County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

PHILIP L. BROWNING
Director

BRANDON NICHOLS
Chief Deputy Director

Board of Supervisors
HILDA L. SOLIS
First District
MARK RIDLEY-THOMAS
Second District
SHEILA KUEHL
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

August 4, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Philip L. Browning
Director

UNITED FRIENDS OF THE CHILDREN TRANSITIONAL HOUSING PROGRAM-PLUS FISCAL COMPLIANCE ASSESSMENT

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a Fiscal Compliance Assessment of the United Friends of the Children Transitional Housing Program-Plus (the THP-Plus) in October 2015. The THP-Plus has two sites, one in the Second Supervisorial District and one in the Fourth Supervisorial District and provides services to the County of Los Angeles DCFS Non-Minor Dependents (NMDs), Probation NMDs, and to NMDs from other counties. According to the THP-Plus' Program Statement, its stated purpose is "to provide self-sufficiency through service-enriched education and housing program, advocacy, and consistent relationships with a community of people who care."

At the time of the review, the THP-Plus served 13 DCFS NMDs. The NMDs' average length of placement was 11 months and their average age was 22.

SUMMARY

CAD conducted a Fiscal Compliance Assessment which included an agency-wide review of the THP-Plus' financial records: such as financial statements, bank statements, check register, and personnel files to determine THP-Plus' compliance with the terms, conditions and requirements of the THP-Plus Contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State and County regulations and guidelines.

The THP-Plus was in full compliance with all areas of the Fiscal Compliance Assessment: Financial Overview; Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

REVIEW OF REPORT

On January 6, 2016, Omnaya Zaklama, DCFS CAD, held an exit conference with the THP-Plus representative, Carol Gillard, Financial Officer. There were no findings.

A copy of this compliance report has been sent to the Auditor-Controller and Community Care Licensing.

If you have any questions, your staff may contact me or Aldo Marin, Board Relations Manager, at (213) 351-5530.

PLB:KR
LTI:oz

Attachments

c: Sachi A. Hamai, Chief Executive Officer
Calvin C. Remington, Interim Chief Probation Officer
John Naimo, Auditor-Controller
Kara Allen Soldati, Executive Director, United Friends of the Children
Public Information Office
Audit Committee
Leonora Scott, Regional Manager, Community Care Licensing Division
Lajuannah Hills, Regional Manager, Community Care Licensing Division

UNITED FRIENDS OF THE CHILDREN
FISCAL COMPLIANCE ASSESSMENT REVIEW
FISCAL YEAR 2015 – 2016

SCOPE OF REVIEW

The Fiscal Compliance Assessment included a review of the United Friends of the Children Transitional Housing Program Plus' (the THP-Plus') financial records for the period of July 1, 2013 through October 31, 2015. The Contracts Administration Division (CAD) reviewed the financial statements, bank statements, check register, and personnel files to determine the THP-Plus' compliance with the terms, conditions, and requirements of the THP-Plus contract, the Auditor-Controller Contract Accounting and Administration Handbook (A-C Handbook) and other applicable federal, State and County regulations and guidelines.

The on-site Fiscal Compliance Assessment review focused on five key areas of internal controls:

- Financial Overview,
- Loans, Advances and Investments,
- Board of Directors and Business Influence,
- Cash/Expenditures, and
- Payroll and Personnel.

The THP-Plus was in full compliance with all areas of the Fiscal Compliance Assessment: Financial Overview; Loan, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

PRIOR YEAR FISCAL COMPLIANCE ASSESSMENT FOLLOW-UP

CAD conducted a Fiscal Compliance Assessment of the THP-Plus in Fiscal Year (FY) 2014-2015. There was one recommendation that CAD verified, and the THP-Plus implemented the recommendation.

NEXT FISCAL COMPLIANCE ASSESSMENT

The next Fiscal Compliance Assessment of the THP-Plus will be conducted in County FY 2016-2017.