



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

510 S. Vermont Avenue, Los Angeles, California 90020
(213) 351-5602



BRANDON T. NICHOLS
Director

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September 9, 2022

To: Supervisor Holly J. Mitchell, Chair
Supervisor Hilda L. Solis
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Supervisor Janice Hahn
Supervisor Kathryn Barger

From: 
Brandon T. Nichols
Director

**CHILDREN'S BUREAU OF SOUTHERN CALIFORNIA
FISCAL COMPLIANCE ASSESSMENT**

REVIEW OF REPORT

The Department of Children and Family Services (DCFS) Contracts Administration Division (CAD) conducted a virtual Fiscal Compliance Assessment of the Children's Bureau of Southern California (the Contractor) from May 2022 through June 2022. This Contractor provides Foster Family Agency (FFA), Adoption Promotion and Support Services, Community Child Abuse Councils Coordination, Prevention and Aftercare Services and Relative Support Services. The Contractor is headquartered in the Second Supervisorial District.

Key Outcomes

NUMBER OF PRIORITY FINDINGS
PRIORITY 1 1
PRIORITY 2 1
PRIORITY 3 0

"To Enrich Lives Through Effective and Caring Service"

Each Supervisor
September 9, 2022
Page 2

CAD conducted a virtual Fiscal Compliance Assessment review of the Contractor's financial records, which consisted of the following: financial statements; bank statements; check register(s); and personnel files. The review focused on five key areas of internal controls to determine their compliance with FFA contracts: Financial Overview (financial records and bank statements); Loans, Advances and Investments; Board of Directors and Business Influence; Cash/Expenditures; and Payroll and Personnel.

CAD identified potential internal control weaknesses in the following areas:

Priority 1

- Cash/Expenditures
 - Weekly allowance for 1 of 4 FFA participants was not adjusted to the new rate, effective July 1, 2021.

Priority 2

- Financial Overview
 - Audited Financial Statements for 2020 and 2021 were not submitted to the California Department of Social Services timely.

On June 30, 2022, DCFS CAD Financial Specialist IV held an exit conference with the Contractor's Controller. The Contractor's representative agreed with the review findings and recommendations, and were receptive to implementing systemic changes to improve compliance with regulatory standards. The Contractor agreed to address the noted potential internal control weaknesses in a Fiscal Corrective Action Plan (FCAP).

The Contractor provided the attached approved FCAP addressing the recommendations noted in this report.

If you have any questions, your staff may contact me or Aldo Marin, Board Relations Manager, at (213) 371-6052.

BTN:KDR
LTI:lm

Attachments

c: Fesia Davenport, Chief Executive Officer
Arlene Barrera, Auditor-Controller
Dr. Adolfo Gonzalez, Chief Probation Officer
Public Information Office
Audit Committee



July 28, 2022

Regarding the FCAP for Children's Bureau of Southern California

FCAT Section 1 – Financial Overview:

The following depicts Children's Bureau of Southern California new procedure to address and correct the finding noted in the Fiscal Compliance Assessment, dated June 30, 2022, regarding the timely submission of the Annual Financial Statements to the California Department of Social Services.

- Because of the shift to working remotely with the onset of the pandemic, certain procedures were inadvertently not followed. Children's Bureau has adjusted our procedures to ensure compliance with a virtual and hybrid workforce. We have created a master electronic deadline list that is now reviewed with the Finance team. We do not anticipate missing this deadline again.

This procedure is effective immediately and the person responsible to ensure that the FCAP is fully implemented is Gayle Whittemore, Chief Financial Officer.

FCAT Section IV – Cash/Expenditures:

As outlined in the July 1, 2022 memo attached, the new procedure was effective as of that date. The person responsible for ensuring the FCAP is fully implemented is Cathy Allan, Quality Assurance Program Manager for Foster Care & Adoption programs.

Please let me know if you have any questions.

Sincerely,

Karen Haglund
Controller

Finance Department
karenhaglund@all4kids.org
(213) 342-0127



July 1, 2022

To Whom It May Concern:

The following depicts our new form (attached for your review) and procedure we will collocate to address and correct the amount paid to foster children for the weekly allowance:

- The new form now includes a check box for the resource parent to check off the age group of the child as well as the correct amount to be paid.
- When the social worker collects the log monthly, the social worker will ensure to review the allowance log to ensure the correct amount is being paid to the child and that the correct age box has been checked.
- Once a month, supervisors will complete a 'spot check' of the allowance logs for 2-4 children. Supervisors will do this as to further verify the allowance forms are correct and amounts being paid to the child are accurate.

If you have any questions or need anything further, please contact me at the following number: (323)652-1410.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Cathy Allan', with a horizontal line extending to the right.

Cathy Allan
Foster Care & Adoption
Quality Assurance Program Manager
cathyallan@all4kids.org
(323) 652-1410



Allowance Record

Month/Year: _____

Child's Name: _____ Resource Parent's Name: _____

Child's Date of Birth: _____ Date child joined family: _____

Select correct age/weekly amount:

- Age 5-7 \$8.25
 Age 8-10 \$11.25
 Age 11-13 \$15.50
 Age 14-15 \$17.50
 Age 16-17 \$20.50
 Age 18 \$27

	Date	Dollar amount paid	Child's signature	Resource Parent Initials
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				

Provide a completed copy to your CBSW monthly and maintain a copy in the child's file in your home.

Minimum amount due:

Age 5-7 \$8.25/weekly: Age 8-10 \$11.25/weekly: Age 11-13 \$15.50/weekly: Age 14-15 \$17.50/weekly: Age 16-17 \$20.50/weekly: Age 18-20 \$27/weekly