

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0620 (FS)
Effective Date: 10-01-01
Person Responsible: Director of Fiscal Services

Subject: Title XX
Last Revision: 07-16-2024

Approvals/Date: Brent Egan 8/15/24 Stacy Cox, Director
Superintendent, WCBDD Date Department Director/Coordinator Date

INDIVIDUAL ELIGIBILITY

1. Individual eligibility for participation in the Federal Title XX program will follow those specific processes and procedures set forth in 5123-10-02 and 5123-4-01 of the Ohio Administrative Code. Eligibility is verified by Wood County Board of Developmental Disabilities based upon eligibility for Early Intervention Services per Part C of Individuals with Disabilities Education Act (IDEA).
2. Individuals determined eligible under this process shall be "services without regard to income" as set out under Title XX eligibility criteria.
3. Re-determination of eligibility for Title XX billing will be completed when one of the following events occur:
 - A. The service is no longer included in the Grant Agreement.
 - B. The individual is no longer eligible for county board services.
 - C. Another funding source is being used (ex. DODD waiver enrollment provides an alternative funding source for services billed).
 - D. The service no longer aligns with the individual's IFSP.
 - E. Other.

RECORD KEEPING AND REPORTING

1. Records for documenting the eligibility of individuals and the delivery and billing of services under the Title XX program shall be maintained in an orderly and systematic manner in the individual's electronic record.
2. Records pertaining to the application for and renewal of Title XX funding including unit of service rate computation worksheets, documentation of direct and indirect costs, and the signed/approved Title XX contract shall be maintained in the Administrative Offices of the Wood County Board of Developmental Disabilities.
3. All costs reported in the Title XX rate computation worksheets shall be derived from official records of the Wood County Auditors Office, which shall be in accordance with generally accepted accounting principles.
4. All records shall be maintained for a period of at least fifteen (15) years following the end of the respective Title XX contract/grant period, or until an audit or litigation initiated by any state and federal government entity during this time period, is concluded and all issues are resolved, whichever is later. Grantee further agrees to maintain a copy of all quarterly reports submitted electronically to the department for the same period of time.

AUDIT

1. Upon request, the Wood County Board of Developmental Disabilities shall respond to any and all requests from external auditors for Title XX documentation and data regarding expenditures, eligibility, billing, and/or other areas relating to the administration and operation of the Title XX program.
2. Subsequent to providing such documentation, the Board agrees to receive, reply, and/or comply with any audit exceptions discovered in an audit of the Title XX program and to develop a written plan of corrective action to resolve such audit exceptions within the time frame allowed by OMB Circular A-133.

References: 01-ALL-ALL-0122
OAC 5123-10-02
OAC 5123-4-01
Title XX Federal Assistance Program
OMB Circular A-133
Section 3.3 Title XX Policy
Section 1.4 Title XX Comprehensive Social Services Plan (CSS)
Social Services Block Grant CFOA 93.667