

**DIVISION OF CHILD AND FAMILY SERVICES
NOTICE OF SUBAWARD**

SUBAWARD #: 3141-19-001
PROGRAM: Title IV-E

SECTION B

Description of Services, Scope of Work and Deliverables

Washoe County Department of Family Services, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for Washoe County Department of Family Services

Goal 1: Continue the Child Welfare Integration process and maintain those functions.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Provide Child Welfare Services	1a. Provide enhanced and improved services to the current and increasing needs of children in northern Nevada. 1b. Provide coordination of services between the parties to meet the current and increasing needs of children in northern Nevada.	06/30/2019	1. Register of children with surnames redacted 2. Booklet of adoption per NRS 127 3. MOUs
2. Determine Eligibility & Issue Foster Care Licensing	2a. Provide background checks and fingerprinting for prospective Foster Care agencies/homes 2b. License family foster homes, specialized foster homes, independent living foster homes or group foster homes and ensure training of employees who have direct contact with children	06/30/2019	1. Copy of license per NRS 424.030 regulation and all applicable supplemental forms 2. Site Monitoring documentation

Goal 2: Using federal reporting systems for the collection and maintenance of information

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Use UNITY for reporting	1a. The Unified Nevada Information Technology for Youth is the system from which the federal reporting requirements are generated and is necessary for the collection and maintenance of information regarding child welfare services statewide. 1b. Accurate case recording will be maintained per mandated federal and state reporting.	06/30/2019	1. UNITY system
2. Maintain client files	2. Comply with all requirements regarding the federal Adoption and Foster Care Analysis and Reporting System to ensure that data is accurate and complete.	06/30/2019	1. File checklist with redacted surnames