Division of Children & Family Services

The Division of Children and Family Services is primarily responsible for the management and delivery of the public assistance and protective service programs in the State of Nebraska. The Policy Section includes the administrative offices for Foster Care, Adoption Assistance, Juvenile Services, Child Protective Services, Child Support Enforcement, and Family & Economic Assistance.

Children and Family Services Director's Office (010/040)

Effective 07/01/2007

Nature and Extent of Services

The Director's Office is responsible for the overall direction and management of the division. There are approximately one and one-half FTE's in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits and Operations cost centers.

Allocation Methodology

The cost center will be allocated to all other cost centers in the division based on the Labor Hours, LH[1], in each cost center.

Policy Section

CFS Policy Administrator (400/001)

Effective 07/01/2007

Nature and Extent of Services

The Policy Administrator is responsible for the overall direction and management of the offices in the policy section. There is approximately one FTE in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office and Operations cost centers.

Allocation Methodology

The cost center will be allocated to all other cost centers in the section based on the Labor Hours, LH[1], in each cost center.

Economic Assistance & Child Support Administrator (140/040)

Effective 07/01/2007

Nature and Extent of Services

The Policy Administrator is responsible for the overall direction and management of the Economic Assistance and Child Support Enforcement Unit. There is approximately one FTE in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator's Office, and Operations cost centers.

Allocation Methodology

The cost center will be allocated to all other cost centers in the section based on the Labor Hours, LH[1], in each cost center.

Public Assistance (140/xxx)

Effective 07/01/2007

Nature and Extent of Services

The Public Assistance (PA) offices develop policies, procedures and regulations for the direct aid to beneficiaries for TANF Emergency Assistance, Low Income Energy Assistance and eligibility for Medicaid.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator's Office, the Economic Assistance and Child Support Enforcement Administrator's Office and Operations cost centers.

Allocation Methodology

Codes are established to identify the various activities of the offices into separate cost centers for allocation.

PA – Manager (140/046) – There is approximately one FTE in the cost center. The cost center will be allocated to the other Public Assistance cost centers based on the labor hours, LH[1], in each center.

PA – Medicaid & TANF Emergency Assistance Office (140/043) – There are approximately seven FTE's in the cost center. The cost center will be allocated to the Medicaid 50% program and the TANF Emergency Assistance program based on the end-of-the-quarter count of recipients receiving benefits associated with each program.

PA – Energy Assistance Office (140/045) – There is one FTE assigned to this cost center. The direct and indirect cost for the cost center will be charged directly to the Low Income Home Energy Assistance grant.

PA – Social Services Emergency Relief Grant (140/042) – There are no FTE's assigned to this cost center. The direct and indirect cost for the cost center will be charged directly to the emergency relief grant.

Food Stamps 260/xxx & TANF 140/xxx Offices

Effective 07/01/2007

Nature and Extent of Services

The Food Stamp & TANF (FST) offices develop policies, procedures and regulations for the direct aid to beneficiaries for Food Stamp Program, TANF Aid for Dependent Children and TANF Employment First.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator's Office, the Economic Assistance and Child Support Enforcement Administrator's Office and Operations cost centers.

Allocation Methodology

Codes are established to identify the various activities of the offices into separate cost centers for allocation.

FST – Manager (260/060) – There is approximately one FTE in the cost center. The cost center will be allocated to the other FST cost centers based on the labor hours, LH[1], in each center.

FST – Food Stamp Program (260/062) – There are approximately four FTE's in the cost center. The direct and indirect cost for the cost center will be charged directly to the Food Stamp Program.

FST – TANF Employment First (140/041) – There are approximately two FTE's

in the cost center. The direct and indirect cost for the cost center will be charged directly to the TANF block grant.

FST – TANF Aid for Dependent Children (140/048) – There is approximately one FTE in the cost center. The direct and indirect cost for the cost center will be charged directly to the TANF block grant.

Child Care 250/xxx & Other Assistance 140/xxx Offices

Effective 07/01/2007

Nature and Extent of Services

This Child Care and Other Assistance (COA) offices develop policies, procedures and regulations for child-care subsidy, the management of child care quality improvement programs, refugee programs, community services and housing programs.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator's Office, the Economic Assistance and Child Support Enforcement Administrator's Office and Operations cost centers.

Allocation Methodology

Codes are established to identify the various activities of the offices into separate cost centers for allocation.

COA – Manager (250/050) – There are approximately two FTE's in the cost center. The cost center will be allocated to the other COA cost centers based on the labor hours, LH[1], in each center.

COA – Child Care (250/051) – There are approximately two FTE's in the cost center. The direct and indirect costs for this cost center will be directly charged to the Child Care and Development Fund.

COA – Refuge Program (140/044) – There is approximately one FTE in the cost center. The direct and indirect cost of the cost center will be charged directly to the Refuge Assistance Program.

COA – Refuge School Impact Program (140/044) – There are no FTE's in the cost center. The direct and indirect cost of the cost center will be charged directly to the Refuge School Impact Grant.

COA – Community Services Block Grant (140/047) – There is approximately one FTE in the cost center. The direct and indirect cost for the cost center will be

charged directly to the community services block grant.

COA –Homeless Shelter (140/058) – There are approximately three FTE's in the cost center. The direct and indirect cost for the cost center will be charged directly to the homeless shelter grant.

Food Distribution Offices (260/063)

Effective 07/01/2007

Nature and Extent of Services

The Food Distribution Office manages the distribution of USDA donated food commodities to participating agencies: schools, child care agencies, charitable organizations, summer food service programs, soup kitchens, food pantries, and food banks. There are approximately four FTE's in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator's Office, the Economic Assistance and Child Support Enforcement Administrator's Office and Operations cost centers.

Allocation Methodology

Special Codes are established to identify the costs associated with the USDA Food Nutrition Service Grants and the State funds. All overhead costs are state funded.

Economic Assistance NFOCUS Support Office (140/049)

Effective 07/01/2007

Nature and Extent of Services

The Economic Assistance NFOCUS Support Office provides direction and assistance to the NFOCUS Applications team to support the management of the eligibility, payments and records storage for the economic assistance programs that utilize NFOCUS. There are approximately seven FTE's in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator's Office, the Economic Assistance and Child Support Enforcement Administrator's Office and Operations cost centers.

Allocation Methodology

The cost center will be allocated to the benefiting programs based on the end-of-the-quarter count of recipients receiving benefits associated with each economic assistance program that benefits from NFOCUS.

Child Support Operations (160)

Effective 07/01/2007

Nature and Extent of Services

This office develops policies, procedures and regulations around the non-custodial support of children. There are approximately ninety-five FTE's in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator, the Economic Assistance and Child Support Enforcement Administrator's Office, and Operations cost centers.

Allocation Methodology

The direct and indirect costs for the cost center will be charged directly to the Child Support Enforcement Program.

Federal Pass-through

Child Support Enforcement County Offices (950/065)

Effective 07/01/2007

Nature and Extent of Services

The cost center includes interagency agreements with County Attorneys, Clerks of the District Court and the State Court System to carry out their roles in the Child Support Enforcement System, including but not limited to child support orders and wage withholdings.

Cost Structure

Costs consist of the direct disbursements of FFP and the appropriate in-kind contribution provided by the participating public offices.

Allocation Methodology

The direct and indirect costs for the cost center will be charged directly to the Child Support Enforcement Program.

Child Support Court Systems (950/010)

Effective 07/01/2007

Nature and Extent of Services

The cost center includes interagency agreements with the State Court System for operation of the state court computer system to enter child support orders.

Cost Structure

Costs consist of the direct disbursements of FFP and the appropriate in-kind contribution provided by the State Court System.

Allocation Methodology

The direct and indirect costs for the cost center will be charged directly to the Child Support Enforcement Program.

Child Welfare Unit (400/026)

Effective 07/01/2007

Nature and Extent of Services

This office develops policy and contracts for community services to provide for intervention and permanency to the living settings for neglected and abused children. There are approximately forty-five FTE's in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator's Office and Operations cost centers.

Allocation Methodology

The cost center will be allocated to the Child Welfare Services Program, Foster Care Program (IV-E) and the Adoption Assistance Program (IV-E) based on the end-of-the-quarter count of the recipients receiving benefits in each program.

Foster Parent Training (400/031)

Effective 07/01/2007

Nature and Extent of Services

This cost center includes travel and lodging payments to foster parents to attend training at central locations. There are no FTE's assigned to this cost center.

Cost Structure

Costs consist of direct costs paid to contractors and foster parents.

Allocation Methodology

The cost center will be allocated to the Child Welfare Services Program and the Foster Care 75% Program (IV-E) based on the end-of-the-quarter count of the recipients receiving benefits in each program.

Parental Rights Termination Services (400/042)

Effective 07/01/2007

Nature and Extent of Services

The services in this cost center are provided by County Attorney Offices in Douglas and Lancaster Counties for Parental Right terminations necessary to for an adoption placement.

Cost Structure

Costs consist of those directly charged to the cost center for the contracted services in Douglas and Lancaster Counties.

Allocation Methodology

The cost center will be allocated to the IV-E and CWS Adoption Assistance programs based on the end-of the-quarter count of recipients in each cost center.

Adoption Assistance Nonrecurring Expenses (870/031)

Effective 07/01/2007

Nature and Extent of Services

The services in this cost center are provided under adoption assistance agreements for nonrecurring adoption expenses incurred for the adoption of a child with special needs and eligible for the IV-E Adoption program.

Cost Structure

Costs consist of those paid as part of the adoption agreement but not eligible as assistance match rate.

Allocation Methodology

The cost center will be directly charged to the IV-E Adoption Assistance program.

Juvenile Services Administration (400/005)

Effective 07/01/2007

Nature and Extent of Services

This office develops policies and procedures and contracts for community based juvenile services, such as, foster care group homes, in home services or with electronic monitoring. Clients may be in a secured or non-secured living center and/or supervised by protection and safety workers. There are approximately three FTE's in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, Central Services and Supplies, Termination Benefits, the Division Director's Office, the Policy Section Administrator's Office, and Operations cost centers.

Allocation Methodology

The direct and indirect costs of the cost center will be evenly divided among the Juvenile Community Services and the two Youth Rehabilitation Centers.

Juvenile Community Based Services (410)

Effective 07/01/2007

Nature and Extent of Services

The Juvenile Community Services provides contracted community programs for youth adjudicated as delinquent by the various courts of Nebraska and committed to the state supervision in a foster care group homes or individual home setting. There are no FTE's in the cost center.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the Juvenile Services Administrator's Office.

Allocation Methodology

The direct and indirect costs of the cost center will be charged directly to the state Juvenile Services program.

Youth Rehabilitation and Treatment Centers (420) & (430)

Effective 07/01/2007

Nature and Extent of Services

The Youth Rehabilitation and Treatment Centers in Geneva and Kearney provide treatment programs for youth adjudicated as delinquent by the various courts of Nebraska and committed to one of the centers for an indeterminate stay. A complete testing regimen is administered and programs designed to fit each individual's needs and individual profile. There are approximately two hundred forty-seven FTE's in the twenty-four hour operating cost centers, one hundred three at Geneva and one hundred forty-four at Kearney.

Cost Structure

Costs consist of those directly charged to the cost center and allocations from the SWCAP, the Chief Executive Officer, the Division Director's Office, the Policy Section Administrator's Office, the Juvenile Services Administrator's Office, and Operations cost centers.

Allocation Methodology

The direct and indirect costs of the cost center will be directly charged to the state Juvenile Services program.

Special Grants (060/xxx)

Effective 07/01/2007

Nature and Extent of Services

This cost center includes special grant programs related to the Children and Family Services. These programs are separate from the administration of the Economic Assistance and Child Welfare Programs. The programs, which will change from time to time, include:

ORR Elderly Grant (060/049) with no FTE's.
Temporary Emergency Food Assistance (060/060) with no FTE's.
Family Centered Issues (060/061) with no FTE's
Children's Justice Act (060/063) with no FTE's
SAVE Program (060/066) with no FTE's
Independent Living (060/067) with no FTE's
Family Preservation (060/068) with no FTE's
Targeted Assistance (060/069) with no FTE's.
Urban Enterprise Grant (060/073) with no FTE's
State Access & Visitation (060/076) with no FTE's
Youth Development (060/077) with no FTE's
Chaffee Education & Training (060/079) with no FTE's

Cost Structure

Costs consist of those directly charged to the programs in the cost center

Allocation Methodology

The direct and indirect costs for the cost center will be used to determine the DHHS indirect cost rate.

Service Area Section

Service Area Office Operations (300/xxx)

Effective 01/01/2009

Nature and Extent of Services

The Service Area (SA) offices, located across the state, coordinate the direct client contact services for programs including Family Preservation, Medicaid eligibility, Food Stamps, Social Services, Foster Care, Child Care, Developmental Disability, Juvenile Parole, etc.

Cost Structure

Costs consist of those directly charged to various activities identified to separate the cost centers and allocations to each cost center from the SWCAP, the Chief Executive Officer, the Division Director's Office, Termination Benefits and Operations cost centers.

Allocation Methodology

Codes are established to identify the various activities of the offices into separate cost centers for allocation.

SA – Administration (300/001) – There are approximately one hundred ninety-one FTE's in the cost center. The cost center will be allocated to the other Service Area cost centers based on the labor hours, LH[1], in each center. *(Added 07/01/2007)*

SA – Developmental Disabilities Services (300/002) – There are approximately one hundred ninety-eight FTE's in the cost center. The direct and indirect costs of the cost center will used in evaluation of an interagency agreement for payment of DD provider services. *(Added 07/01/2007)*

SA – Juvenile Parole Services (300/010) – There are approximately twenty-seven FTE's in the cost center. The direct and indirect costs of the cost center will be charged directly to the state Juvenile Services Program. *(Added 07/01/2007)*

SA – Child Welfare Services, Foster Care, Adoptions and Protective Services Case Work (300/011) There are approximately three hundred fifty-eight FTE's in the cost center. The multiple program cost center will be allocated to the benefiting programs based on a Random Moment Time Study Methodology outlined in Appendix C-1 using the Random Moment Time Study form found in Appendix C-2 and instructions found in Appendix C-3. *(Added 07/01/2007)*

SA - Child Welfare Protective Services Intake (300/012) There are approximately twenty-seven FTE's in the cost center. The direct and indirect cost for the cost center will be directly charged to the State Child Welfare Services Program. *(Added 07/01/2007)*

SA – Resource Development (300/013) – There are approximately ninety-nine FTE's in

the cost center. The cost center will be allocated to the benefiting programs based on time and effort reports prepared by the DHHS Resource Developers in the cost center. *(Added 07/01/2007)*

SA – Children and Family Services Specialist Training (300/014) – There are approximately 70 Trainees in the Children and Family Services Training program at any one time. The cost center also includes the interagency agreement with the University of Nebraska to manage and deliver the training program. The direct and indirect costs of the cost center will be allocated to the benefiting programs based on Children and Family Services elements (Codes 14 through 24) of the Protective Services RMTS. *(Added 01/01/2009)*

SA –Income Eligibility and Social Services Casework (300/020) – There are approximately seven hundred seventy-three FTE's in the cost center. The multiple program cost center will be allocated to the benefiting programs based on the Random Moment Time Study Methodology outlined in Appendix C-1 using the Random Moment Time Study form found in Appendix C-2 and instructions found in Appendix C-3. *(Added 07/01/2007)*

SA – Medicaid Services (300/021) – This part of the cost center is related to temporary employees or temporary worker assignments exclusive to Medicaid cases. The direct and indirect cost of the cost center will be directly charged to the Medicaid 50% Program, Title XIX. *(Added 07/01/2007)*

SA – TANF Aid for Dependent Children (300/022) – This part of the cost center is related to temporary employees or temporary worker assignments exclusive to TANF ADC cases. The direct and indirect cost of the cost center will be directly charged to the TANF Program. *(Added 07/01/2007)*

SA – Medically Handicapped Children (300/023) – There are approximately twelve and on-half FTE's in the cost center. The direct and indirect cost of the cost center will be charged directly to the Medically Handicapped Children's Program. *(Added 07/01/2007)*

SA – Children's Health Insurance Program (300/024) – There are approximately four FTE's in the cost center. The direct and indirect cost of the cost center will be directly charged to the Children's Health Insurance Program, Title XXI. *(Added 07/01/2007)*

SA – Aged and Disabled Waiver Services (300/025) – There are approximately fifteen FTE's in the cost center. The direct and indirect cost of the cost center will be directly charged to the Medicaid 50% Program, Title XIX. *(Added 07/01/2007)*

SA – Food Stamp Services (300/026) – There are approximately nine and one-half FTE's in the cost center. The direct and indirect costs of the cost center will be directly charged to the Food Stamp Program. *(Added 07/01/2007)*

SA – Low Income Energy Services (LIHEAP) (300/027) – On a seasonal basis there are temporary employees or temporary worker assignments exclusive to the Low Income Home Energy Program. The direct and indirect costs of the cost center will be directly charged to the Low Income Home Energy Program. *(Added 07/01/2007)*

SA – TANF Employment First (300/028) – There are approximately twenty-five FTE's in the cost center. The direct and indirect cost of the cost center will be directly charged to the Temporary Assistance for Needy Families Program. *(Added 07/01/2007)*