Hearings related to judicial determinations that it is contrary to the welfare of a child to remain in the home; Hearings related to a child's removal from the home; Hearings related to judicial determinations that the agency provided reasonable efforts to prevent removal and finalize the permanency plan; Permanency hearings; Hearings related to progress on case plans; and Appeal proceedings that relate to judicial determinations required under Title IV-E.</p> <p>Allowable costs related to all stages of dependency proceedings include: Independent investigation of the facts of the case, including interacting with law enforcement; Meeting with clients or making home or school visits; Attending case planning meetings; Providing legal interpretations; Preparing briefs, memos or pleadings; Obtaining transcripts; Interviewing and preparing their client and witnesses for hearings; Hearing presentation; Maintaining files; Supervising attorneys, paralegals, investigators, peer partners or social workers that support an attorney in providing independent legal representation to prepare for and participate in all stages of dependency proceedings; Filing child abuse and neglect petitions for candidates for foster care; Court fees to file a petition for a judicial determination required under Title IV-E; and Appellate work in reference to dependency proceedings.</p> <p>Title IV-E reimbursement is on a cash basis, therefore the costs must be based on when expenditures were made not when the service was rendered.</p>
<b>Backup Documentation</b>	Each legal provider must maintain administrative fiscal records that substantiate the costs invoiced on this form and produce them upon request for any internal or external review or audit.
<b>Federal Financial Participation (FFP)</b>	The portion of costs the federal government will reimburse for allowable costs- this is 50 percent. The total costs with the population factor applied is entered on the CB-496. The CB-496 applies the 50 percent to this amount.
<b>Number of Children in Foster Care</b>	The number of children served through these legal representation activities who are placed in out of home dependency (foster care) in that month and whose legal representation expenditure was paid for in that month.
<b>Number of In Home Children</b>	The number of children who have an open in-home dependency or in-home intervention case, are at imminent risk of removal, the planned placement is foster care and whose legal representation expenditure was paid for in that month. All other in-home cases should be excluded from this count.
<b>Quarter Ending</b>	The form needs to be completed each quarter. The quarters are October 1 - December 31, January 1 - March 31, April 1 - June 30, July 1 - September 30.
<b>Reasonable Candidates</b>	A candidate for foster care is a child who is at serious risk of removal from home as evidenced by DCS either pursuing his/her removal from the home or making reasonable efforts to prevent such removal.
<b>Title IV-E</b>	The federal Title IV-E Foster Care program helps to provide safe and stable out-of-home care for children and youth until they can be safely returned home, placed permanently with adoptive families or placed in other planned arrangements for permanency. The program is authorized by Title IV-E of the Social Security Act (the Act) and implemented under the Code of Federal Regulations (CFR) at 45 CFR parts 1355, 1356, and 1357. The program has specific eligibility requirements and fixed allowable uses of funds. Funds are available for monthly maintenance payments for the daily care and supervision of eligible children; administrative costs necessary for the proper and efficient administration of the program; training of staff and foster care providers; recruitment of foster parents and costs related to the design, implementation and operation of a state-wide data collection system. Recognizing the importance federal funding has to improve practice, CB issued revised and new policies to allow child welfare agencies to claim Federal Financial Participation (FFP) for administrative costs of independent legal representation provided by an attorney under section 474(a)(3) of the Act and 45 CFR 1356.60(c).
<b>Unallowable Costs</b>	Any non-child welfare related costs such as costs related to delinquency or criminal cases or any other non related legal case-child welfare such as housing, immigration, or traffic related activities are not eligible under Title IV-E Costs that are not directly attributable to the cost of attorneys for parents or children in dependency or termination cases, or they were not supported by appropriate records.
<b>Unduplicated Count</b>	The unique number of children or parents for whom legal representation services that correspond to the expenditures in that month.

## Arizona Title IV-E Legal Pass-Through - Certification of Expenditure by County

The Arizona Administrative Office of the Courts (AOC) is providing the Arizona Department of Child Safety (DCS) with the following expenditures and corresponding case counts for submittal to the federal ACF Children's Bureau for Title IV-E reimbursement.

Within 30 days following the end of each quarter, this form must be emailed to: Bruce.Halliday@azdcs.gov and Sherry.Fang-Mounier@azdcs.gov

REQUEST FOR REIMBURSEMENT  
Reporting (Invoice) Period

Quarter	Year
QE 6/30	2020

*(Period in which expenditures were paid)*

QE= Quarter Ending

County	Month	Paid Allowable Expenditures <sup>1</sup>	Number of Children in Foster Care <sup>2</sup>	Number of In-home Children <sup>3</sup>
Apache	April			
	May			
	June			
Cochise	April			
	May			
	June			
Coconino	April			
	May			
	June			
Gila	April			
	May			
	June			
Graham	April			
	May			
	June			
Greenlee	April			
	May			
	June			
La Paz	April			
	May			
	June			
Maricopa	April			
	May			
	June			
Mohave	April			
	May			
	June			
Navajo	April			
	May			
	June			
Pima	April			
	May			
	June			
Pinal	April			
	May			
	June			
Santa Cruz	April			
	May			
	June			
Yavapai	April			
	May			
	June			
Yuma	April			
	May			
	June			
<b>TOTAL EXPENDITURES DURING THE QUARTER</b>		<b>\$0.00</b>		
<b>AVERAGE UNDUPLICATED MONTHLY CASE COUNT</b>			<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>PERCENTAGE OF AVERAGE MONTHLY CASES</b>			<b>#DIV/0!</b>	<b>#DIV/0!</b>

<sup>1</sup> Paid Allowable Expenditures includes expenditures for legal representation for parents or children paid in that month.

<sup>2</sup> Number of Children in Foster Care: the unduplicated number of children who are placed in out-of-home dependency (i.e., foster care) whose legal representation was paid for in that month.

<sup>3</sup> Number of Children living in their own home (not placed in foster care): the unduplicated number of children who have an open in-home dependency or in-home intervention case that are imminent risk of removal and placement into foster care whose legal representation was paid for in that month.

**Attestation:**

The information above is true and accurate to the best of my knowledge. The expenditures submitted for Title IV-E federal reimbursement exclude costs that are not allowable under the Title IV-E program. In accordance with the agreement between the County, the Department of Child Safety, and the Administrative Office of the Courts, each County will maintain their administrative fiscal records that substantiate costs invoiced and produce them upon request for any internal or external review or audit.

Signature:

# Arizona Title IV-E Legal Pass-Through - Certification of Expenditure Form - Summary

**REQUEST FOR REIMBURSEMENT/REPORTING SUMMARY**

Reporting (Invoice) Period  Quarter  Calendar Year

**SUMMARY OF EXPENDITURES (from Certification of Expenditures sheet)**

Total Allowable Expenses	<input type="text" value="\$0.00"/>	Foster Care Candidate (In-home dependency/intervention) Percentage of Children	<input type="text" value="#DIV/0!"/>
In-Placement (Foster Care) Percentage of Children	<input type="text" value="#DIV/0!"/>	Foster Care Candidate (In-home dependency/intervention) Expenditures	<input type="text" value="#DIV/0!"/>
Foster Care Expenditures	<input type="text" value="#DIV/0!"/>		

**REIMBURSEMENT/REPORTING SUMMARY (to be completed by DCS for use in federal reporting)**

To be completed by DCS

AZ Foster Care Population Factor

For submission on the federal form CB-496

CB-496 Line 8. In-Placement Administrative Costs –	<input type="text" value="#DIV/0!"/>	CB-496 Line 10b. Title IV-E Foster Care Candidate Administrative Costs – Legal	<input type="text" value="#DIV/0!"/>
CB-496 Line 49b. Number of Children: In-Placement -	<input type="text" value="#DIV/0!"/>	CB-496 Line 51b. Number of Children: Title IV-E Foster Care Candidate – Title IV-E Funded	<input type="text" value="#DIV/0!"/>

Arizona can claim federal reimbursement under the Title IV-E program for administrative costs of independent legal representation provided by an attorney under section 74(a)(3) of the Act and 45 CFR 1356.60(c). This includes costs for attorneys who provide independent legal representation for a child/youth who is at imminent risk of being removed from their home and placed into foster care or is currently in foster care, and the child/youth's parents to prepare for and participate in all stages of foster care-related legal proceedings.

\*The request for reimbursement form must be completed and submitted quarterly, within 15 days following the end of each quarter.

**Certification of Expenditures Form**

<b>Section</b>	<b>Instructions</b>
Request for Reimbursement	Select the Quarter and Year for the requested reimbursement.
Name and Address of Provider	Complete the header information in cells: provider name and address, county invoice number, contact person, telephone number, email address, and county.
Summary of Expenses for Reimbursement	<p>a. For each corresponding quarter/month add the federal fiscal year that aligns with the reporting period.</p> <p>b. Add monthly allowable Title IV-E expenditures to each line - see definitions tab for examples of allowable costs and paid allowable expenditures.</p> <p>c. Add the monthly number of children who are placed in foster care whose legal representation expenditure was paid for in that month under the Number of Children in Foster Care column.</p> <p>d. Add the monthly number of children, who have not entered foster care whose legal representation expenditure was paid for in that month and meet the definitions of a "reasonable candidate" (see definitions tab) under the Number of Children in Foster Care column.</p>
Attestation	Signatory of person authorized to attest and certify costs reported on invoice.

<b>Definition of Terms</b>	
<b>Allowable Costs</b>	<p>Only costs related to child welfare should be reported. Allowable costs related to foster care proceedings include: Hearings related to judicial determinations that it is contrary to the welfare of a child to remain in the home; Hearings related to a child's removal from the home; Hearings related to judicial determinations that the agency provided reasonable efforts to prevent removal and finalize the permanency plan; Permanency hearings; Hearings related to progress on case plans; and Appeal proceedings that relate to judicial determinations required under Title IV-E.</p> <p>Allowable costs related to all stages of dependency proceedings include: Independent investigation of the facts of the case, including interacting with law enforcement; Meeting with clients or making home or school visits; Attending case planning meetings; Providing legal interpretations; Preparing briefs, memos or pleadings; Obtaining transcripts; Interviewing and preparing their client and witnesses for hearings; Hearing presentation; Maintaining files; Supervising attorneys, paralegals, investigators, peer partners or social workers that support an attorney in providing independent legal representation to prepare for and participate in all stages of dependency proceedings; Filing child abuse and neglect petitions for candidates for foster care; Court fees to file a petition for a judicial determination required under Title IV-E; and Appellate work in reference to dependency proceedings.</p> <p>Title IV-E reimbursement costs are based on when expenditures were paid not when the service was rendered.</p>
<b>Backup Documentation</b>	Each legal provider/county must maintain administrative fiscal records that substantiate the costs invoiced on this form and produce them upon request for any internal or external review or audit.
<b>Number of Children in Foster Care</b>	The number of children served through these legal representation activities who are placed in out of home dependency (foster care) in that month and whose legal representation expenditure was paid for in that month.
<b>Number of In Home Children</b>	The number of children who have an open in-home dependency or in-home intervention case, are at imminent risk of removal, the planned placement is foster care and whose legal representation expenditure was paid for in that month. All other in-home cases should be excluded from this count.
<b>Paid Allowable Expenditures</b>	Expenditures are considered made on the date the payment occurs, regardless of the date of receipt of the good or performance of the service.
<b>Quarter/Quarter Ending</b>	The form needs to be completed each quarter. The quarters are October 1 - December 31, January 1 - March 31, April 1 - June 30, July 1 - September 30.
<b>Reasonable Candidate</b>	A candidate for foster care is a child who is at serious risk of removal from home as evidenced by DCS either pursuing his/her removal from the home or making reasonable efforts to prevent such removal.
<b>Title IV-E</b>	The federal Title IV-E Foster Care program helps to provide safe and stable out-of-home care for children and youth until they can be safely returned home, placed permanently with adoptive families or placed in other planned arrangements for permanency. The program is authorized by Title IV-E of the Social Security Act (the Act) and implemented under the Code of Federal Regulations (CFR) at 45 CFR parts 1355, 1356, and 1357. The program has specific eligibility requirements and fixed allowable uses of funds. Funds are available for monthly maintenance payments for the daily care and supervision of eligible children; administrative costs necessary for the proper and efficient administration of the program; training of staff and foster care providers; recruitment of foster parents and costs related to the design, implementation and operation of a state-wide data collection system. Recognizing the importance federal funding has to improve practice, CB issued revised and new policies to allow child welfare agencies to claim Federal Financial Participation (FFP) for administrative costs of independent legal representation provided by an attorney under section 474(a)(3) of the Act and 45 CFR 1356.60(c).
<b>Unallowable Costs</b>	Any non-child welfare related costs such as costs related to delinquency or criminal cases or any other non related legal case-child welfare such as housing, immigration, or traffic related activities are not eligible under Title IV-E. This also includes costs that are not directly attributable to the cost of attorneys for parents or children in dependency or termination cases, or they were not supported by appropriate records.
<b>Unduplicated Count</b>	The unique number of children or parents for whom legal representation services that correspond to the expenditures in that month.

## Arizona Title IV-E Legal Pass-Through - Certification of Expenditure Form

**REQUEST FOR REIMBURSEMENT**

Reporting (Invoice) Period 

Quarter	Year
QE 6/30	2020

 (Period in which expenditures were paid )

QE= Qtr. Ending

**NAME AND ADDRESS OF PROVIDER (All gray fields required)**

<b>Provider's Legal Name:</b>	Provider A	<b>County Invoice Number:</b>
<b>Address:</b>	Address 1	<b>Contact Person:</b>
	Address 2	
<b>Email To</b>	Rob Shelley <a href="mailto:rshelley@courts.az.gov">rshelley@courts.az.gov</a>	<b>Telephone Number:</b>
		<b>Email</b>
		<b>County:</b>

**SUMMARY OF EXPENSES FOR REIMBURSEMENT**

Show only expenditures made during the months of this quarter.  
Refer to Definitions tab to review guidance about allowable paid expenditures.

Quarter	Federal Fiscal Year	Month	Paid Allowable Expenditures <sup>1</sup>	Number of Children in Foster Care <sup>2</sup>	Number of In-home Children <sup>3</sup>
QE 6/30	2020	April			
		May			
		June			
TOTAL EXPENDITURES DURING THE QUARTER			\$0.00		
AVERAGE UNDUPLICATED MONTHLY CASE COUNT				#DIV/0!	#DIV/0!
PERCENTAGE OF AVERAGE MONTHLY CASES				#DIV/0!	#DIV/0!

- 1 Paid Allowable Expenditures includes expenditure for legal representation for parents or children paid in that month.*
- 2 Number of Children in Foster Care: the unduplicated number of children who are placed in foster care whose legal representation was paid for in that month.*
- 3 Number of Children reside in-home (not placed in foster care): the unduplicated number of children who have an open in-home dependency or in-home intervention case that are imminent risk of removal and placement into foster care whose legal representation was paid for in that month.*

**Attestation:**  
The information above is true and accurate to the best of my knowledge. This excludes costs that are not allowable under the Title IV-E program (for example delinquency or criminal cases) or are currently being reimbursed by any other federal funding source. In accordance with my County's agreement with the Department of Child Safety (DCS) and the Administrative Office of the Court (AOC) we will maintain administrative fiscal records that substantiate costs invoiced and produce them upon request for any internal or external review or audit to DCS.

**Signature and Title of Authorized Representative**

**Date**

**Submit this form within fifteen (15) days following the end of each quarter**