

## **SECTION 2200**

### **OTHER HUMAN SERVICES PROGRAMS**

**.01** The Department of Human Services administer various other Programs as detailed in the following Section.

## **SECTION 2210 - PROGRAM DESCRIPTIONS AND OPERATIONS**

### **Human Services Development Fund**

**.01** The Human Services Development Fund (HSDF) was implemented in Fiscal Year 1984-85 in response to the request of Counties for more discretion and flexibility to accommodate local needs and priorities within the Human Service Programs for which Counties are responsible. The HSDF affords Counties the opportunity to develop innovative services tailored to meet particular needs which may not be met within the categorical funding structure; to develop processes which are intended to enhance the coordination of activities among Human Service Agencies, advocates and Programs; and to expand existing categorical services within the County-operated Programs.

**.02** The Human Services Development Fund provides funding for the provision of services through the Adult Services, Aging, Children and Youth, Drug and Alcohol, Homeless Assistance and the Community Mental Health and Mental Retardation Programs in order to promote, improve and sustain the quality of family life in Pennsylvania.

**.03** Services are provided to eligible persons for the purpose(s) of:

- Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency;
- Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
- Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating, or reuniting families;
- Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; or
- Securing referral or admission for institutional care when other forms of care are not appropriate.

**.04** HSDF funds may be used only for services within the seven program areas for which counties are responsible. These funds may be used to expand existing services in any or all of the above program areas for the Coordination of Services among those programs, for Generic Services targeted toward clients of two or more of the programs, for Specialized



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Services focused upon one or more of the seven programs, and for Volunteer Recruitment and Training. Counties may also, within limits, use HSDF funds for administrative costs relative to managing their HSDF programs.

### **One Church/One Child**

**.05** The purpose of this program is to find appropriate homes for eligible minority children available for adoption, including pre-adoptive studies.

### **Family Preservation Program**

**.06** The purpose of this program is to provide intensive crisis intervention to families at high risk of having their children placed out of home; to motivate these families to accept services by intervention at a point of crisis within the family; to enhance the family's ability to care for their children; to increase the life skills and coping capacities of family members; to promote the well-being of the children of such families and to assist families in obtaining needed services in health, education, housing, training, employment, etc.

### **Department of Health and Human Services Discretionary Grant (Training)**

**.07** The purpose of this program is to raise competency levels and increase morale by promoting self-confidence through enhancing workers' knowledge and level of skill in the areas of Social Work, Supervision, Policy, Planning and Administration, Clerical and Foster Parenting.

### **Adolescent Initiative**

**.08** To purpose of this program is to move youth further from institutionalized dependency and counterproductive life styles and towards the acquisition of the skills, knowledge and outlooks necessary to achieve responsible adult independence.

## **SECTION 2220 - FEDERAL CFDA NUMBERS/OTHER REGULATIONS**

**.01** The Federal CFDA Number is 93.554 for the Department of Health and Human Services Discretionary Grant (Training) Program. The Adolescent Initiative Federal CFDA Number is 72.014. The Human Services Development Fund, One Church/One Child and Family Preservation Programs are State funded; therefore, a Federal CFDA Number is not applicable.

### **Human Services Development Fund**

**.02** Applicable Other Regulations:

- Human Services Development Fund, 1991-1992 - Instructions and Requirements (Commonwealth of Pennsylvania, Department of Public Welfare, Office of Social

Programs - Issued December 1991)

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### **One Church/One Child**

#### **.03** Applicable Other Regulations:

- Commonwealth of Pennsylvania, Department of Public Welfare - Children and Youth Family Bulletin #99-89-02 dated June 30, 1989 - Fiscal Policies and Processes for Implementation of PA One Church/One Child Program.

### **Family Preservation Program**

#### **.04** Applicable Other Regulations:

- Commonwealth of Pennsylvania, Department of Public Welfare - Special Transmittal dated April 20, 1991 - Family Preservation Service Grant - Fiscal Reporting

### **Department of Health and Human Services Discretionary Grant (Training)**

#### **.05** Applicable Other Regulations:

- OMB Circular A-21, Cost Principles for Educational Institutions

### **Adolescent Initiative**

#### **.06** Applicable Other Regulations:

- Commonwealth of Pennsylvania, Department of Public Welfare - Children, Youth and Families Bulletin - 1991/92 Title IV-E Independent Living Program Guidelines and Application Process

## **SECTION 2230 - PROGRAM COMPLIANCE PROCEDURES**

**.01** As discussed in Sections 300 and 500 of this Audit Guide, each City of Philadelphia Department program has specific auditing requirements. These requirements are in addition to those areas of audit specified in Sections 300 and 500 of this Guide. The audit requirements listed below are not all inclusive and do not represent an audit program for conducting a financial and compliance audit of the program(s). The audit requirements listed are presented as highlights of areas of special interest to the Department. Any deficiencies noted as a result of the procedures are to be disclosed in the Schedule of Findings and Questioned Costs.

### **Human Services Development Fund**

**.02** Counties are not prohibited from contracting for HSDF services with agencies which also provide other Social Service Programs. If the County elects to contract with such an agency (which

receives separate funding to provide other services), the County must ensure that adequate documentation is maintained by that agency to show that HSDF funds are used only for approved

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HSDF services to HSDF clients. HSDF funds may not be used to subsidize programs and/or services which are not allowable and which have not been approved in the HSDF plan.

**.03** The auditor should perform tests to determine that:

- Clients receiving services under HSDF are not receiving similar services billed under another program.
- Wage expense charged to HSDF is not for employees who are actually performing services for clients billed under another program.

**.04** At this time there are no specific program compliance audit procedures for the additional programs listed in Section 2210.

## **SECTION 2240 - FINANCIAL COMPLIANCE PROCEDURES**

**.01** At this time there are no additional specific financial compliance audit procedures for any of the programs listed in Section 2210, other than those procedures required by Section 307 of this Audit Guide.

## **SECTION 2250 - SUPPLEMENTAL FINANCIAL SCHEDULES AND REPORTS**

**.01** At this time there are no supplemental financial reports and schedules for any of the programs listed in Section 2210.