



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER
H. L. Whitman, Jr.

September 7, 2016

Hidalgo County
County Treasurer
2810 South Business Highway 281
Edinburg, , TX 78539-6243

Re: FY 2017 – County Legal Services AND Welfare Board IV-E Annual Review

Contract Number: 23941009 & 23941008

Dear Contractor:

The Texas Department of Family and Protective Services (DFPS) must comply with federal regulations by conducting an annual review of your Title IV-E contract which includes the following contract actions:

- Identifying the budget to be used for the new contract period. This may include obtaining and approving a revised budget or confirmation of the continued use of the most current budget;
- ensuring documentation of the most current signature designation authority as documented on Form 2031, Signature Authority Designation;
- obtaining a current Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification; and
- ensuring current areas of associated risk to the agency are annually identified.

Attached are the documents required to be maintained:

- Budget Form 2030CWIVE;
- Budget Form 2030CLIVE
- Signature Authority Designation, Form 2031;
- Federal Funding Accountability and Transparency Act (FFATA) Certification Form 4734;
- Internal Control Certification, Form 9007ICC
- Risk Analysis Questionnaire, Form 9105.

Please return the budget forms and their associated narrative to support the projected expenditures. If your agency claims an indirect rate, return your agency's most current, approved indirect rate. If a revised budget is not necessary, indicate in your return correspondence that the budget will remain as previously submitted.

Return Forms 4734, 9007ICC and 9105.

Return Form 2031 only if the signature authority has changed.

Return the enclosed documents to me at the following address by September 14, 2016.

Oralia S. Balleza
CPS Contract Manager
2520 S. Veterans Blvd.
Edinburg, TX 78539
oralia.balleza@dfps.state.tx.us

If you have any questions regarding the proper completion of the enclosed documents, please contact me at 956-316-8269 or oralia.balleza@dfps.state.tx.us.

Sincerely,

Oralia S. Balleza

Oralia S. Balleza
CPS Contract Manager

cc: Candelaria Benavidez, CPS Contracts Program Director, Edinburg, 108-1

Enclosure(s):

- Budget for Title IV-E County Child Welfare Service
- Budget for Title IV-E County Legal Services
- Signature Authority Designation (Form 2031)
- Federal Funding Accountability and Transparency Act (FFATA) Certifications, (Form 4734)
- Internal Control Certification, Form 9007ICC
- Risk Analysis Questionnaire, Form 9105