



**State of Florida  
Department of Children and Families**

**Rick Scott**  
*Governor*

**Mike Carroll**  
*Interim Secretary*

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LEGISLATIVE BUDGET REQUEST

Department of Children and Families  
Tallahassee, Florida

October 15, 2014 (Revised)

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
The Capitol, Room 1702  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Cindy Kynoch, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Children and Families is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2014-15 Fiscal Year. This submission has been approved by Mr. Mike Carroll, our Interim Secretary.

The Schedule VIII B-2 requires agencies to review and consider reductions in existing agency recurring fund budgets. The instructions with the schedule and the allocation of targets create a requirement for the exercise. The Department of Children and Families has completed the exercise as required by the instructions. Program offices, field leadership, and senior management within the agency considered the targets, the

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

requirements of the exercise, agency legislative mission, as well as impacts. The result is contained in Schedule VIII B-2 after final review. It is important to note that the result is not a list of recommended reductions to the agency budget. The agency does not recommend that the budget be reduced and has in fact made recommendations for budgetary increases in certain specific priority areas that it believes are required to meet the needs of Floridians.

If I may be of further assistance, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Carroll", with a long, sweeping underline.

Mike Carroll  
Interim Secretary

Florida Department of Children and Families  
Temporary Special Duty—General Pay Additives Implementation Plan  
Fiscal Year 2015-2016

Pursuant to Section 110.2035(7)(b), F.S., this is the Florida Department of Children and Families (DCF) written plan for implementing temporary special duties—general pay additives for Fiscal Year 2015-16. DCF requests approval to continue long-standing pay additives. The agency is not requesting any additional rate or appropriations for these additives.

In accordance with previous rule authority in 60L-32.0012, Florida Administrative Code, the agency has used existing rate and salary appropriations to grant pay additives when warranted based on the duties and responsibilities of the position. The requested additives are justified for reasons such as the need to recruit and retain employees with key skills and the specialized training required to perform the duties.

Pay additives are a valuable management tool which allows agencies to recognize and compensate employees for identified duties without providing a permanent pay increase.

DCF submits the following plan to continue to pay Temporary Special Duty—General Pay Additives:

**Certified Nursing Assistant Pay Additive**

1. Northeast Florida State Hospital (NEFSH) has Career Service positions that require incumbents to possess a Certified Nursing Assistant (CNA) license that are assigned to one of six living areas at NEFSH.
2. The justification for this Temporary Special Duty—General Pay Additive is as follows:

Currently, six living areas (M1, W1, 3C, 2F, 32N, 32S) at Northeast Florida State Hospital are designated as CNA areas; residential areas which require all staff to hold a Certified Nursing Assistant license. The individuals served on these 6 living areas are medically complex, in addition to being diagnosed with severe and persistent mental illness. In order to provide care for these multi-medical problem individuals, an extensive skill set above that of the regular direct care staff, is required. The staff providing care in these areas has received extensive training and has passed both a written and practical exam in order to be licensed by the state of Florida.

Northeast Florida State Hospital contracts with Baptist Hospital in Jacksonville to provide any advanced medical/surgical care which cannot be provided in-house. The contract requires that a Certified Nursing Assistant accompany each individual when they are admitted to Baptist and throughout their stay in order to provide the specialized care the individuals require.

Because of the Certified Nursing Assistant's additional training and extensive skills which are also in demand by outside nursing homes, medical hospitals, and numerous other facilities, a 5% additive is critical to the hiring and retention of these staff.

3. These additives will be in effect from the first day the incumbent is assigned to one of the designated living areas.

4. These additives will be effective until the incumbent leaves that position/designated living area.
5. The employees will receive a five percent (5%) salary additive to their base rate of pay.
6. A total of 114 F.T.E. Career Service positions will receive the pay additive.

The positions are in the following classifications:

--Human Service Worker I

--Human Service Worker II

--Unit Treatment and Rehabilitation Specialist

7. These pay additives have been provided for at least the past 11 years. There were 67 positions that received the additive during the 2011-2012 Fiscal Year.

8. Annual Cost approximately \$145,918.86.

9. The classes included in this plan are represented by AFSCME Council 79. The relevant collective bargaining agreement language states as follows: "Increases to base rate of pay and salary additives shall be in accordance with state law and the Fiscal Year 2012-2013 General Appropriations Act." See Article 25, Section 1 (B) of the AFSCME Agreement. We would anticipate similar language in future agreements. DCF has a past practice of providing these pay additives to bargaining unit employees.

#### **Specialty Care Additive**

1. Florida State Hospital (FSH) has six (6) positions that receive a Temporary Special Duty—General pay additive for working in the medically complex geriatric area (Special Care Level II).

2. These pay additives are necessary in order to retain employees in this area where employees are difficult to keep. The agency requests approval to continue to grant this additive to the individuals that currently are receiving the additive.

3. These additives will be effective until the incumbent leaves that position/designated area.

4. The employees will receive a five percent (5%) salary additive to their base rate of pay.

5. A total of six (6) F.T.E. Career Service positions receive the pay additive. The positions are in the following Career Service classifications:

--Human Service Worker I

--Unit Treatment and Rehabilitation Specialist

6. These pay additives have been provided for at least the past 11 years.

7. Annual Cost approximately \$4,713.02.

8. The classes included in this plan are represented by AFSCME Council 79. The relevant collective bargaining agreement language states as follows: "Increases to base rate of pay and salary additives shall be in accordance with state law and the Fiscal Year 2012-2013 General Appropriations Act." See Article 25, Section 1 (B) of the AFSCME Agreement. We would anticipate similar language in future agreements. DCF has a past practice of providing these pay additives to bargaining unit employees.

**Child Protective Investigator/ Senior Child Protective Investigator Pay Additive**

1. These positions are responsible for conducting investigations regarding allegations of abuse, neglect, abandonment and/or special conditions for children; Collects information through interviews with the children, parents, relatives, neighbors, and other parties associated with the case; and engages families, identifies needs and determines the level of intervention needed to include voluntary services or court ordered dependency services; provides services linkages to agency and community resources based on needs assessment.

2. The justification for this Temporary Special Duty—General Pay Additive is as follows:

Employees in these positions were required to be on-call and work weekends which causes an unstable work week and increase workload; this created a high turnover rate and recruitment difficulties. We have implemented a "weekend unit" to pay employees for working on the weekend and as a result, retention and morale has improved, and overtime has decreased by 50%.

3. These additives will be in effect from the first day the incumbent is assigned to a designated position, or a weekend shift.

4. These additives will be effective until the incumbent leaves the designated position or the position is moved to a standard workweek schedule.

5. The employees will receive a five percent (5%) salary additive to their base rate of pay.

6. Approximately 90 F.T.E. Career Service positions will receive the pay additive throughout the state.

7. These pay additives have been provided for the past 3 years.

8. Annual Cost approximately \$200,000.

9. The classes included in this plan are represented by AFSCME Council 79. The relevant collective bargaining agreement language states as follows: "Increases to base rate of pay and salary additives shall be in accordance with state law and the Fiscal Year 2013-2014 General Appropriations Act." See Article 25, Section 1 (B) of the AFSCME Agreement. We would anticipate similar language in future agreements. DCF has a past practice of providing these pay additives to bargaining unit employees.

**Abuse Registry Counselor (Hotline) Pay Additive**

1. This position receives and assesses allegations of abuse, neglect or abandonment of children, and abuse, neglect of exploitation of vulnerable adults. Determines if the information meets statutory criteria for an investigation of referral to an appropriate agency. Enters abuse reports in the appropriate information system. Researches appropriate information systems to determine prior history to assist in the safety and risk assessment of alleged victim.

2. The justification for this Temporary Special Duty—General Pay Additive is as follows:

The Abuse Hotline is a 24 hour 7 days a week operation and retaining employees to work weekends has been difficult. Since implementing the “weekend unit” for this class, it has reduced the turnover rate that we were experiencing.

3. These additives will be in effect from the first day the incumbent is assigned to a designated position, or a weekend shift.

4. These additives will be effective until the incumbent leaves the designated position or the position is moved to a standard workweek schedule.

5. The employees will receive a five percent (5%) salary additive to their base rate of pay.

6. A total of 37 F.T.E. Career Service positions will receive the pay additive.

7. These pay additives have been provided for the past 4 years.

8. Annual Cost approximately \$114,354.50.

9. The classes included in this plan are represented by AFSCME Council 79. The relevant collective bargaining agreement language states as follows: “Increases to base rate of pay and salary additives shall be in accordance with state law and the Fiscal Year 2013-2014 General Appropriations Act.” See Article 25, Section 1 (B) of the AFSCME Agreement. We would anticipate similar language in future agreements. DCF has a past practice of providing these pay additives to bargaining unit employees.

Questions regarding this plan may be directed to Dennise Parker, HR Director, at (850) 488-1700 or Robert Henley in DCF HQ HR at (850)717-4541.



**DEPARTMENT  
LEVEL  
EXHIBITS &  
SCHEDULES**

## Schedule VII: Agency Litigation Inventory

*For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.*

<b>Agency:</b>	<b>Department of Children and Families</b>		
<b>Contact Person:</b>	Rebecca Kapusta	<b>Phone Number:</b>	850-921-8675
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<p>FLORIDA PEDIATRIC SOCIETY/THE FLORIDA CHAPTER OF THE AMERICAN ACADEMY OF PEDIATRICS; FLORIDA ACADEMY OF PEDIATRIC DENTISTRY, INC.; A.D., as the next friend of K.K., a minor child; RITA GORENFLO and LES GORENFLO, as the next friends of Thomas and Nathaniel Gorenflo, minor children, J.W., a minor child, by and through his next friend, E.W.; N.A., now known as N.R., a minor child, by and through his next friend, C.R., K.S., as the next friend of J.S., S.B., as the next friend of S.M., S.C., as the next friend of L.C., and K.V., as the next friend of N.V.<sup>1</sup> v. ELIZABETH DUDEK, in her official capacity as interim Secretary of the Florida Agency for Health Care Administration; MIKE CARROLL, in his official capacity as interim Secretary of the Florida Department of Children and Family Services; and JOHN H. ARMSTRONG, M.D., in his official capacity as the Surgeon General of the Florida Department of Health</p>		
<b>Court with Jurisdiction:</b>	United States District Court, Southern District of Florida		
<b>Case Number:</b>	05-23037-CIV-JORDAN/O’Sullivan		
<b>Summary of the Complaint:</b>	<p>This is a class action for declaratory and injunctive relief challenging the administration of the Medicaid Early Periodic Screening, Diagnosis and Treatment (EPSDT) Program. The action is brought pursuant to 42 U.S.C. §1983, and various provisions of the Social Security Act, 42 U.S.C. §1396 et seq. Plaintiffs primarily challenge the adequacy of Medicaid reimbursement rates for pediatric physician and dental services. Plaintiffs assert that Medicaid enrolled beneficiaries under the age of 21 are being denied timely access to necessary physician care as well as dental care. Plaintiffs also allege that outreach to the uninsured about Medicaid is inadequate, and that, as a result, children who would otherwise be eligible for Medicaid are not enrolled in Medicaid (and don’t get the EPSDT services to which they are entitled). Plaintiffs also allege that the outreach conducted to Medicaid enrolled children is not adequate, and that, as a result, parents and children do not know the Medicaid services available for Medicaid enrolled children. The Plaintiffs include both pediatric and dental associations, as well as individual plaintiffs. The named official capacity Defendants are the agency heads of the Department of Health, Agency for Health Care Administration, and the Department of Children and Family Services. If</p>		

<sup>1</sup> This lawsuit involves minor children. With the exception of the Gorenflo children, all children are referred to by initials only. Regarding the Gorenflo children, their mother, Rita Gorenflo waived confidentiality in the lawsuit for all matters pertaining to Thomas and Nathaniel.



	<p>Plaintiffs succeed, they seek, among other things, increased reimbursement rates to physician and dentist providers, which they allege will ensure access to services for children.</p>
<p>Amount of the Claim:</p>	<p>This is a claim for prospective declaratory and injunctive relief. Plaintiffs have provided no precise estimates of the increased reimbursement rates they seek. Reportedly, they seek physician fees that are comparable to Medicare rates, and dental reimbursement rates which are set at the 50th percentile of usual and customary charges for dentists (i.e., a reimbursement rate which is equal to or greater than what 50% of the dentists <u>charge</u> for dental services). In 2011, there was a fee increase for Medicaid dental services, increasing then existing rates by 50%. Plaintiffs contend that the dental rates are still too low, because they are still not set at the 50th percentile of dentists' charges in Florida.</p> <p>Effective January 1, 2013, the Medicaid reimbursement rates for certain primary care services provided by eligible providers were increased to the 2009 Medicare level (which is higher than the present Medicare reimbursement level). This increase was required by the Affordable Care Act, and as written in statute, will continue until December 31, 2014, absent action by Congress to continue the increased reimbursements. Even if they are continued, the primary care rate increases implemented do not provide increased Medicaid reimbursement rates to all physician providers for all services provided to children (which is what Plaintiffs seek). Therefore, should Plaintiffs prevail, it will be necessary to obtain additional appropriations to pay for physician services provided to Medicaid children at the Medicare rate.</p> <p>Plaintiffs have also complained and seek relief to address alleged problems with continuous eligibility. (Continuous eligibility refers to the period of time during which a child should remain eligible for Medicaid once he or she is determined eligible. Depending on the age of the child, the period can be thirteen months, one year, or six months). At trial, Plaintiffs referenced the need for changes to the computer system (the FLORIDA system) used by DCF to determine Medicaid eligibility. As part of its implementation of the Affordable Care Act (ACA), DCF contracted for the development of a new Medicaid eligibility determination system (MEDS). The ACA changed how Medicaid eligibility is determined for most individuals. MEDS is able to process Medicaid eligibility determinations using the new ACA criteria. Additionally, a second component of MEDS deals with continuous eligibility, by setting the review period for member of a family assistance group (including each child), so that their Medicaid eligibility stays in place until the end of the review period. This enhancement in the MEDS system will be implemented in November 2014.</p> <p>DCF has also adopted a simplified Medicaid only application that is required by the U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services (CMS). That simplified Medicaid</p>

	<p>application should also help eligible individuals to apply for Medicaid (this is an aspect of Plaintiffs' outreach claim).</p> <p>And another aspect of the ACA has helped with Petitioner's outreach claims. With increased awareness of the need for health insurance, more people have applied for Medicaid. However, Petitioners still claim that outreach to the uninsured is inadequate.</p>
<p>Specific Statutes or Laws (including GAA) Challenged:</p>	<p>42 U.S.C. §§1396a(a)(8), (10), (30)(A) &amp; (43).</p>
<p>Status of the Case:</p>	<p>The case has been pending since November 2005. On September 30, 2009, the Court issued an Order Granting In Part The Plaintiffs' Motion For Class Certification. The certified class consists of “all children under the age of 21 who now, or in the future will, reside in Florida and who are, or will be, eligible under Title XIX of the Social Security Act for Early Periodic Screening, Diagnosis and Treatment Services.”</p> <p>The Court held a 95-day long trial on liability, which spanned the period of December 7, 2009 to April 20, 2012. The trial was held as the Court had time available on its docket. No order or judgment was issued at the end of the trial.</p> <p>On March 15, 2013, a hearing was held on the impact that the above-described primary care rate increases have on the suit. In response to that hearing, the Court determined that the claims predicated on primary care services were not moot, because AHCA had not yet implemented them.</p> <p>On December 16, 2013, the Court issued an Order Instructions to Defendants to Submit Enhanced Payment Information, which detailed the information the Court requires before revisiting whether relevant provisions of the Patient Protection and Affordable Care Act moot or otherwise affect any of the issues raised in this case. The Order required that Defendants provide detailed summaries of which physicians have received payments at the Medicare levels, which physicians have not, and when it is that all such enhanced payments will be made.</p> <p>On December 23, 2013, Defendants submitted a Suggestion of Mootness regarding primary care reimbursement rates, containing the detail requested by the Court. The Court denied the Suggestion of Mootness, finding that the reimbursement claims were not moot because there was no indication that the primary care rate increases would continue beyond December 31, 2014.</p> <p>Depending on what happens with the order on liability, the next step is a remedy phase to fashion injunctive relief in the case should it be necessary. The Court has indicated that this phase will provide an opportunity to provide more current evidence about whether a remedy is</p>

	<p>needed. Because this is to be an evidentiary proceeding, some further discovery may be authorized by the Court.</p> <p>It is only after the entry of an injunction and a Final Judgment that the state could exercise any final appellate rights.</p>	
<p>Who is representing (of record) the state in this lawsuit? Check all that apply.</p>		<p>Agency Counsel</p>
	<p>X</p>	<p>Office of the Attorney General or Division of Risk Management</p>
	<p>X</p>	<p>Outside Contract Counsel</p>
<p>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</p>	<p>Stuart H. Singer, Esq.          Carl E. Goldfarb, Esq.          Damien J. Marshall, Esq.          Boies, Schiller &amp; Flexner LLP          401 East Las Olas Blvd.          Suite 1200          Fort Lauderdale, FL 33301</p> <p>Benjamin D. Geffen, Esq.,          Public Interest Law Center of Philadelphia          1709 Benjamin Franklin Parkway          Second Floor          Philadelphia, PA 19103</p> <p>Louis W. Bullock, Esq.,          Bullock, Bullock, &amp; Blakemore          110 W. 7th Street          Tulsa, Oklahoma 74112</p>	

## Schedule VII: Agency Litigation Inventory

*For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.*

<b>Agency:</b>	<b>Department of Children and Families</b>		
<b>Contact Person:</b>	<b>Rebecca Kapusta</b>	<b>Phone Number:</b>	850-921-8675
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Luis W. Lebron, Individually and as class representative v. David E. Wilkins, in his official capacity as Secretary of the Florida Department of Children and Families.		
<b>Court with Jurisdiction:</b>	Eleventh Circuit Court of Appeals		
<b>Case Number:</b>	Lower Court Case No.: 6:11-cv-01473-Orl-35DAB U.S. Appellate Case No.: 14-10322-EE		
<b>Summary of the Complaint:</b>	Class action lawsuit seeking to enjoin s. 414.0652. Florida Statutes as violating the Fourth and Fourteenth Amendments to the U.S. Constitution, for requiring individuals applying for Temporary Assistance for Needy Families (TANF) to submit to drug testing without suspicion of drug use.		
<b>Amount of the Claim:</b>	Relief sought is injunctive relief and not monetary damages.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	Florida Statute 414.0652		
<b>Status of the Case:</b>	Preliminary Injunction granted October 24, 2011, halting Florida from drug testing public assistance applicants as a condition of receiving Temporary Assistance for Needy Families. Department appealed to the Eleventh Circuit Court of Appeals. On or about February 26, 2013, 11 <sup>th</sup> Circuit Court of Appeals upheld the preliminary injunction. The Trial Court initially denied class certification, but later granted Plaintiff's Renewed Motion for Class Certification on December 7, 2011. Discovery closed in July, and cross motions for summary judgment were submitted on September 10, 2012. The Middle District Granted Plaintiff's Motion for Summary Judgment and Denied Defendant's Motion on December 31, 2013, and entered a Final Judgment for Plaintiff on January 2, 2014. Defense counsel filed a Notice of Appeal with the 11 <sup>th</sup> Circuit Court of Appeals on January 23, 2014. Both Parties submitted briefs and the court set this matter for oral argument on November 20, 2014.		
<b>Who is representing (of record) the state in this lawsuit? Check all that</b>	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	

apply.	Outside Contract Counsel
<p>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</p>	<p>Maria Kayanan, Esq. Trial Counsel</p> <p>Randall C. Marshall Trial Counsel ACLU Foundation of Florida, Inc. 4500 Biscayne Blvd., Suite 340 Miami, FL Tel: (786) 363-2700 Fax: (786) 363-3108</p> <p>John Digfelder Trial Counsel ACLU Foundation of Florida, Inc. P.O. Box 25477 Tampa, FL 33622 Tel: (813) 287-1698 Fax: (813) 289-5694</p> <p>Randall C. Berg, Jr. Joshua A. Glickman Shawn A. Heller Florida Justice Institute, Inc. 100 SE Second St., Ste. 3750 Miami, FL 33131-2115 Tel: (305) 358-2081 Fax: (305) 358-0910</p>

*Office of Policy and Budget – July 2014*

## Schedule VII: Agency Litigation Inventory

*For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.*

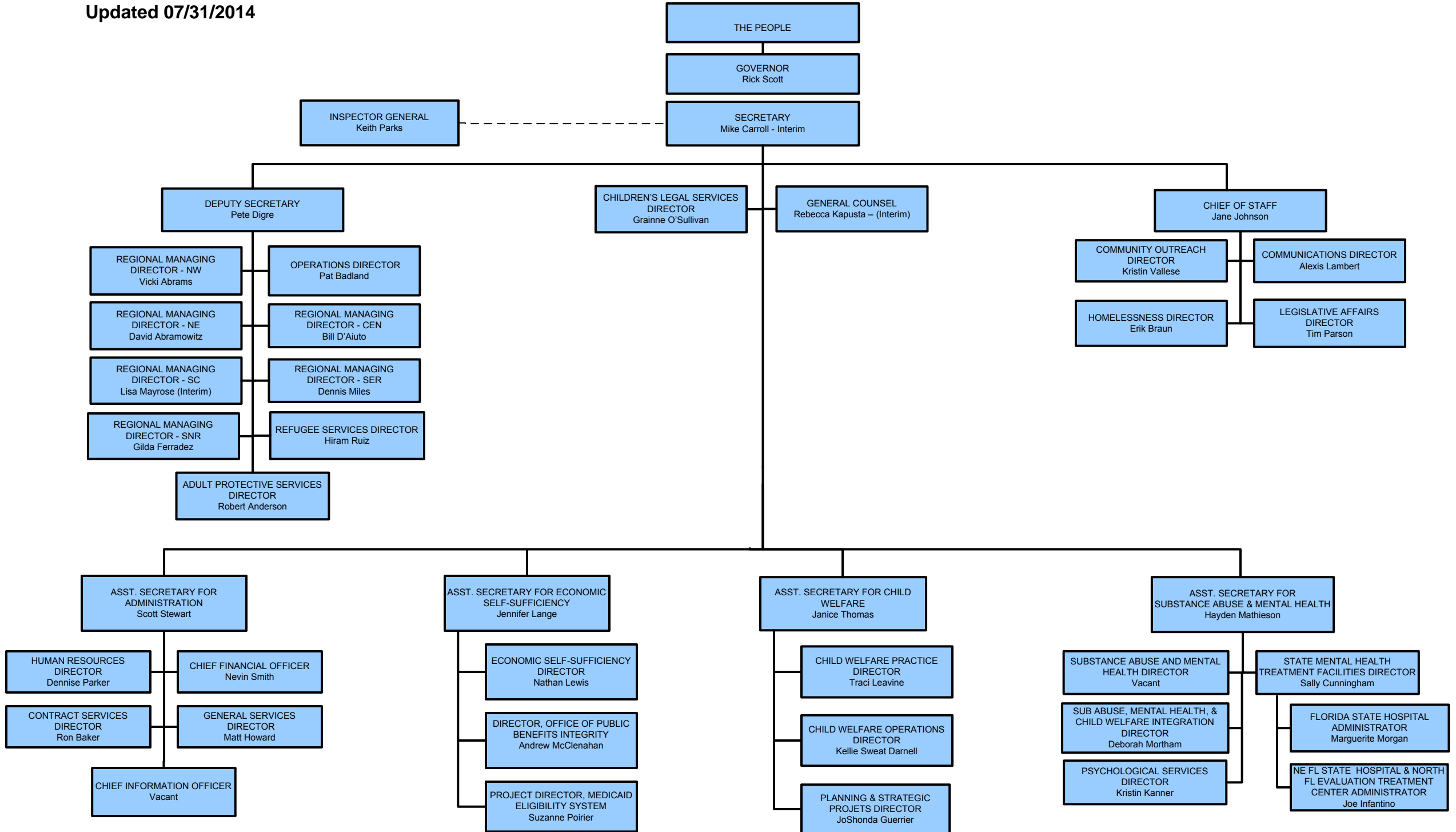
<b>Agency:</b>	<b>Department of Children and Families</b>		
<b>Contact Person:</b>	Rebecca Kapusta	<b>Phone Number:</b>	850-921-8675
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	T.W., P.M., and DISABILITY RIGHTS FLORIDA, on behalf of themselves and all others similarly situated v. ESTHER JACOBO, in her official Capacity as Interim Secretary of the Florida Department of Children and Families; and ELIZABETH DUDEK, in her official Capacity As Secretary of the Agency for Health Care Administration		
<b>Court with Jurisdiction:</b>	U.S. District Court, Southern District of Florida		
<b>Case Number:</b>	4:13-cv-00457-RH-CAS		
<b>Summary of the Complaint:</b>	Plaintiffs allege a state-wide class action brought on behalf of over 300 individuals with psychiatric disabilities that are located in Florida state psychiatric treatment facilities. Plaintiffs further allege that the defendants discriminate against persons with disabilities in violation of Title II of the Americans with Disabilities Act (ADA). 42 U.S.C. sections 12131-12134.		
<b>Amount of the Claim:</b>	This is a claim for declaratory and injunctive relief to prevent Defendants from administering mental health services in a setting that unnecessarily isolates and segregates individuals with disabilities from the community, and require Defendants to administer mental health services in the most integrated setting appropriate to the needs of the individuals with disabilities. Plaintiffs request award of attorney fees, costs, and expenses to the Plaintiffs, retention of court jurisdiction to ensure Defendants’ compliance with the ADA, and award such other and further relief as it deems necessary, just, and proper. No specific dollar amounts are claimed in the Request for Relief.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	Title II of the Americans with Disabilities Act (ADA). 42 U.S.C. sections 12131 – 12134.		
<b>Status of the Case:</b>	Complaint filed 8/15/13 and the Department waived service. ACHA’s Motion to Dismissed was granted. The Department filed an Answer. Plaintiff’s filed a stipulated Motion to Stay, which was granted, staying the matter until 03/31/2015.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	

<p>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</p>	<p>David A. Boyer  Florida Bar #90917  Disability Rights Florida  <a href="mailto:davidb@disabilityrightsflorida.org">davidb@disabilityrightsflorida.org</a>  1930 Harrison St., Ste 104  Hollywood, FL 33020  Tel: 850-488-9071  Fax: 850-488-8640  Counsel for Plaintiffs</p> <p>Amanda E. Heystek  Florida Bar #0285020  Disability Rights Florida  <a href="mailto:amandah@disabilityrightsflorida.org">amandah@disabilityrightsflorida.org</a>  1000 N. Ashley Dr., Suite 640  Tampa, FL 33602  Tel: 850-488-9071  Fax: 830-488-8640  Lead Counsel for Plaintiffs</p>
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*Office of Policy and Budget – July 2014*

**Organizational Chart**  
**Updated 07/31/2014**

**Department of Children and Families**





CHILDREN AND FAMILIES, DEPARTMENT OF		FISCAL YEAR 2013-14			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		2,805,789,155		3,680,422	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		28,624,628		-2,400,000	
FINAL BUDGET FOR AGENCY		2,834,413,783		1,280,422	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					1,280,422
Protective Services * Number of people receiving protective supervision, and protective intervention services and number of investigations completed		54,479	924.60	50,371,226	
Healthy Families * Number of families served in Healthy Families		8,973	415.15	3,725,120	
Protective Investigations * Number of investigations		187,589	1,089.42	204,363,102	
In-home Supports * Number of children under protective supervision (point in time)		12,116	6.39	77,475	
Out-of-home Supports * Number of children with a goal of adoption who remain in out-of-home care after 24 months.		2,137	14,273.51	30,502,490	
Child Welfare Legal Services * Number of termination of parental rights petitions filed		4,052	13,286.59	53,837,269	
Emergency Shelter Supports * Number of adults with a safety plan upon leaving domestic violence shelter after 72 hours		6,631	5,077.90	33,671,540	
Report Intake, Assessment And Referral * Number of calls to the Florida Abuse Hotline		445,284	52.06	23,181,911	
Adoption Subsidies * Number of children receiving adoption subsidies		34,799	4,422.00	153,881,078	
Adoption Services * Children receiving adoptive services		6,130	103,634.69	635,280,641	
License Child Care Arrangements * Number of facilities and homes licensed		6,240	2,899.09	18,090,342	
Daily Living * Number of qualified disabled adults (ages 18 - 59) in the CCDA, ADA Medicaid Waiver Programs, and Consumer Directed Care Medicaid Waiver		2,327	847.14	1,971,293	
Home Care For Disabled Adults * Number of qualified disabled adults (ages 18 - 59) in the HCDA Program		1,299	1,474.10	1,914,862	
Emergency Stabilization * Number of children served		5,328	3,835.27	20,434,293	
Emergency Stabilization * Number of adults served		34,697	2,637.88	91,526,494	
Provide Forensic Treatment * Number of adults in forensic commitment served		2,390	65,192.91	155,811,048	
Provide Civil Treatment * Number of people in civil commitment served		1,848	108,836.39	201,129,657	
Community Support Services * Number of children served		21,394	3,430.10	73,383,573	
Community Support Services * Number of adults with forensic involvement served.		3,025	65,688.00	198,706,215	
Assessment * Number of sexual predators assessed		3,470	8,632.99	29,956,474	
Detoxification * Number served		584	8,610.90	5,028,767	
Treatment And Aftercare * Number of children with substance-abuse problems served		28,036	2,591.02	72,641,853	
Detoxification * Number of adults provided detoxification and crisis supports		15,349	7,858.63	120,622,114	
Benefit Recovery/Error Rate Reduction * Return on investment from fraud prevention/benefit recovery		19,430,207	0.85	16,550,402	
Refugee Assistance * Number of refugee clients served		73,789	1,110.50	81,942,723	
Issue Optional State Supplementation Payments * Number of applications processed for Optional State Supplementation payments		498	31,824.22	15,848,461	
Homeless Assistance * Number of grants issued for homeless clients		117	91,431.57	10,697,494	
Eligibility Determination/Case Management * Number of cash assistance payments		847,436	366.17	310,307,441	
Issue Welfare Transition Program Payments * Total number of cash assistance applications		406,648	403.59	164,118,090	
TOTAL				2,779,573,448	1,280,422
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				54,840,444	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				2,834,413,892	1,280,422

### SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
- (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
- (4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

**SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY**

<b>Schedule XII Cover Sheet and Agency Project Approval</b>	
<b>Agency:</b>	<b>Schedule XII Submission Date:</b>
<b>Project Name:</b>	<b>Is this project included in the Agency's BPP?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>FY 2015-2016 LBR Issue Code:</b>	<b>FY 2015-2016 LBR Issue Title:</b>
<b>Agency Contact for Schedule XII (Name, Phone #, and E-mail address):</b>	
<b>AGENCY APPROVAL SIGNATURES</b>	
I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII.	
<b>Agency Head:</b>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Agency Chief Information Officer:</b> <i>(If applicable)</i>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Budget Officer:</b>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Planning Officer:</b>	<b>Date:</b>
<b>Printed Name:</b>	
<b>Project Sponsor:</b>	<b>Date:</b>
<b>Printed Name:</b>	

**Not Applicable**

**SCHEDULE XIII  
PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT  
COMMODITY CONTRACTS**

<b>Contact Information</b>
Agency:
Name:
Phone:
E-mail address:

Deferred-payment commodity contracts are approved by the Department of Financial Services (department). The rules governing these contracts are in Chapter 69I-3, *Florida Administrative Code* and may be accessed via the following website <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-3>. Information on the program and other associated information on the Consolidated Equipment Financing Program and Guaranteed Energy Savings Contracts may be accessed via the following website [http://www.myfloridacfo.com/aadir/statewide\\_financial\\_reporting/](http://www.myfloridacfo.com/aadir/statewide_financial_reporting/).

For each proposed deferred-payment commodity contract that exceeds the threshold for Category IV as defined in Section 287.017, *Florida Statutes*, complete the following information and submit Department of Financial Services forms Lease Checklist DFS-A1-411 and CEFP Checklist DFS-A1-410 with this schedule.

<b>1. Commodities proposed for purchase.</b>
<b>2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.</b>
<b>3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).</b>
<b>4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.</b>

**Schedule XIV  
Variance from Long Range Financial Outlook**

Agency: Department of Children and Families Contact: Nevin Smith (850) 717-4760

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2014 contain revenue or expenditure estimates related to your agency?

Yes  No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2015-2016 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2015-2016 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Marissa Amora Relief Bill Annual Request - 4004310	B		1,700,000
b	Foster Parent Cost of Living Adjustment Growth Rate - 4000210	B		1,007,880
c	Cost of Living Adjustment - Mental Health Contracted Agencies - 4004580	B		5,770,263
d	Social Work Students Recruitment Stipends - 4000480	B		1,334,747
e	Maintenance and Repair - 990M000	B		2,333,696
f	Children's Legal Services (CLS) Newly Required Workload Adjustment - 3000530	B		1,325,616
g	Administered Funds Adjustment for State Attorney CLS Staffing - 3000170	B		320,663
h	Healthy Families Expansion - 4000235	B		4,983,849
i	Healthy Families Fund Source Shift - 4001440	B		717,736
j	Maintenance Adoption Subsidies - 4006020	B		7,860,285
k	CBC Risk Pool - 4000660	B		5,000,000
l	Case Management Enhancements and Professionalism - 4001130	B		15,749,587
m	Federal Funding for Child Welfare Improvement Training Title IV-E - 4001120	B		14,050,260
n	Secure Capacity Increase at the Apalachicola Forest Youth Facility/Juvenile Incompetent to Proceed Program - 4000640	B		978,274
o	Care Management and Coordination, Substance Abuse and Mental Health - 4001220	B		22,430,986
p	Mental Health Forensic Beds - 4006860	B		1,146,019
q	Sexually Violent Predator Program Workload Increase - 3007100	B		130,381
r	Healthy Transitions Grant - 4000750	B		999,750
s	Supplemental Nutrition Assistance Program (SNAP) Education Continuation Funding - 4000420	B		2,760,665
t	Restore Funding for Programs Supported by Administrative Earnings - 4007100	B		8,108,249
u	Restore Non-Recurring Funding in Mental Health Services (CAT and Criminal Justice) - 4000760	B		4,841,661
v	Automated Community Connection to Economic Self-Sufficiency (ACCESS) Asset Verification - 4008750	B		1,800,000
w	ACCESS Identity Verification - 4008760	B		1,107,250
x	Maintain Funding for Increased Workload for Primary Data Center to Support an Agency - 36314C0	B		2,102,364
y	Transfer Community Based Resources and Support Grant Funding Between Categories - 2000650/2000660	B		0
z	Transfer State's Share of Medicaid Reimbursement to ACHA Transfer - 1700140	B		(31,595,280)
aa	Maintenance Adoption Subsidy (MAS) Fund Shift (FGTF to GR) - 3401110/3401120	B		0
bb	Fund Shift Social Services Block Grant Trust Fund to Federal Grants Trust Fund - 3400370/3400380	B		0
cc	Mental Health and Substance Abuse Federal Grants Trust Fund Realignment (FGTF to Block Grant) - 3400190/3400200	B		0
dd	Base Budget/Other	B		2,834,520,080
	<b>Department of Children and Families TOTAL</b>		<b>0.0</b>	<b>2,911,484,981</b>

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

The Department of Children and Families identified needs for the Legislative Budget Request associated with its mission and statutory mandates. Following the identification of needs the department analyzed its ability to meet those needs utilizing existing resources (base budget) and resource requests above base (state and federal funds). Utilizing that planning/funding frame the department prioritized its Legislative Budget Request.

\* R/B = Revenue or Budget Driver

**SCHEDULE XV:  
CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE  
CONSIDERATION TO BE PAID TO THE AGENCY IS A PERCENTAGE OF  
THE VENDOR REVENUE AND IN EXCESS OF \$10 MILLION**

<b>Contact Information</b>
Agency:
Name:
Phone:
E-mail address:

<b>1. Vendor Name</b>		
<b>2. Brief description of services provided by the vendor.</b>		
<b>3. Contract terms and years remaining.</b>		
<b>4. Amount of revenue generated</b>		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
<b>5. Amount of revenue remitted</b>		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
<b>6. Value of capital improvement</b>		
<b>7. Remaining amount of capital improvement</b>		
<b>8. Amount of state appropriations</b>		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)



**BUDGET ENTITY  
LEVEL  
EXHIBITS &  
SCHEDULES**



**NOT APPLICABLE**

# SCHEDULE IV-B

Information

Technology

Projects

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** Children and Families **Budget Period 2015 -2016**  
**Budget Entity:** 60910506-Mental Health Program

(1)	(2)	(3)	(4)
<b>SECTION I</b>	<b>ACTUAL FY 2013-2014</b>	<b>ESTIMATED FY 2014-2015</b>	<b>REQUEST FY 2015-2016</b>
Interest on Debt	(A) 5,333,487.50	5,015,110.00	4,655,110.00
Principal	(B) 6,345,000.00	6,660,000.00	7,025,000.00
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D) 26,228.00	29,000.00	29,000.00
Int. Arbitrage Rebate Analysis	(E) 3,750.00	5,000.00	5,000.00
<b>Total Debt Service</b>	<b>(F) 11,708,465.50</b>	<b>11,709,110.00</b>	<b>11,714,110.00</b>

Explanation:

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**SECTION II**

**ISSUE:** Florida Civil Commitment Center - Series 2006 (\$68,730,000)

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>30-Jun-15</b>	<b>JUNE 30, 2016</b>
4.00% to 5.00%	10/1/2029	\$68,730,000.00	\$56,745,000.00	\$54,395,000.00
(6)	(7)	(8)	(9)	
	<b>ACTUAL FY 2013-2014</b>	<b>ESTIMATED FY 2014-2015</b>	<b>REQUEST FY 2015-2016</b>	
Interest on Debt	(G) \$ 2,958,235.00	\$ 2,850,610.00	\$ 2,737,360.00	
Principal	(H) \$ 2,125,000.00	\$ 2,235,000.00	\$ 2,350,000.00	
Fiscal Agent or Other Fees	(I) \$ 12,009.00	\$ 13,500.00	\$ 13,500.00	
Other	(J) \$ 1,000.00	\$ 1,500.00	\$ 1,500.00	
<b>Total Debt Service</b>	<b>(K) \$ 5,096,244.00</b>	<b>\$ 5,100,610.00</b>	<b>\$ 5,102,360.00</b>	

**ISSUE:** South Florida State Hospital COP - 1998 (\$37,985,000)

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>30-Jun-15</b>	<b>30-Jun-16</b>
3.75% to 5.00%	7/1/2018	\$37,985,000.00	\$ 8,665,000.00	\$ 5,915,000.00
	<b>ACTUAL FY 2013-2014</b>	<b>ESTIMATED FY 2014-2015</b>	<b>REQUEST FY 2015-2016</b>	
Interest on Debt	(G) \$ 687,502.50	\$ 564,000.00	\$ 433,250.00	
Principal	(H) \$ 2,495,000.00	\$ 2,615,000.00	\$ 2,750,000.00	
Fiscal Agent or Other Fees	(I) \$ 7,500.00	\$ 8,000.00	\$ 8,000.00	
Other	(J) \$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
<b>Total Debt Service</b>	<b>(K) \$ 3,192,002.50</b>	<b>\$ 3,189,000.00</b>	<b>\$ 3,193,250.00</b>	



**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** Children and Families **Budget Period 2015 -2016**  
**Budget Entity:** 60910506-Mental Health Program

(1)	(2)	(3)	(4)
<b>SECTION I</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2013-2014</b>	<b>FY 2014-2015</b>	<b>FY 2015-2016</b>
Interest on Debt	(A) <input type="text"/>	<input type="text"/>	<input type="text"/>
Principal	(B) <input type="text"/>	<input type="text"/>	<input type="text"/>
Repayment of Loans	(C) <input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees	(D) <input type="text"/>	<input type="text"/>	<input type="text"/>
Other Debt Service	(E) <input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service	(F) <input type="text"/>	<input type="text"/>	<input type="text"/>

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II**

**ISSUE:** South Florida Evaluation and Treatment Center COP-2005 Series(\$41,940,000)

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>30-Jun-15</b>	<b>JUNE 30, 2016</b>
4.00% to 5.00%	10/1/2025	\$41,940,000.00	\$30,925,000.00	\$29,000,000.00
(6)		(7)	(8)	(9)
		<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
		<b>FY 2013-2014</b>	<b>FY 2014-2015</b>	<b>FY 2015-2016</b>
Interest on Debt	(G)	\$ 1,687,750.00	\$ 1,600,500.00	\$ 1,484,500.00
Principal	(H)	\$ 1,725,000.00	\$ 1,810,000.00	\$ 1,925,000.00
Fiscal Agent or Other Fees	(I)	\$ 6,719.00	\$ 7,500.00	\$ 7,500.00
Other	(J)	\$ 750.00	\$ 1,500.00	\$ 1,500.00
Total Debt Service	(K)	\$ 3,420,219.00	\$ 3,419,500.00	\$ 3,418,500.00

**ISSUE:** \_\_\_\_\_

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>30-Jun-15</b>	<b>30-Jun-16</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
		<b>FY 2013-2014</b>	<b>FY 2014-2015</b>	<b>FY 2015-2016</b>
Interest on Debt	(G)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal	(H)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees	(I)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	(J)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service	(K)	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period:** 2013 - 14

**Department:** DCF

**Chief Internal Auditor:** Jerry Chesnutt

**Budget Entity:** Multiple

**Phone Number:** 850-717-4168

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A1213DCF-064 (Internal Audit)	11/1/2012 to 1/10/2013	Child Welfare and Community Based Care contract providers	<p><u>Psychotropic Medications – How Are We Performing Regarding Consent, Consultation, and Oversight.</u> Weaknesses identified included the following.</p> <ul style="list-style-type: none"> <li>• Uploading and updating psychotropic medication documentation in Florida Safe Families Network (FSFN);</li> <li>• Authorizing and documenting Written, Express and Informed Consent forms;</li> <li>• Submitting pre-consent reviews to the University of Florida (UF);</li> <li>• Monitoring lead agency procedures;</li> <li>• Increasing child psychiatrists’ awareness of the University of South Florida’s Medication Guidelines for Children; and</li> <li>• Completing medication logs.</li> </ul>	All respondents indicated corrective action had or will be taken.	Not Applicable

<p>A-1213DCF-075 (Internal Audit)</p>	<p>Spring 2013</p>	<p>Information Technology Services</p>	<p><u>Disaster Recovery and Business Continuity Planning</u> This audit was conducted to determine if the Department has adequate disaster recovery plans in place that will allow critical services to continue. The following risks were identified.</p> <ul style="list-style-type: none"> <li>• The Northwood Shared Resource Center (NSRC) Disaster Recovery Plan (DRP) is not current or adequate; the NSRC DRP does not include an umbrella process or procedures for the combined recovery of all NSRC customers' mission critical applications;</li> <li>• It was identified that during the annual test of the NSRC DRP, sufficient time was not available for the Department to adequately test the recovered applications and verify that all mission critical functions were working;</li> <li>• The Department has not completely defined their mission critical functions nor prioritized their recovery order; and</li> <li>• Disaster recovery controls for the Florida Abuse Hotline need improvement.</li> </ul>	<p>Department staff generally concurred with the recommendations. Response from the NSRC did not provide clear assurance that improvement would be made.</p>	<p>Not Applicable</p>
<p>A-1213DCF-210 (Internal Audit)</p>	<p>March 2010 through April 15, 2013.</p>	<p>Child Welfare and Community Based Care contract providers</p>	<p><u>Assurance Follow-up: Lobbying Expenditures by Community-Based Care Lead Agencies</u> The objective was to obtain assurances from each of the 17 community-based care (CBC) lead agencies that they have complied with the requirement prohibiting the expenditure of Department contract funds for the purpose of lobbying. Results were as follows. Sixteen (16) lead agencies made statements to the effect that they complied with the law and/or did not use Department contract funds for lobbying. The remaining lead agency entered into a Settlement Agreement with the Department, and in January 2014, remitted \$69,674.75 in repayment to the Department.</p>	<p>Community Based Care providers either provided assurance that Department funds were not spent on lobbying activities or reimbursement was made to the Department.</p>	<p>Not Applicable</p>

A-1314DCF-025 (Internal Audit)	January 1, 2013 through August 31, 2013	Office of Child Care Regulation and Background "Screening	<p><u>Payment for Background Screening Costs by Community-Based Care Lead Agencies Which Use the Department's Livescan Machines</u></p> <p>The purpose of this audit was to identify and evaluate the controls in place to ensure that the Department is not paying for the cost of background screenings that should be paid for by CBC lead agencies. The audit disclosed the following.</p> <ul style="list-style-type: none"> <li>• The Department has not effectively communicated that lead agencies are responsible for paying the cost when lead agencies, or their subcontractors, screen individuals via the Department's Livescan machines; and</li> <li>• Changes could be made requiring lead agencies to pay directly for the background screening fees when lead agencies, or their subcontractors, use the Department's Livescan machines. This may include requesting that lead agencies establish individual billing accounts and participate in FDLE's Civil Applicant Payment System.</li> </ul>	Department management generally concurred with our recommendations, and indicated that appropriate corrective actions have been or will be taken.	Not Applicable
Auditor General 2014-173 2014-016 2014-188 2014-196 2014-143 2014-184 2014-051	Various	Various	<p>2014-173 State of Florida - Compliance and Internal Controls Over Financial Reporting and Federal Awards</p> <p>2014-016 Department of Children and Families - Independent Living Transition Services, Foster Care Licensing, and Provider Performance Measures</p> <p>2014-188 Department of Children and Families - Domestic Violence Program, Telework Program, and Selected Administrative Activities</p> <p>2014-196 Department of Children and Families - Florida Online Recipient Integrated Data Access (FLORIDA) System</p> <p>2014-143 Department of Children and Families - Florida Safe Families Network (FSFN)</p> <p>2014-184 Payroll and Personnel Processes at Selected State Agencies</p> <p>2014-051 Department of Children and Families - Quality Assessment Review of Internal Audit Activity</p>	The Auditor General published seven audits that included various Department activities in their scope. The department concurred with their recommendations and took corrective actions as appropriate. These audits generally focused on compliance and process issues and while important might not be considered as major findings and recommendations. All can all be found on the Auditor General's web site.	Not applicable

## Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service):
Agency Budget Officer/OPB Analyst Name:

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

	Program or Service (Budget Entity Codes)					
Action	60900101	60900202	60910310	60910506	60910604	60910708

### 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y	Y	Y	Y	Y	Y

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y	Y	Y	Y	Y
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y	Y	Y	Y	Y	Y
<b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.						

### 2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	Y	Y
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y	Y	Y	Y	Y	Y

### 3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	Y	Y	Y	N/A
---	-----	-----	---	---	---	-----

### AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y	Y	Y	Y
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	Y	Y	Y
<b>TIP</b> Generally look for and be able to fully explain significant differences between A02 and A03.						
<b>TIP</b> Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.						
<b>TIP</b> Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.						

		Program or Service (Budget Entity Codes)					
Action		60900101	60900202	60910310	60910506	60910604	60910708
<b>4. EXHIBIT D (EADR, EXD)</b>							
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.						
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>							
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y
<b>AUDITS:</b>							
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>	Y	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>	Y	Y	N/J	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.						
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.						
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2013-14 approved budget. Amounts should be positive.						
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.						
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>							
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A	Y	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	N/A	Y	Y	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A	N/A	Y	Y	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	Y	Y	N/A	N/A

Action		Program or Service (Budget Entity Codes)					
		60900101	60900202	60910310	60910506	60910604	60910708
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	N/A	N/A	N/A	Y	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	Y	Y	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y	Y
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A	N/A	Y	N/A	N/A	N/A
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y	N/A	Y	Y	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y	Y
<b>AUDIT:</b>							
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y	Y	Y	Y	Y	Y
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y	N/A	Y	N/A	N/A	Y
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y	Y	Y	Y	Y	Y
7.24	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	Y	N/A	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.						

Action		Program or Service (Budget Entity Codes)					
		60900101	60900202	60910310	60910506	60910604	60910708
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.						
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.						
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).						
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).						
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.						
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>							
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y	Y
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y	Y
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y



Action		Program or Service (Budget Entity Codes)					
		60900101	60900202	60910310	60910506	60910604	60910708
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y	Y
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A	N/A	N/A	N/A	N/A	N/A
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y	Y
<b>AUDITS:</b>							
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y	Y	Y	Y	Y	Y
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	Y	Y	Y	Y	Y	Y
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y	Y	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!						
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.						
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.						
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.						

		Program or Service (Budget Entity Codes)					
Action		60900101	60900202	60910310	60910506	60910604	60910708
<b>9. SCHEDULE II (PSCR, SC2)</b>							
AUDIT:							
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/J	N/J	N/J	N/J	N/J	N/J
<b>10. SCHEDULE III (PSCR, SC3)</b>							
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A	N/A	Y	Y	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	Y	Y
<b>11. SCHEDULE IV (EADR, SC4)</b>							
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	N/A	Y	Y	N/A
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>							
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y	Y	Y	Y	Y	Y
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>							
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>							
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	Y	Y
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>							
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A	N/A	Y	N/A	N/A	N/A
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A	N/A	Y	N/A	N/A	N/A
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A	Y	N/A	N/A	N/A
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A	N/A	Y	N/A	N/A	N/A
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A	Y	N/A	N/A	N/A
AUDIT:							
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	N/A	N/A	Y	N/A	N/A	N/A
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>							
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y	Y
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:							
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? <b>(GENR, ACT1)</b>	Y	Y	Y	Y	Y	Y
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		60900101	60900202	60910310	60910506	60910604	60910708
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	N/A	Y	Y	Y	Y
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y	Y
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>							
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A	N/A	N/A	N/A	N/A	N/A
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	N/A	N/A	N/A	N/A	N/A
<b>AUDITS - GENERAL INFORMATION</b>							
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.						
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>							
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	N/A		Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	N/A		Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	N/A		Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	N/A		Y	Y	Y
18.5	Are the appropriate counties identified in the narrative?	Y	N/A		Y	Y	Y
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	N/A		Y	Y	Y
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
<b>19. FLORIDA FISCAL PORTAL</b>							
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y	Y