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**GRANTS TO STATES FOR ACCESS AND VISITATION  
PROGRAMS**

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**State Project/Program:** N. C. ACCESS AND VISITATION PROGRAM

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**U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES**

**Federal Authorization:** Section 469B of title IV-D of the Social Security Act as amended by Title III of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, PL. 104-193

**State Authorization:** N/A

**N. C. Department of Health and Human Services  
Division of Social Services**

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**Agency Contact Person – Program:**

Carla West  
NC DSS Section Chief  
Child Support  
(919) 855-4405  
[Carla.West@dhhs.nc.gov](mailto:Carla.West@dhhs.nc.gov)

**Agency Contact Person –Financial:**

Kim Goodwin  
Fiscal Compliance Monitor  
(919) 628-8268  
[Kimberly.Goodwin@dhhs.nc.gov](mailto:Kimberly.Goodwin@dhhs.nc.gov)

**N. C. DHHS Confirmation Reports:**

SFY 2019 audit confirmation reports for payments made to Counties, Local Management Entities (LMEs), Managed Care Organizations (MCOs), Boards of Education, Councils of Government, District Health Departments and DHHS Grant Subrecipients will be available by mid-October at the following web

address: <https://www.ncdhhs.gov/about/administrative-offices/office-controller/audit-confirmation-reports>.

At this site, click on the link entitled “[Audit Confirmation Reports \(State Fiscal Year 2018-2019\)](#)”. Additionally, audit confirmation reports for Nongovernmental entities receiving financial assistance from DHHS are found at the same website except select “[Non-Governmental Audit Confirmation Reports \(State Fiscal Years 2017-2019\)](#)”.

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The Auditor should not consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the Auditor should be prepared to justify departures from the suggested procedures. The Auditor can consider the Supplement a “safe harbor” for identification of compliance requirements to be tested if the Auditor performs reasonable procedures to ensure that the requirements in the Supplement are current. The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

**I. PROGRAM OBJECTIVES**

The primary objective is to support and facilitate access and visitation by non-custodial parents with their children.

### II. PROGRAM PROCEDURES

The cognizant federal agency is the Administration for Children and Families (ACF), Department of Health and Human Services (DHHS). Funding authorization is the Section 469B of Title IV-D of the Social Security Act as amended by Title III of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, PL. 104-193. The NC Access and Visitation Program is ninety percent federally funded and requires a ten percent in kind or cash match.

The program is operated locally through a contract with the Administrative Office of the Courts. The State utilizes the DHHS Office of Procurement and Contract Services (OPCS) policies and procedures to award contracts to subrecipients. The program is not required to be operated on a statewide basis. The State is required to monitor, evaluate, and report on all programs funded by this grant in accordance with regulations adopted by the DHHS. Activities may include mediation, counseling, parenting education, supervised visitation, neutral drop off and pick up, development of parenting plans, visitation enforcement, and development of guidelines for visitation and alternative custody arrangements.

Subrecipients are reimbursed through submission of the DSS-1571 III Administrative Costs Report to the NC DHHS Controller's Office. The State is required to monitor, evaluate, and report on all programs funded by this grant in accordance with regulations adopted by the NCDSS, which can be found at <https://www2.ncdhhs.gov/dss/Monitoring/index.htm>. A subgrantee under this grant is subject to provisions of Omni Circular. All federal and state requirements are communicated to the subrecipients as part of the contracting process.

### III. COMPLIANCE REQUIREMENTS

#### Crosscutting Requirements

**The compliance requirements in the Division of Social Services "Crosscutting Requirements" in Section D (DSS-0) are applicable to this grant.**

#### A. ACTIVITIES ALLOWED OR UNALLOWED

The subrecipient will utilize the funds to provide services, which support and facilitate access and visitation by non-custodial parents with their children. Activities may include mediation, counseling, parenting education, supervised visitation, neutral drop off and pick up, development of parenting plans, visitation enforcement, and development of guidelines for visitation and alternative custody arrangements.

#### B. ALLOWABLE COSTS/COST PRINCIPLES

- Subrecipients may claim reimbursement for the costs of purchasing any of the above allowable activities from another source.
- In addition to the above allowable activities, subrecipients may claim reimbursement for the purchase of any other services, with prior written approval from NCDSS.
- Subrecipients may claim reimbursement for travel costs to meetings and other events.

All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the cost principles described in the N.C. Administrative Code at 09 NCAC 03M .0201.

### **E. ELIGIBILITY**

Target clients for this grant are non-custodial parents, both mothers and fathers, who are experiencing barriers in gaining access to and visitation with their children.

### **G. MATCHING, LEVEL OF EFFORT, EARMARKING**

The subrecipient is required to share in the cost of projects. A ten percent cash or in-kind match is required.

### **H. PERIOD OF PERFORMANCE**

Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted, in accordance with the obligation and liquidation deadlines.

FY 2019 funds must be obligated no later than September 30, 2018 and liquidated no later than December 30<sup>th</sup>, 2019. Funds that remain unobligated by these deadlines will be recouped.

### **I. PROCUREMENT, AND SUSPENSION AND DEBARMENT**

All grantees that expend federal funds (received either directly from a federal agency or passed through the N. C. Department of Health and Human Services) are required to conform with federal agency codifications of the grants management common rule accessible on the internet at <http://www.whitehouse.gov/omb/>.

All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the procurement standards described in the North Carolina General Statutes and the North Carolina Administrative Code, which are identified in the State of North Carolina Agency Purchasing Manual accessible on the internet at [http://www.pandc.nc.gov/documents/Procurement\\_Manual\\_5\\_8\\_2013\\_interactive.pdf](http://www.pandc.nc.gov/documents/Procurement_Manual_5_8_2013_interactive.pdf).

Nongovernmental subrecipients shall maintain written Procurement policies that are followed in procuring the goods and services required to administer the program.

### **L. REPORTING**

This program is required to report financial data on OMB form OCSE-396A annually. Additionally, program data is reported on OMB form #0970-0204 on an annual basis. This requirement has not been passed to the subrecipients; therefore, additional testing is not required.

### **M. SUBRECIPIENT MONITORING**

#### **Compliance Requirements**

The State monitors the subrecipient to:

- Provide reasonable assurance that the contractor complies with State and federal requirements;
- Ensure that the purchased activity and/or service is being provided in compliance with the written agreement and Division policy;
- Ensure that funds are expended only for allowable activities and for eligible recipients; and

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- Requires the contractor to take prompt corrective action where areas of non-compliance are found.