

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

## **Monitoring Assessment Tool - Title IV-D Contracts – Public Providers**

### **Background:**

CSEAs enter into written contracts with appropriate courts and law enforcement officials to establish and enforce support obligation, collect child support and cooperate with other states. The CSEA may enter into contracts with public agencies or private vendors for collection of support, assistance in establishing paternity and support orders or for performance of other duties.

### **Objective:**

- Determine that only allowable and reasonable costs are being charged, and
- Determine whether payments are accurately recorded in the financial statements and meet the provisions of the contracts.

### **Procedures:**

Obtain a listing of all public Title IV-D providers with which the CSEA has a contract.

Select one Title IV-D contract for testing from the list provided. Request the contract and any amendments and all the related monthly JFS 07034 and JFS 07035 forms.

Obtain one JFS 07034 for the contract in question and determine whether:

- Sufficient documentation exists to substantiate the claimed cost;
- Services billed only include services initiated by the CSEA;
- Services paid for include only services provided during the invoice period;
- The unit rate was properly calculated in accordance with federal and state requirements;
- The service meets the program needs;
- The cost of the service was charged to the appropriate financial code; and
- The unit rate billed and paid is equal to the actual unit costs.

For the most recent completed public Title IV-D contract, determine whether the total amount paid exceeded the total amount of the contract.

### **Conclusion:**

Consider whether a systemic problem or a lack of adequate internal control exists with regard to Title IV-D activity. If so, make an appropriate notation in the MA form.

Summarize your results in a narrative form.

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_