# 1602.0 Child Welfare Agency Incentive Funds

## 1602.1 Policy Approval Clearance Record

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| ☑ State Policy | This policy supersedes: | Number of pages in Policy: 4 |
| | | Date Policy Effective: July 1, 2013 |
| DCFS Administrator Approval Signature: | Date: July 1, 2013<br>Revised: September 16, 2014 | Policy Lead: Amber Howell |

## 1602.2 Statement of Purpose

**1602.2.1 Policy Statement:**
The Division shall administer a program to award incentive payments to a child welfare agency in a county whose population is 100,000 or more.

**1602.2.2 Purpose:**
Senate Bill 447 from the 2011 Legislative session awarded $7 million in each year of the biennium to support a fiscal incentive program designed to stimulate and support improvement in key areas identified in the urban child welfare's agency improvement plans. In order to access incentive funding, the counties would be required to submit an application to the Division each year targeting defined improvement goals, resources needed to achieve the goals, established baseline data and goals they believe they could achieve within a one year period. If the county does not meet the targeted outcomes, the incentive award amount will be adjusted based on the applicable percentage of performance level achieved and the subsequent fiscal year's payment will be adjusted accordingly.

## 1602.3 Authority

NRS 432B.2165

## 1602.4 Definitions

**1602.4.1 Administrator:** Division of Child and Family Services Administrator

**1602.4.2 Agency which provides child welfare services (for this policy only):** means in a county whose population is 100,000 or more, the agency of the county which provides or arranges for necessary child welfare services. May also be referred to as "Agency" or "Child Welfare Agency"

**1602.4.3 CCDFS:** Clark County Department of Family Services

**1602.4.4 Deputy Administrator** (DA)**:** Deputy Administrator for the Division of Child and Family Services

**1602.4.5 Director:** Child welfare agency Director in a county whose population is 100,000 or more

**1602.4.6 Division:** The Division of Child and Family Services (DCFS)

**1602.4.7 Fiscal:** The fiscal unit located within the Division of Child and Family Services

**1602.4.8 NAC:** Nevada Administrative Code (regulations promulgated by the Nevada Revised Statutes)

**1602.4.9 NRS:** Nevada Revised Statutes (as enacted by the Nevada Legislature)

**1602.4.10 WCDSS:** Washoe County Department of Social Services

**1602.4.11 State:** The Family Programs Office (FPO) at the Division of Child and Family Services

## 1602.5 Procedures

### 1602.5.1 Child Welfare Agency Submission

A.) May 1st of each year, the Child Welfare agencies submit an application to the Division of Child and Family Services (DCFS) that must include:

- Description of the specific goal the child welfare agency agrees to achieve by June 30th of the following year,
- Baseline data to support the need to improve the percent of improvement and the manner in which it will be measured,
- Source of data used to identify the problem and to measure ongoing and,
- An attached invoice indicating the amount requested (100%, 75%, 50%)

### 1602.5.2 DCFS Administration Responsibilities

A.) The application MUST be received by the DCFS Administrator

B.) Administrator will place their initials on the bottom right corner of the application with the date of receipt.

C.) Administrator will forward the entire application to the Child Welfare Deputy Administrator for review. The following items must be included in the application to qualify it as approvable and must be considered when determining approvability:

- Project Summary
- Description of the project
- Identification of the project goals and objectives
- Budget Summary Itemization
- Baseline data regarding the current status of the issue
- Target population
- Anticipated/expected outcome (amount, percentage, etc.)
- Source of data being utilized as the baseline and ongoing/Method of evaluating the success of the project
- Complete invoice

1. If the application is missing critical information or clarification is needed, the Child Welfare Deputy Administrator will send back to the child welfare agency, through the Administrator, comments for the child welfare agency on necessary changes and a timeframe for a response.

2. If approved, the Child Welfare Deputy Administrator will send the application to the Fiscal Deputy Administrator with the completed invoice and a memo indicating the application is approved.

D.) Once approved, the Fiscal Unit will release the incentive fund amounts as requested by the child welfare agency.

F.) The fiscal unit, at no time, may release the incentive dollars without an approved application and memo from the Child Welfare Deputy Administrator.

G.) **APPLICATIONS WILL NOT BE ACCEPTED IF SUBMITTED LATER THAN 60 DAYS**

**1602.5.3 Child Welfare Agency Responsibilities to provide evidence of completion**

A.) On September 1st, of each year, the child welfare agency will submit a report to DCFS that supports the goal established for the prior fiscal year to provide evidence of completion.

**1602.5.4 DCFS Administration Responsibilities to measuring progress achieved for previous fiscal year**

A.) The Administrator will forward the entire packet to the Child Welfare Deputy Administrator to analyze whether progress was successfully achieved, and if not achieved completely, the percentage of completion.

B.) The Child Welfare Deputy Administrator will ensure staff verifies the validity of the data.

C.) Child Welfare Deputy Administrator will send a memo to the Fiscal Deputy Administrator indicating the findings of the analysis and the incentive amount earned.

1. FY 2013: the amount if the incentive payment is 100%.

2. FY2014: The incentive payment is equal to one and half times the percentage point of completion to the goal.

3. FY 2015 and future years:

a. If a greater percent than estimated was achieved, DCFS will increase the incentive up to 100%, if 100% was not requested in the approved application.

b. If a lower percent than estimated was achieved, the child welfare agency shall reimburse DCFS comparable to the percentage not achieved.

**1602.5.5 Timelines:**

| Requirement | Deadline | Starting Date | Responsible Party | Actions to be Taken |
|---|---|---|---|---|
| **Application submission | May 1st of each year | May 1, 2012 | Child welfare agencies | N/A |
| Measure of success | September 1st of each year | September 1, 2013 | County child welfare agencies and DCFS | N/A |
| Governor's report | January 31st of each year | January 31, 2013 | DCFS Administration | N/A |

***The timeframes established in this policy assumes the applications from the child welfare agencies will be received timely. DCFS Administration has 30 days from receipt of the yearly applications to review and provide feedback and another 30 days to finalize (60 days total). The timeframe is triggered by receipt of the application.*

## 1602.6 Policy Cross Reference

### 1602.6.1 Policies: N/A

## 1602.7 Attachments

**1602.7.1** A – Incentive Payment Program Chart (PDF)