



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
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INSTRUCTIONAL MEMORANDUM

DATE: January 25, 2019

TO: Timothy Burch, Director, Clark County Department of Family Services
Amber Howell, Director, Washoe County Human Services Agency

FROM: Reesha Powell, Deputy Administrator, Division of Child and Family Services

SUBJECT: Application and Report for Incentive Funds

LEGAL AND RELATED REFERENCES: NRS 432B.2165, NRS432B, 217, NRS432B.2175

PURPOSE: This *Instructional Memorandum* is to provide instruction to local child welfare agencies on submitting the application for incentive payments and the outcome reporting requirements pursuant to NRS432B.2165-NRS432B.2175.

INSTRUCTION: The attached template “Application for Incentive Funds” should be completed for the submission of the Incentive Applications for Fiscal Year 2020 pursuant to NRS432B.2165. Per the statute, this information is due to the Division of Child and Family Services (DCFS) on or before May 1st. The template also includes a section to include the estimate of the percentage of the goals that will be achieved by June 30 for the previous year’s application pursuant to NRS.432B.217. Upon receipt of the application, DCFS will review the materials and notify the county agency regarding any deficiencies in the application and allow a resubmittal of the application within 30 days.

Pursuant to NRS432B.2175, the attached template “Incentive Funds Performance Report” should be completed for submission of the report to DCFS demonstrating percentage of the goal achieved for the incentive funds received for fiscal year 2019. This information is due on or before September 1st.