

AUDITOR-CONTROLLER/RECORDER TREASURER/TAX COLLECTOR COUNTY CLERK



COUNTY OF SAN BERNARDINO

LARRY WALKER
Auditor-Controller/Recorder
Treasurer/Tax Collector
County Clerk

Reply to:

AUDITOR-CONTROLLER • 222 West Hospitality Lane, Fourth Floor
San Bernardino, CA 92415-0018 • (909) 387-8322 • Fax (909) 386-8830

RECORDER • COUNTY CLERK • 222 West Hospitality Lane, First Floor
San Bernardino, CA 92415-0022 • (909) 387-8306 • Fax (909) 386-8940

TREASURER/TAX COLLECTOR • 172 West Third Street, First Floor
San Bernardino, CA 92415-0360 • (909) 387-8308 • Fax (909) 387-6716

December 1, 2010

DeAnna Avey-Motikeit, Director
Department of Children & Family Services
150 South Lena Road
San Bernardino, CA 92415-0515

SUBJECT: SINGLE AUDIT FOLLOW-UP AUDIT

Introductory Remarks

In compliance with Article V, Section 6, of the San Bernardino County Charter, the Board of Supervisor's Policy Statement on Internal Operational Auditing and OMB Circular A-133, we have completed a follow-up audit of the implementation of recommendations noted in the County of San Bernardino's Single Audit for the fiscal year ended June 30, 2009 (FY09) for the Department of Children & Family Services (DCFS).

Executive Summary

During the FY09 Single Audit performed by Vavrinek, Trine, Day & Co., LLP (VTD), it was found that the DCFS was missing eligibility documentation from a case file. VTD recommended that the department enhance procedures to ensure forms are obtained and properly documented in the case files. The department revised their process and enhanced their procedures to require that eligibility workers maintain required forms in the case files. During our review we noted that the procedures were implemented; therefore, we have no further recommendations.

Background

The Single Audit Act Amendments of 1996 and OMB Circular A-133 require nonfederal entities that expend \$500,000 or more of federal awards in a fiscal year to have a single

or program specific audit. The county's external auditors, Vavrinek, Trine, Day & Co., LLP (VTD), conducted the county's FY09 single audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133. VTD issued the report on March 19, 2010. In accordance with OMB Circular A-133, the auditee is responsible for follow-up and corrective action on all audit findings. As part of this responsibility, the county must prepare a summary schedule of prior audit findings that include status of all audit findings included in the prior audit's schedule of findings relative to federal awards. Our schedule will be provided to VTD, the County Administrative Officer and the Board of Supervisors.

Objectives, Scope and Methodology

The objective of this follow-up audit was to determine whether DCFS implemented the recommendations contained in the FY09 Single Audit report. To achieve this objective we:

- Reviewed implemented policies
- Interviewed employees
- Tested a sample of case files

Conclusion

Policies were implemented as recommended. There were no exceptions noted during our testing.

Prior Audit's Observations, Findings and Recommendations with Current Status

The details of the prior audit's observations, findings and recommendations and their implementation status are below:

FINDING 2009-05-Eligibility documentation missing from case file.

Program: Adoption Assistance (Title IV-E)

Instance of Non-compliance – Of the 47 case files selected for testwork, we noted one (1) applicant file did not have all required documentation within the file (DCS 460 – Documentation of Eligibility for AAP Benefits and FC 8 – Federal Eligibility Certification).

Recommendation:

We recommend that the County implement additional procedures to ensure that individual case files maintained in hard-copy or electronic format are properly retained with the necessary documents to support eligibility requirements.

View of Responsible Official and planned Corrective Actions:

To ensure that Social Workers obtain, properly document and file the DCS 460 AD and FC 8 and forms necessary to support eligibility, the following plans will be put into place with respect to each document.

DCS 460AD

Beginning April 1, 2010, the Social Workers responsible for completing the DCS 460 AD shall be required to maintain a completed copy in the dependency case file and forward the original to the Adoption Assistance Program (AAP) Fiscal Specialist for processing and filing in the AAP case file.

FC 8

Beginning April 1, 2010, the Eligibility Worker responsible for completing the FC 8 shall be required to maintain a copy in the eligibility case file and forward the original to the AAP Fiscal Specialist for processing and filing in the AAP case file.

Please Note: The current process does not require that a copy be maintained in the dependency, nor the eligibility case files.

Current Status: Implemented

Thank you for the cooperation extended by your staff during the course of this audit.

Respectfully submitted,

Larry Walker
Auditor/Controller-Recorder

By: _____
MARK COUSINEAU
Chief Deputy Auditor

Quarterly copies to:
County Administrative Officer
Board of Supervisors (5)
Grand Jury (2)

Audit File (3)
Date Report Distributed: 12-3-10