# Title IV-B Planning Committee

Rhode Island Department of Children, Youth and Families

**Policy: 100.175**

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The Department of Children, Youth, and Families is responsible to administer the Child Welfare Services Program in Rhode Island. Federal funds are granted to the states through Title IV-B of the Social Security Act to administer this program and all components of the plan must meet the provisions of Public Law 96-272 (Adoption Assistance and Child Welfare Act of 1980). The Department utilizes an inter-divisional planning process to ensure that an equitable and effective Child Welfare Services State Grant Program is developed, implemented, and monitored.

The Title IV-B Planning Committee, coordinated through the Division of Children's Behavioral Health, is comprised of representatives (administrative, supervisory, or line personnel) from the Department's divisions, a United States Department of Health and Human Services' (USDHHS) representative from the Administration of Children and Families (ACF), and the Title IV-B Committee Chairperson.

The committee is responsible to develop and/or revise the Title IV-B Plan and to develop proposals for IV-B Reallocation funds. The committee meets on a monthly basis to review and monitor the implementation of the Title IV-B Plan. The instruments utilized to review and monitor the status of IV-B programs are the Title IV-B Quarterly Report, which is prepared by the divisional representative in conjunction with the Associate/Regional/Assistant Director of his/her division and the Title IV-B Monthly Financial Report, which is prepared by the Administrator of Financial Management in the Division of Management and Budgeting. Needs assessment data is used to support the development of new program initiatives and program performance data is used to support the continuance of existing programs.

The Title IV-B Plan is designed to cover a three Federal fiscal year (FY) period (i.e. FY 90, 91, 92). The Federal fiscal year commences on October 1, and ends on September
30. The plan and its annual budget for years two and three are updated and submitted to USDHHS several months (by August 15) before the start of the new fiscal year.

**Related Procedures**

Establishment of the Title IV-B Planning Committee
Development of the Title IV-B Plan
Submission of title IV-B Plan to USDHHS
Implementation of Title IV-B Plan
Monitoring of Title IV-B Plan

# Establishment of the Title IV-B Planning Committee

**Procedure From Policy 100.175: Title IV-B Planning Committee**

~~A. The Title IV-B Planning Committee is chaired by a staff person from the Division of Mental Health~~

B. ~~Associate/Regional/Assistant Director of each division assigns a staff person (administrative, supervisory, or line personnel) to represent the division on the Title IV-B Committee.~~

C. ~~The Administrator of Financial Management in the Division of Management and Budgeting attends Committee meetings to provide periodic reports on the fiscal status of the IV-B Plan.~~

D. ~~A United States Department of Health and Human Services' (USDHHS) representative from the Administration of Children and Families (ACF) is a member of the Committee.~~

# Development of the Title IVB Plan

**Procedure From Policy 100.175: Title IV-B Planning Committee**

A. ~~The divisional representative, in accordance with the directives of the division's Regional/Assistant Director, participates in the development of program ideas for allocation and reallocation funds for his/her division:~~
   1. ~~Needs assessment data is used to support the development of new program initiatives; and~~
   2. ~~Program performance data is used to support the continuance of existing programs.~~

B. ~~The representative, under the direction and with the assistance of the Chairperson, presents his/her division's program ideas to the committee and advocates for funding.~~

C. ~~The IV-B Committee may collectively decide that certain program ideas should be recommended to the Director as priorities. The Chairperson presents all program ideas, indicating those that are recommended by the Committee, to the Director and the Associate Director.~~
   1. ~~The Director and the Associate Director review all proposals, including the recommendations of the Committee; and~~
   2. ~~The Director and the Associate Director determine which program ideas will be included in the Title IV-B Plan. The Chairperson of the Committee is informed of their decisions.~~

D. ~~The IV-B Committee Chairperson provides Committee members with the listing of approved program ideas.~~

E. ~~Divisional representative provides his/her Regional/Assistant Director with a copy of approved program ideas.~~

F. ~~IV-B Committee Chairperson provides copies of minutes of all meetings to Regional/Assistant Directors for their review.~~

# Submission of Title IVB Plan to USDHHS

**Procedure From Policy 100.175: Title IV-B Planning Committee**

A. ~~The Chairperson develops and finalizes the Title IV-B Plan.~~
B. ~~The finalized Title IV-B Plan is reviewed and signed by the Director.~~
C. ~~Copies of the Plan are provided to Regional/Assistant Directors and Committee members.~~
D. ~~The Plan is submitted to The Children's Bureau, Office of Human Development Services, USDHHS (by August 15).~~

# Implementation of Title IVB Plan

**Procedure From Policy 100.175: Title IV-B Planning Committee**

A. ~~The Regional/Assistant Director assigns a staff person to oversee each program or activity that is assigned to his/her division:~~
   1. ~~The staff person responsible to oversee a particular project may or may not be the Title IV-B divisional representative; and~~
   2. ~~The staff person responsible to oversee a particular project works in conjunction with Management and Budgeting to develop the paperwork necessary to initiate the program/activity that was approved for IV-B funding. For contracted program services, standard routing procedures are followed. For purchased goods and services, standard routing procedures are followed.~~

B. ~~The Regional/Assistant Director provides final approval for all expenditures.~~

C. ~~For capital expenditures, Regional/Assistant Director submits paperwork to the Administrator of Financial Management in the Division of Management and Budgeting.~~

D. ~~If Regional/Assistant Director becomes aware that allotted funds will not be expended for an approved program/activity, he/she forwards written communication to the Title IV-B Committee Chairperson:~~
   1. ~~The IV-B Committee is informed of the available funds and discusses different options for re-allotment.~~
   2. ~~The Committee may decide that all divisions should have the opportunity to submit ideas for funding. In this case, procedures outlined in Procedure: Development of the Title IV-B Plan above are followed.~~
   3. ~~Appropriate action is taken to re-allot the IV-B funds in a timely manner.~~

E. ~~Regional/Assistant Director submits copy of approved written contract or agreement to the IV-B Committee Chairperson through the divisional representative.~~

F. ~~The Administrator of Financial Management processes all applicable paperwork.~~

# Monitoring of Title IVB Plan

**Procedure From Policy 100.175: Title IV-B Planning Committee**

A. ~~Fiscal monitoring of the IV-B Plan is the joint responsibility of Management and Budgeting and the IV-B Committee Chairperson, who reports to the Committee:~~

1. ~~The Division of Management and Budgeting provides monthly financial reports on the financial status of all IV-B programs/activities to Regional/Assistant Directors. Regional/Assistant Director monitors the fiscal status of IV-B programs/activities which are administered within his/her division.~~
2. ~~The Administrator of Financial Management provides Title IV-B Monthly Financial Reports (Addendum II) to the IV-B Committee Chairperson and Committee. The Chairperson submits these reports to Regional/Assistant Directors for their review.~~
3. ~~IV-B Committee Chairperson monitors the fiscal status of all IV-B programs/activities. Chairperson confers with divisional representative and/or Regional/Assistant Director when there are questions and concerns about the financial status of projects in a division.~~

B. ~~The divisional representative is responsible to prepare a Quarterly Report for each program/activity funded for his/her division. The Regional/Assistant Director reviews and signs Quarterly Reports and ensures that they are submitted according to schedule:~~

1. ~~Divisional representative contacts staff person assigned to oversee each particular program/activity to gather information about the progress to date;~~
2. ~~Divisional representative meets with Regional/Assistant Director to discuss contents of reports;~~
3. ~~Quarterly Reports are submitted to the Title IV-B Committee Chairperson according to the following schedule (within fifteen (15) working days of the end of each quarter of the fiscal year):~~
    a. ~~First report - Due within fifteen (15) working days of 12/31;~~
    b. ~~Second report - Due within fifteen (15) working days of 3/31;~~
    c. ~~Third report - Due within fifteen (15) working days of 6/30;~~
    d. ~~Fourth report - Due within fifteen (15) working days of 9/30. (If contract specifies that service provider is allowed ninety (90) days after the completion of the contract to submit final program report to DCYF, divisional representative submits all available data at this time. An additional final report containing more extensive data is submitted in accordance with timeframes outlined in contract.)~~