

## **Community-Based Care Documentation and Reporting Requirements for Child Welfare Pre-Service and In-Service Training Dollars**

In order to support the state's transition to community-based care, the Department has allocated a portion of the Child Welfare Training Trust Fund to contracted community-based care providers to provide resources for in-service and foster/adoptive parent training activities.

The foster/adoptive parent allocation is a combination of Title IV-E, TANF and state funds and is claimed at the Title IV-E Training rate of 75% federal funding participation (FFP) by the Department.

The pre-service and in-service training allocation is a combination of Title IV-E, TANF and state funds and is claimed at the Title IV-E administrative rate of 50% FFP by the Department. Although these funds are considered administrative funds from an invoicing perspective, these funds are also part of the Child Welfare Training Trust Fund, which is legislatively mandated to fund only child welfare training activities.

To ensure that the legislative intent is maintained, each provider must submit semi-annual training reports for the purposes of documenting expenditures for training activities.

### **Allowable Expenditures:**

**Pre-service and In-service Training Allocation:** The pre-service and in-service portion of the training allocation may be used to provide department-approved courses that lead to the certification of child welfare professionals and to support any training activity that the provider has identified as necessary to improve the skills and performance of provider staff. The allocation is limited to training activities, but **is not** limited to training that is specifically tied to eligible Title IV-E administrative activities.

**Foster/Adoptive Parent Training Allocation:** The foster/adoptive parent training allocation may be used for Model Approach to Partnerships in Parenting (MAPP) training or Positive Parenting Skills training, which the Department claims at the enhanced rate of 75%.

### **Semi-Annual Reporting:**

Each provider must complete a semi-annual training expenditure report that includes an in-service training calendar containing all classes offered during the reporting period. Reports are due to the contract manager no later than **February 1** and **August 1** (or next business day).

a. **For training purchased by the provider:**

A minimum of a one-paragraph overview of the training activity.

- Vendor's name.
- Number of participants.
- Total cost.

b. **For training provided by the provider's staff, where the staff is not paid from this allocation:**

A minimum of a one-paragraph overview of the training activity.

- Number of participants.
- Total cost.

**c. For provider's staff hired as in-house training staff using the in-service allocation in full or part of salary and benefits:**

A copy of the staff member's position description.

- The total amount of the allocation dedicated to the staff member.
- The purpose and dollar amount of any travel, supply or other costs related to training delivered by the in-house staff member which is paid for out of the in-service allocation.

**d. For pre-service training arranged by the provider:**

- Names of the certified trainers who conducted the pre-service training.
- Names of the candidates who participated in the training.
- Name of the candidates who passed the post-test and met the certification requirements.
- A statement verifying that the provider met all of the requirements of the Statewide Training Academy, Child Protection Professional Certification Program.

**If no expenditures occurred during the six-month reporting period, a memo stating that no funds were expended between July 1<sup>st</sup> and December 31<sup>st</sup> or January 1<sup>st</sup> and June 30<sup>th</sup> should be developed and submitted to the contract manager in lieu of any of the above reports.**

**Questions:**

If there are any questions related to the report elements or if the provider would like to receive approval for a different foster/adoptive parent training activity, which can be considered for reimbursement at the 75% FFP, please contact your contract manager directly.