BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION

There is a keen public interest in preventing misuse of charitable contributions. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates those raising and receiving charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) tightened Charitable Purposes Act requirements for charitable organization administration and fundraising.

The Charitable Purposes Act rules cover California public benefit corporations, unincorporated associations, and trustee entities. They may include similar foreign corporations doing business or holding property in California. Generally, an organization is subject to the registration and reporting requirements of the Charitable Purposes Act if it is a California nonprofit public benefit corporation or is tax exempt under Internal Revenue Code § 501(c)(3), and not exempt from reporting under Government Code § 12583. Most educational institutions, hospitals, cemeteries, and religious organizations are exempt from Supervision of Trustees Act requirements.

Key new Charitable Purposes Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over $2 million of revenues (excluding grants and service-contract funds a governmental entity requires to be accounted for) have new audit requirements. Charities required to have audits must also establish an audit committee whose members have no material financial interest in any entity doing business with the charity.

Organizations or persons that receive or raise charitable contributions are likely to be subject to the Charitable Purposes Act. A Proposer on Los Angeles County contracts must determine if it is subject to the Charitable Purposes Act and certify either that:

- It is not presently subject to the Act, but will comply if later activities make it subject, or,
- If subject, it is currently in compliance.

RESOURCES

The following references to resources are offered to assist Proposers who engage in charitable contributions activities. Each Proposer, however, is ultimately responsible to research and determine its own legal obligations and properly complete its compliance certification (Exhibit 9).

In California, supervision of charities is the responsibility of the Attorney General, whose website, **http://oag.ca.gov/** contains much information helpful to regulated charitable organizations.

1. LAWS AFFECTING NONPROFITS

The "Supervision of Trustees and Fundraisers for Charitable Purposes Act" is found at California Government Code §§ 12580 through 12599.7. Implementing regulations are found at Title 11, California Code of Regulations, §§ 300 through 312. In California, charitable solicitations ("advertising") are governed by Business & Professions Code §§ 17510 through 17510.95. Regulation of nonprofit corporations is found at Title 11, California Code of Regulations, §§ 999.1 through 999.5. (Amended regulations are pending.) Links to all of these rules are at: **http://oag.ca.gov/charities/laws**

BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION

2. SUPPORT FOR NONPROFIT ORGANIZATIONS

Several organizations offer both complimentary and fee-based assistance to nonprofits, including in Los Angeles, the Center for Nonprofit Management, 606 S. Olive St #2450, Los Angeles, CA 90014 (213) 623-7080 **http://www.cnmsocal.org/** and statewide, the California Association of Nonprofits, **http://www.calnonprofits.org/**. Both organizations' websites offer information about how to establish and manage a charitable organization.

The above information, including the organizations listed, provided under this sub-section of this Appendix N is for informational purposes only. Nothing contained in this sub-section shall be construed as an endorsement by the County of Los Angeles of such organizations.

Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2016)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whose wages you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note: You are encouraged to notify each employee whose wages for 2016 are less than $53,505 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following.

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you give an employee a Form W-2 on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If you give an employee a substitute Form W-2, but it does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2017.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can download copies of the notice at *www.irs.gov/formspubs*. Or you can go to *www.irs.gov/orderforms* to order it.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

How Do My Employees Claim the EIC?

An eligible employee claims the EIC on his or her 2016 tax return. Even an employee who has no tax withheld from wages and owes no tax may claim the EIC and ask for a refund, but he or she must file a tax return to do so. For example, if an employee has no tax withheld in 2016 and owes no tax but is eligible for a credit of $800, he or she must file a 2016 tax return to get the $800 refund.

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2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or

3. A purchase made through a state or federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or

6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:

1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or

2. The contractor has a long-standing practice that defines the lesser number of hours as full time.

E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070. Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.

B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,

2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than $500,000; and,

3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.010 Findings and declarations.
2.206.020 Definitions.
2.206.030 Applicability.
2.206.040 Required solicitation and contract language.
2.206.050 Administration and compliance certification.
2.206.060 Exclusions/Exemptions.
2.206.070 Enforcement and remedies.
2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

A. “Contractor” shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.

B. “County” shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.

C. “County Property Taxes” shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.

D. “Department” shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.

E. “Default” shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

F. “Solicitation” shall mean the County’s process to obtain bids or proposals for goods and services.

G. “Treasurer-Tax Collector” shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;

B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and

C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.

B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

A. This chapter shall not apply to the following contracts:
   1. Chief Executive Office delegated authority agreements under $50,000;
   2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
   3. A purchase made through a state or federal contract;
   4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
   5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
   6. Purchase orders issued by Internal Services Department under $100,000 that is not the result of a competitive bidding process.
   7. Program agreements that utilize Board of Supervisors' discretionary funds;
   8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
   9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;

10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
12. A non-agreement purchase worth a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.

B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.

B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.

C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

APPENDIX P

Foster Care Placement Services – Request for Statement of Qualifications (RFSQ)
#CMS-17-0016/0017 - Format to submit written questions
(ADDITIONAL QUESTIONS: ADD PAGES, DUPLICATE THE FORMAT BELOW, AND NUMBER ACCORDINGLY)

Name of Prospective Contractor: _____
Legal name followed by any fictitious name (doing business as)

1. **Please check below to indicate the part of the RFSQ that prompt this question:**

☐ RFSQ PART I INTRODUCTION; ☐ RFSQ PART II GENERAL INFORMATION; ☐ RFSQ PART III INSTRUCTIONS TO PROSPECTIVE CONTRACTOR; ☐ RFSQ PART IV SOQ REVIEW/SELECTION/ QUALIFICATION PROCESS; ☐ APPENDIX A REQUIRED FORMS; ☐ APPENDIX B REQUIRED DOCUMENTS; ☐ APPENDICES C-E; ☐ APPENDICES F AND H SAMPLE MASTER CONTRACTS; ☐ STATEMENT OF WORK AND OTHER EXHIBITS; ☐ APPENDICES K-R

Appendix #:		Section #		Page #	
Please enter the language that prompted your question here:					
Please enter your question here:					

2. **Please check below to indicate the part of the RFSQ that prompt this question:**

☐ RFSQ PART I INTRODUCTION; ☐ RFSQ PART II GENERAL INFORMATION; ☐ RFSQ PART III INSTRUCTIONS TO PROSPECTIVE CONTRACTOR; ☐ RFSQ PART IV SOQ REVIEW/SELECTION/ QUALIFICATION PROCESS; ☐ APPENDIX A REQUIRED FORMS; ☐ APPENDIX B REQUIRED DOCUMENTS; ☐ APPENDICES C-E; ☐ APPENDICES F AND H SAMPLE MASTER CONTRACTS; ☐ STATEMENT OF WORK AND OTHER EXHIBITS; ☐ APPENDICES K-R

Appendix #:		Section #		Page #	
Please enter the language that prompted your question here:					
Please enter your question here:					

3. **Please check below to indicate the part of the RFSQ that prompt this question:**

☐ RFSQ PART I INTRODUCTION; ☐ RFSQ PART II GENERAL INFORMATION; ☐ RFSQ PART III INSTRUCTIONS TO PROSPECTIVE CONTRACTOR; ☐ RFSQ PART IV SOQ REVIEW/SELECTION/ QUALIFICATION PROCESS; ☐ APPENDIX A REQUIRED FORMS; ☐ APPENDIX B REQUIRED DOCUMENTS; ☐ APPENDICES C-E; ☐ APPENDICES F AND H SAMPLE MASTER CONTRACTS; ☐ STATEMENT OF WORK AND OTHER EXHIBITS; ☐ APPENDICES K-R

Appendix #:		Section #		Page #	
Please enter the language that prompted your question here:					
Please enter your question here:					

Foster Care Placement Services – Request for Statement of Qualifications (RFSQ)
#CMS-17-0016/0017 - Format to submit written questions
(ADDITIONAL QUESTIONS: ADD PAGES, DUPLICATE THE FORMAT BELOW, AND NUMBER ACCORDINGLY)

4. Please check below to indicate the part of the RFSQ that prompt this question:

☐ RFSQ PART I INTRODUCTION; ☐ RFSQ PART II GENERAL INFORMATION; ☐ RFSQ PART III INSTRUCTIONS TO PROSPECTIVE CONTRACTOR; ☐ RFSQ PART IV SOQ REVIEW/SELECTION/ QUALIFICATION PROCESS; ☐ APPENDIX A REQUIRED FORMS; ☐ APPENDIX B REQUIRED DOCUMENTS; ☐ APPENDICES C-E; ☐ APPENDICES F AND H SAMPLE MASTER CONTRACTS; ☐ STATEMENT OF WORK AND OTHER EXHIBITS; ☐ APPENDICES K-R

Appendix #:		Section #		Page #	
Please enter the language that prompted your question here:					
Please enter your question here:					

5. Please check below to indicate the part of the RFSQ that prompt this question:

☐ RFSQ PART I INTRODUCTION; ☐ RFSQ PART II GENERAL INFORMATION; ☐ RFSQ PART III INSTRUCTIONS TO PROSPECTIVE CONTRACTOR; ☐ RFSQ PART IV SOQ REVIEW/SELECTION/ QUALIFICATION PROCESS; ☐ APPENDIX A REQUIRED FORMS; ☐ APPENDIX B REQUIRED DOCUMENTS; ☐ APPENDICES C-E; ☐ APPENDICES F AND H SAMPLE MASTER CONTRACTS; ☐ STATEMENT OF WORK AND OTHER EXHIBITS; ☐ APPENDICES K-R

Appendix #:		Section #		Page #	
Please enter the language that prompted your question here:					
Please enter your question here:					

6. Please check below to indicate the part of the RFSQ that prompt this question:

☐ RFSQ PART I INTRODUCTION; ☐ RFSQ PART II GENERAL INFORMATION; ☐ RFSQ PART III INSTRUCTIONS TO PROSPECTIVE CONTRACTOR; ☐ RFSQ PART IV SOQ REVIEW/SELECTION/ QUALIFICATION PROCESS; ☐ APPENDIX A REQUIRED FORMS; ☐ APPENDIX B REQUIRED DOCUMENTS; ☐ APPENDICES C-E; ☐ APPENDICES F AND H SAMPLE MASTER CONTRACTS; ☐ STATEMENT OF WORK AND OTHER EXHIBITS; ☐ APPENDICES K-R

Appendix #:		Section #		Page #	
Please enter the language that prompted your question here:					
Please enter your question here:					

APPENDIX Q

Electronic Program Statement Submission System (e-PSSS)

Agency User Guide

Department of Children and Family Services
Business Information Systems Division
12440 Imperial Hwy.
Norwalk, CA 90650

TABLE OF CONTENTS

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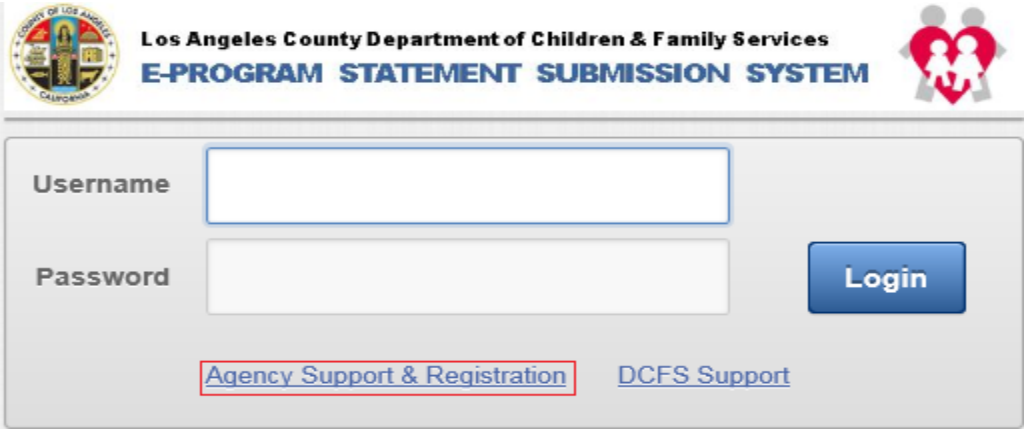
1. IF SUBMITTED DOCUMENT REQUIRES REVISION 10
2. IF SUBMITTED DOCUMENT ARE APPROVED 12

LOGIN PAGE

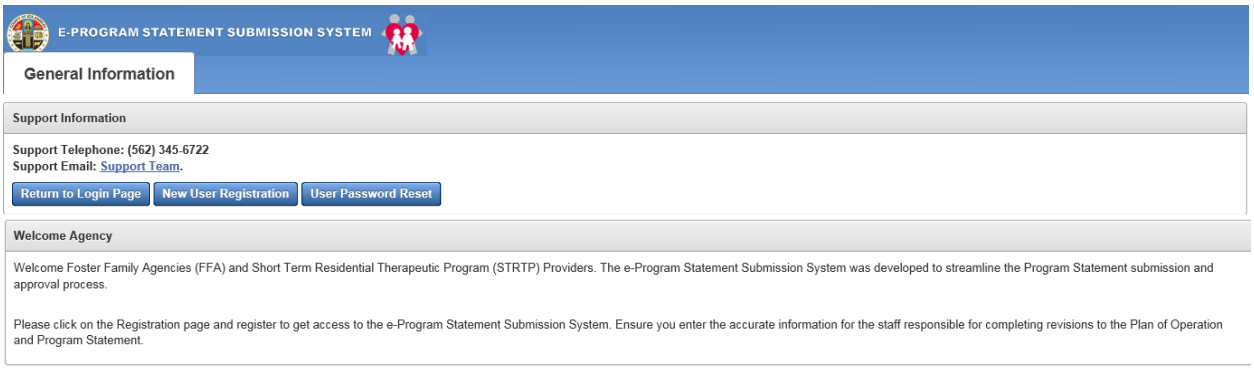
User enter username and password to log in to the system, if they already have user name and password.



If users don't have username and password, click on the Agency Support & Registration link.

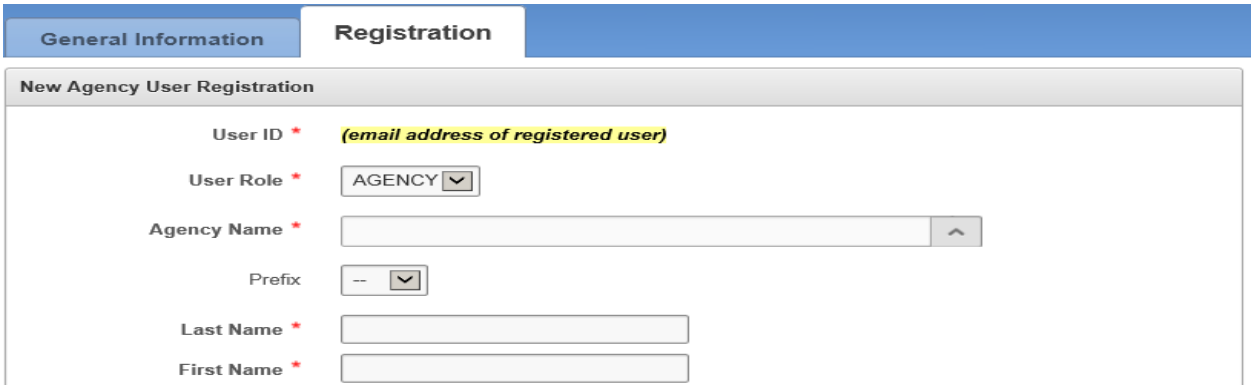
AGENCY SUPPORT & REGISTRATION

From the Agency Support & Registration link, users can register by clicking on the New User Registration button and reset the password by clicking the User Password Reset button.

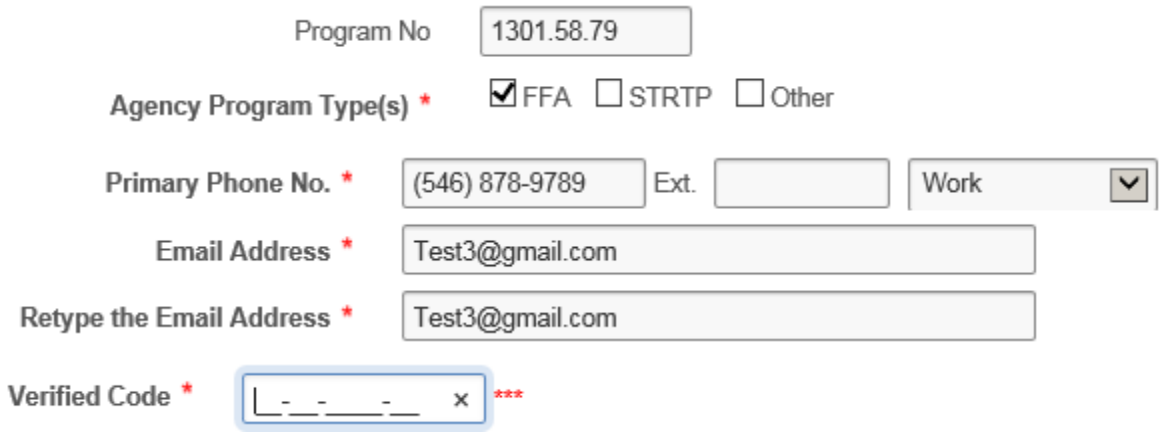


1. NEW USER REGISTRATION

When completing the New Agency User Registration page, a user is required to complete the fields with "*" on the page.



User ID: System populates the User ID from the Email Address field once the registered user creates the registration.
User Role: System defaults to "Agency" in the User Role field.
Agency Name: User can select a user name from the User Name field once DCFS Administrator adds the agency in the Agency Name table.



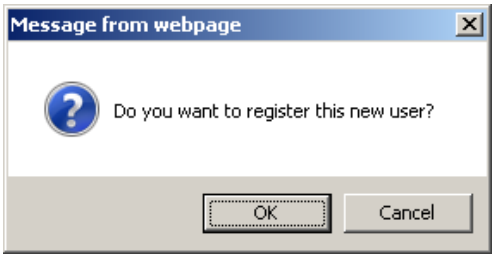
Program No. : User may enter 8 digit program number.
Agency Program Type: User may select one or more of the following Agency Program Type:

- FFA
- STRTP
- OTHER

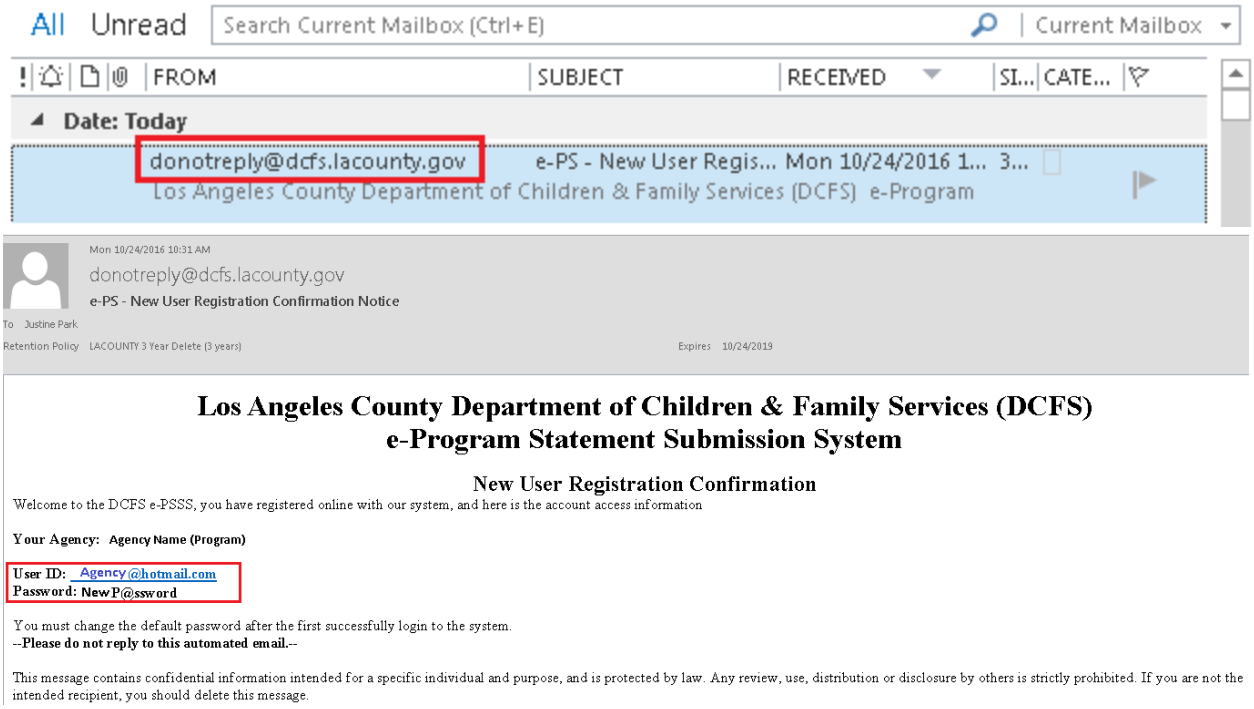
When "Other "is selected in the Agency Program Type field, the system displays the Other Program Name field for the user to type the other program name.
Note: Each agency is allowed to have one contact person per agency program type.

Email/Retype the Email Address: User is required to complete the Email/Retype the Email Address fields.
Verified Code: User is required to enter today's date in mm/dd/yyyy format, followed by user's first name initial and last name initial.

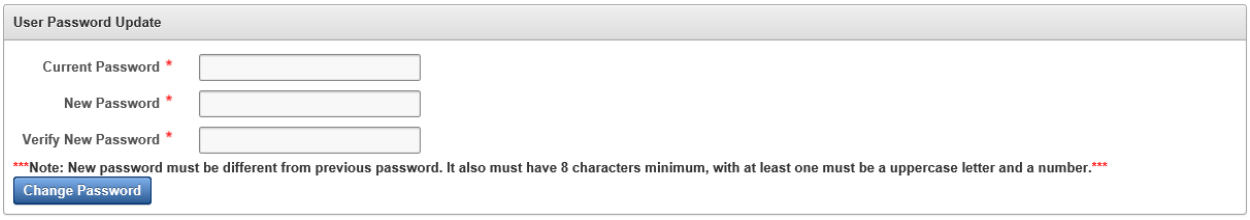
Once a user completes the New Agency User Registration page and click on the Create button, the system displays the confirmation message below:



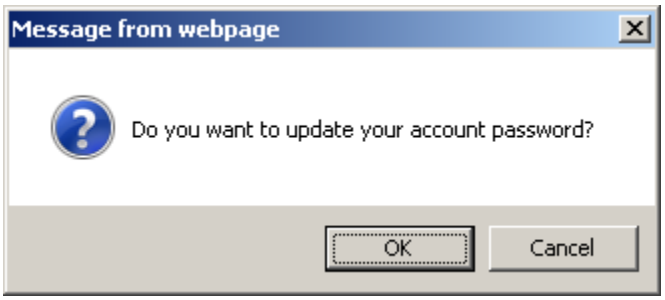
When a user clicks on the OK button, the system sends an e-email to the registered user with the User ID and password.



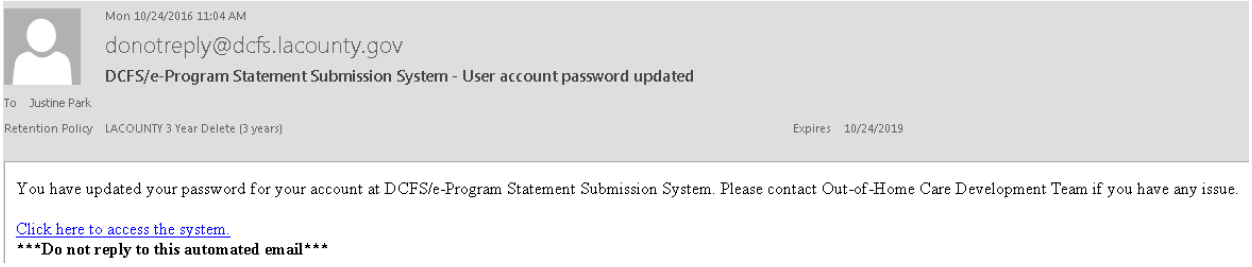
When agency logs in to the system with temporary password, the system prompts the users to the User Password Update page to change the temporary password.



New Password must have 8 characters minimum and one capitalized character. (**NOTE**: Do NOT include "**&**" in your password.) Once users change the password, the system displays the confirmation message below:



Once the user clicks on the OK button, the system sends out the confirmation e-mail to the users for updating the password.

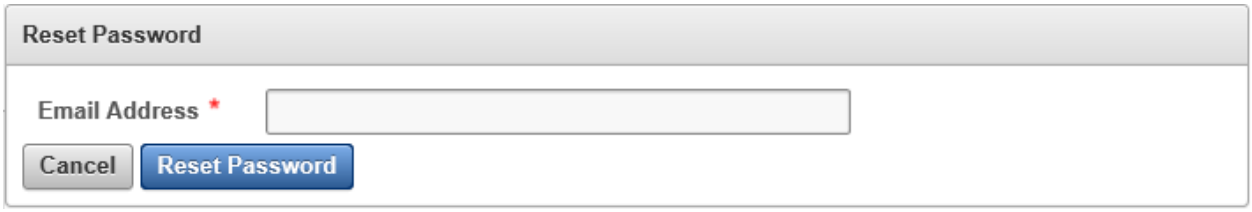

Mon 10/24/2016 11:04 AM
donotreply@dcfs.lacounty.gov
DCFS/e-Program Statement Submission System - User account password updated
To Justine Park
Retention Policy LACOUNTY 3 Year Delete (3 years) Expires 10/24/2019

You have updated your password for your account at DCFS/e-Program Statement Submission System. Please contact Out-of-Home Care Development Team if you have any issue.

Click here to access the system.
*****Do not reply to this automated email*****

2. USER PASSWORD RESET

Users may reset their password from the User Password Reset button.

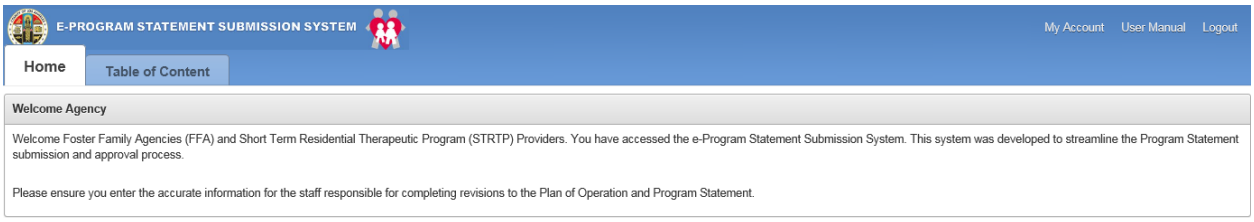


Once users enter their e-mail address and click on the Rest Password button, the system sends out an e-mail below with new password:

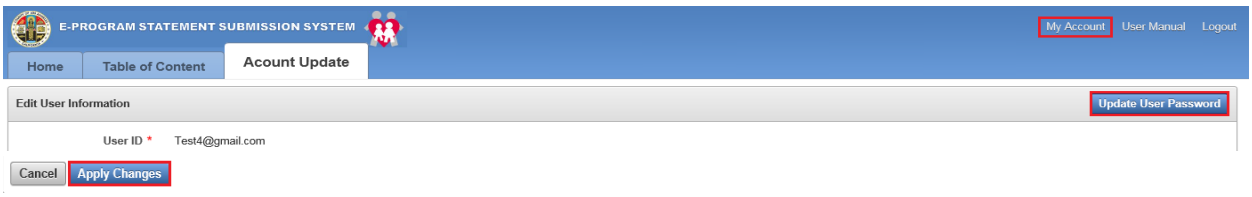
> "You have requested to reset your password for your account at DCFS/e-Program Statement Submission System.
> The new password is: **New Temporary Password"**

HOME

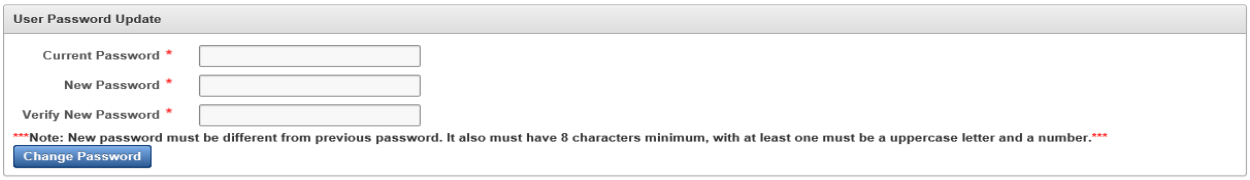
When logging in to the system, the system display the Welcom Agency page on the home page.



Users may edit or update their information from the My Account link.



Users may update the password from the Update User Password button.



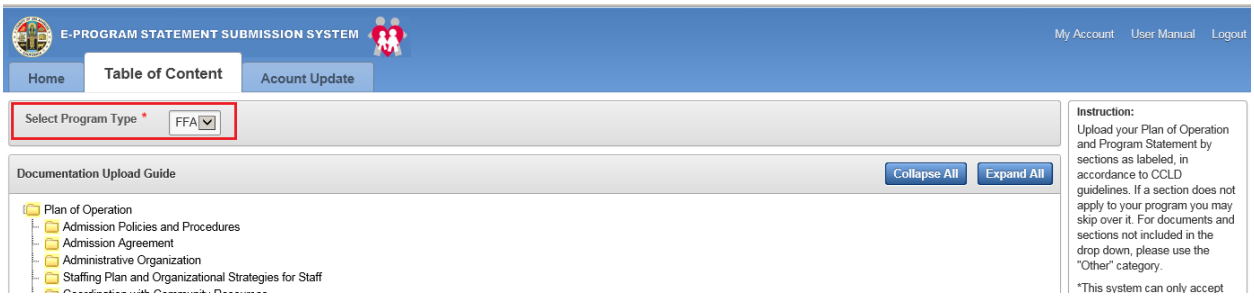
New password must be different from previous password. It also must have 8 characters minimum, with at least one uppercase letter and a number. Once users change their password, the system sends about the e-mail below:

> "You have updated your password for your account at DCFS/e-Program Statement Submission System. Please contact Out-of-Home Care Development Team if you have any issue."

TABLE OF CONTENT

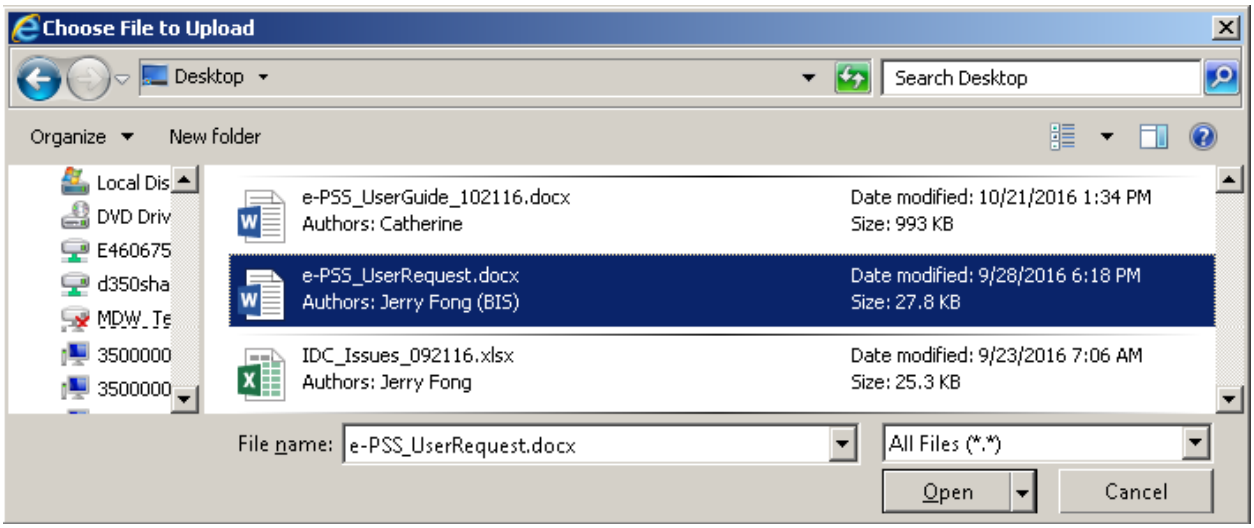
If logging agency has multiple program types, the system displays the existing program types in the Select Program Type field. Users may select the program type accordingly.

Users may upload the Plan of Operation and Program Statement by sections as labeled, in accordance to CCLD guidelines. If a section does not apply to the program, users may skip over it. For documents and sections not included in the drop down, users may use the "Other" category.

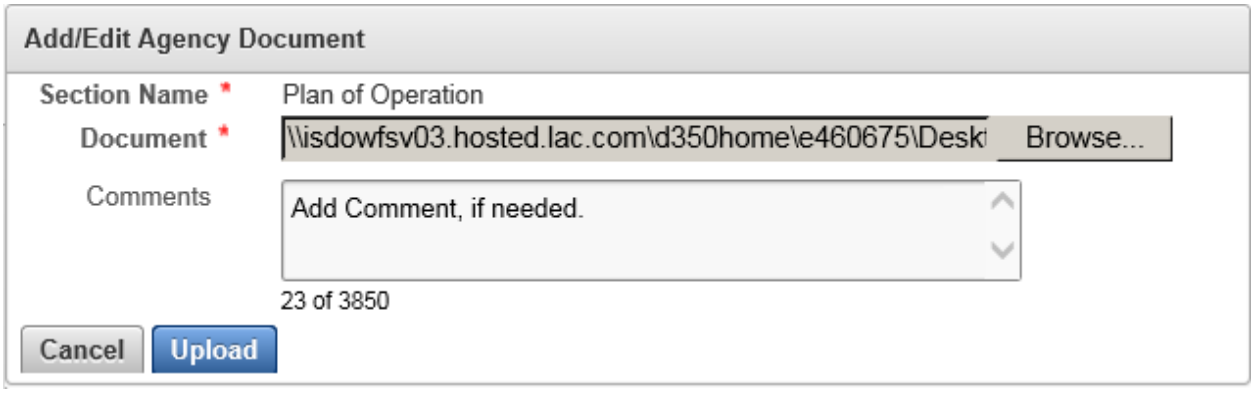


If a user clicks on the "+"sign next to the categories, the system expands the selected category to multiple sub-categories.

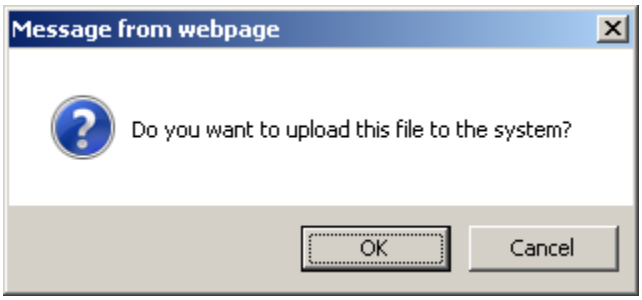
Once a user clicks the sign, the system displays the Add/Edit Agency Document page to upload a document.



The system can accept only the Microsoft Office Word document or Adobe PDF file format. Users need to ensure that all documents and files are formatted accordingly.

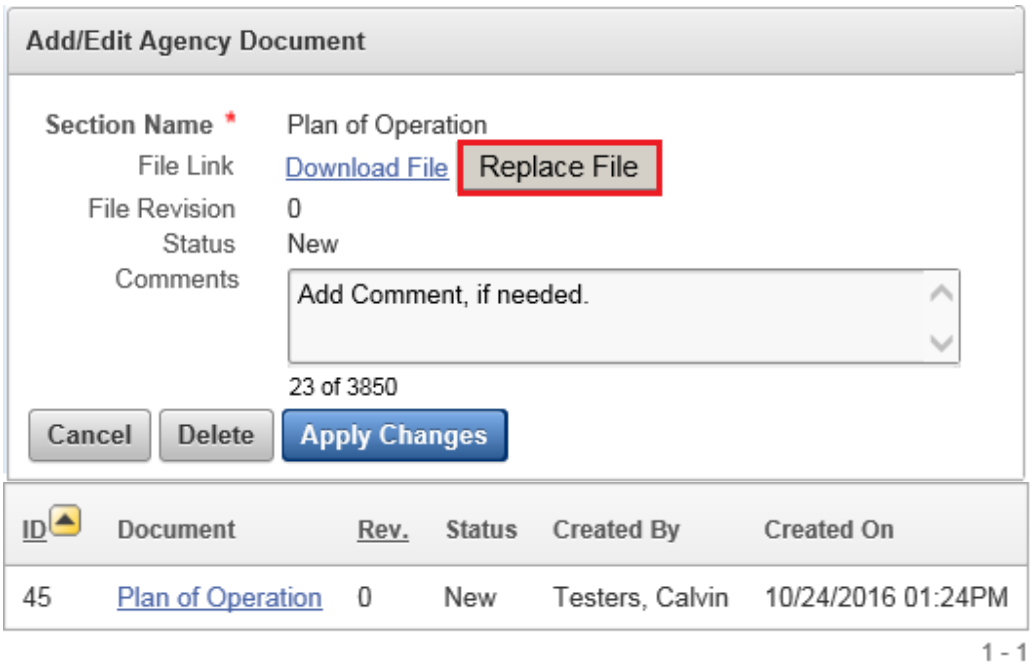


Users may browse the documents and click on the Upload button once a document is selected.

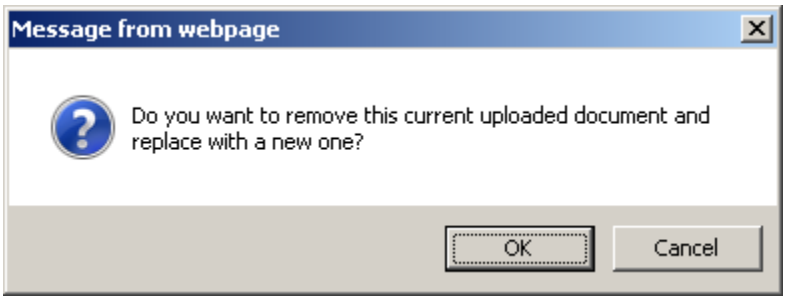


Once user clicks the "OK" button from the confirmation message after selecting a document, the system displays the uploaded document(s) on the Uploaded Documents Report section.

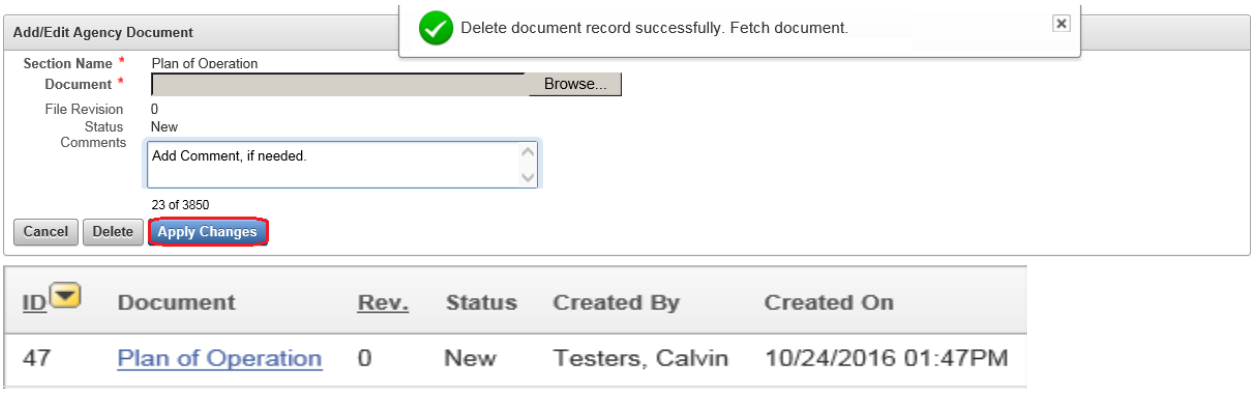
Users may upload more documents for applicable categories, if necessary.
Note: Only one document could be uploaded per a category.



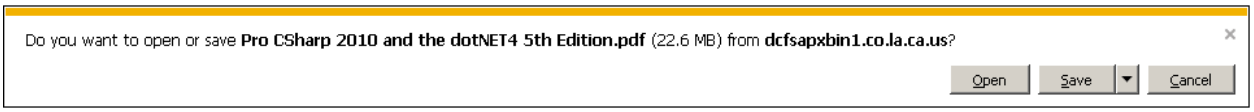
System allows the user to replace uploaded files, if applicable.
User may also delete the uploaded document (delete button only available when the status of the document is new)



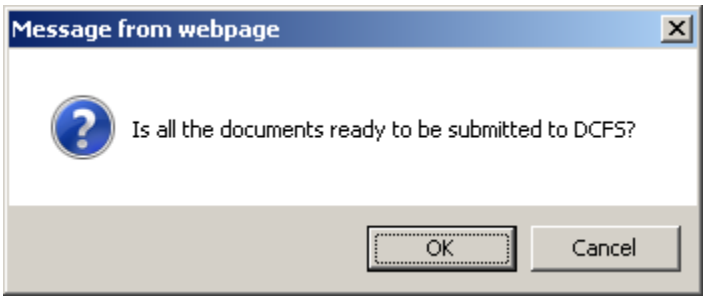
To verify users' action, the system displays confirmation message when removing the uploaded document and replacing with a new one.



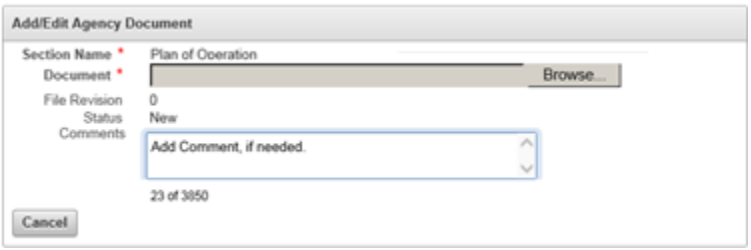
Users may view the uploaded document by clicking the document link and the Open button on the message below.



When all uploaded documents are ready to be submitted, users may click on the Submit All Documents button.



Once a user clicks on the "OK" button from the message, the system no longer displays the Delete button and the Apply Change button on the Add/Edit Agency Document page.
Users no longer have ability to add, modify, or delete the uploaded documents.



DCFS staff will review the submitted documents and either request revision of the documents or approve them.

1. IF SUBMITTED DOCUMENT REQUIRES REVISION

If submitted document requires revision, users get the e-mail message below:

"Your Agency's DOCUMENTS have been reviewed and require revisions. Please log into the e-Program Statement System to retrieve the results of the review. Once you have completed the revision, please upload only the revised document to the e-Program Statement Submission System. You will only have access to sections which required revisions.
Thank you for your submission,
Out-of-Home Care Development Team"

Tue 10/25/2016 10:07 AM

donotreply@dcfs.lacounty.gov

DCFS/e-Program Statement Submission System - **Agency Document** document require revision

To Calvin Hoang; Justine Park

Retention Policy LACOUNTY 3 Year Delete (3 years) Expires 10/25/2019

Your Agency's **Agency Document** have been reviewed and require revisions. Please log into the e-Program Statement System to retrieve the results of the review. Once you have completed the revision, please upload only the revised document to the e-Program Statement Submission System. You will only have access to sections which required revisions.

Thank you for your submission,
Out-of-Home Care Development Team

Click here to access the system.
*****Do not reply to this automated email*****

This message contains confidential information intended for a specific individual and purpose, and is protected by law. Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient, you should delete this message.

This is the sample e-mail that users receive when submitted document requires revision.

Uploaded Documents Report Submit All Documents

Edit	Section Name	Document Name	Rev.	Status	Submitted Date	Reviewed Date	Revised Date	Finalized Date
Edit	Plan of Operation	Admission Policies and Procedures	1	Revision	10/25/2016 10:59AM	10/25/2016 01:50PM		

1 - 1

Once new version is uploaded, the system displays new version number of document in the Uploaded Dcouments Report section to indicate that new document is uploaded.

Add/Edit Agency Document

Section Name *	Admission Policies and Procedures
Revised Document	Browse...
File Link	Download File
File Revision	1
Status	Revision
Submitted By	JUSTINEPARKSEMAIL@GMAIL.COM
Submitted Date	10/25/2016
Reviewed By	E460675
Reviewed Date	10/25/2016
Comments	

Cancel **Upload Revision**

To uploade the revsied document, users may select it from the Browse button and click on the Upload Revision button.

Document	Rev.	Status	Created By	Created Date
Admission Policies and Procedures	0	Revision	ePSS, Test	10/25/2016 10:57AM
Admission Policies and Procedures	1	Submit	Park, Justine	10/25/2016 01:50PM
Admission Policies and Procedures	2	Revision	ePSS, Test	10/25/2016 02:00PM

1 - 3

Every time new document is uploaded either by Agency users or DCFS users, the system updates the revision versions and changes the document status.

Uploaded Documents Report

Edit	Section Name	Document Name	Rev.	Status	Submitted Date	Reviewed Date	Revised Date	Finalized Date
Edit	Plan of Operation	Admission Policies and Procedures	2	Submit	10/25/2016 10:59AM	10/25/2016 01:50PM	10/25/2016 02:00PM	

1 - 1

2. IF SUBMITTED DOCUMENT ARE APPROVED

If submitted documents are approved, users get the e-mail message below:

"Congratulations AGENCY!!
Your Agency's Plan of Operation and Program Statement have been approved! Please log into the e-Program Statement System to retrieve your agency's approval letter.
Thank you for your submission,
Out-of-Home Care Development Team"

Mon 10/24/2016 7:15 PM
donotreply@dcfs.lacounty.gov
DCFS/e-Program Statement Submission System - Agency's Approval Letter
To Calvin Hoang; Justine Park
Retention Policy LACOUNTY 3 Year Delete (3 years) Expires 10/24/2019

Congratulations Agency!!
Your Agency's Plan of Operation and Program Statement have been approved! Please log into the e-Program Statement System to retrieve your agency's approval letter.

Thank you for your submission,
Out-of-Home Care Development Team

Click here to access the system.
*****Do not reply to this automated email*****

This message contains confidential information intended for a specific individual and purpose, and is protected by law. Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient, you should delete this message.

System also updates the document status with "Final" in the Uploaded Documents Report section.

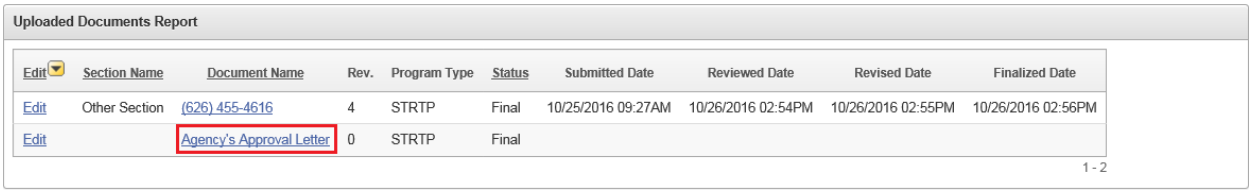
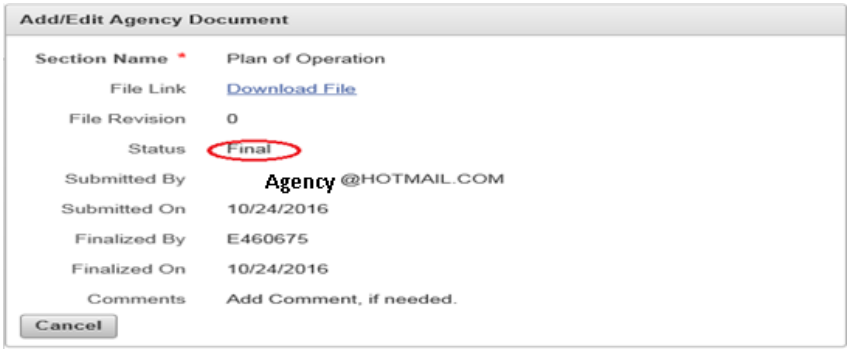
Uploaded Documents Report DCFS Approval Letter

Edit	Section Name	Document Name	Rev.	Program Type	Status	Submitted Date	Reviewed Date	Revised Date	Finalized Date
Edit	Program Statement	Administrative Functions	2	FFA	Final	10/31/2016 11:16AM	10/31/2016 12:41PM	10/31/2016 12:42PM	10/31/2016 12:43PM

1 - 1

Users may click on the DCFS Approval Letter button to upload the approval letter.

Users may also view the Approval Letter from the Upload Document Report section.



After DCFS approves the uploaded documents, users only view the record of the documents; they are unable to modify the exisitng records when the document status is in “final”.