



Children's Board of Hillsborough County
Fiscal Reporting Requirements
Handbook
FY 2020 - 2021
October 1, 2020 to September 30, 2021

- a. Does the service or support purchased by the ASO relate back to a goal in the Family Support Plan? (Source: Family Support Plan)
 - b. Is there evidence that the family actually received the service or support? (Source: receipts, provider progress notes/report, bus pass forms)
 - c. If client information is released to facilitate the service, is there a consent form signed by the parent/guardian to exchange information with the ASO provider and Hillsborough County BOCC, if applicable?
2. During the client record review and the interview with the program supervisor, the reviewer also assesses adherence to the Guidelines for Use of ASO funds, with special attention to the following:
 - a. How are case managers documenting that the ASO is the payer of last resort?
 - b. How are families given choices in the type of service offered to meet the need, as well as the provider? How is that family choice documented?
 - c. How do case managers monitor service delivery and quality?
 - d. Are case managers consistently following the ASO Pre-Paid Card Policy?
 - e. For Childcare Support, did payments fall within the limit of 20 days of service per fiscal year? (Children's Board Funds only)
 - f. Is the completed housing inspection in the file for First Month's Rent and Security Deposit (CBHC and County funds) and Rental Assistance payments (County funds)?
 - g. Is the program obtaining consent forms signed by the parent/guardian authorizing exchange of information with the Children's Board, Hillsborough County BOCC (Social Services funding only), and ASO providers as applicable?
3. All findings are documented on the ASO Monitoring Summary and Checklist, which is provided to the program supervisor and the contract manager and included in the contract file.
 - a. If there is not sufficient back-up documentation for the services and supports purchased with ASO funds, or the funds were not spent as authorized in the family support plan, the Children's Board will seek reimbursement of the ineligible expenditures from the case management agency.
 - b. If the site visit reveals significant concerns regarding a program's compliance with ASO policies and procedures, the provider may be placed on a Provider Improvement Plan and/or may lose access to ASO funds for that program.
4. Aggregate findings from all program site visits will be compiled by the Director of the ASO and summarized for reporting at the Children's Board Program Support Meeting and the ASO Supervisors Meeting. Findings will include any recommendations for additional training and/or procedure changes.