

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

STATE OF LOUISIANA

FINANCIAL AUDIT SERVICES

**Management Letter
Issued March 26, 2025**

**LOUISIANA LEGISLATIVE AUDITOR
1600 NORTH THIRD STREET
POST OFFICE BOX 94397
BATON ROUGE, LOUISIANA 70804-9397**

LEGISLATIVE AUDITOR
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FIRST ASSISTANT LEGISLATIVE AUDITOR
BETH Q. DAVIS, CPA

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Louisiana Legislative Auditor

Michael J. "Mike" Waguespack, CPA

Department of Children and Family Services



March 2025

Audit Control # 80240071

Introduction

As a part of our audit of the State of Louisiana's Annual Comprehensive Financial Report and our work related to the Single Audit of the State of Louisiana (Single Audit) for the fiscal year ended June 30, 2024, we performed procedures at the Department of Children and Family Services (DCFS) to provide assurances on financial information that is significant to the state's Annual Comprehensive Financial Report; evaluate the effectiveness of DCFS's internal controls over financial reporting and compliance; and determine whether DCFS complied with applicable laws and regulations.

We also determined whether management has taken actions to correct the findings reported in the prior year.

Results of Our Procedures

Follow-up on Prior-year Findings

Our auditors reviewed the status of the prior-year findings reported in the DCFS management letter dated April 3, 2024. We determined that management has resolved the prior-year findings related to Improper Employee Activity in Federal Programs and Noncompliance with and Control Weakness over Social Services Block Grant Activities Allowed or Unallowed. The prior-year findings related to Noncompliance and Control Weakness Related to the Temporary Assistance for Needy Families Work Verification Plan, Weakness in Controls over Payroll, Noncompliance with Reporting Requirements for the Federal Funding Accountability and Transparency Act, and Control Weakness Related to Cost Allocation Process have not been resolved and are addressed again in this letter.

Current-year Findings

Unauthorized Employee Fuel Transactions

DCFS, Bureau of Audit and Compliance Services, investigated and identified multiple instances of unauthorized fuel transactions made by a former DCFS employee of

approximately \$97,500 in fiscal year 2024. Of that total, \$5,191 was charged to the Social Services Block Grant (SSBG) federal program, and \$32,555 was charged to the Foster Care federal program through the cost allocation process.

DCFS policy and procedures require each DCFS office to have a Fleet or Safety Coordinator responsible for overseeing the FuelTrac account. DCFS Policy also requires each office to establish internal management procedures and guidelines for handling state vehicles.

The misappropriation occurred because DCFS did not have adequate controls in place to timely detect or prevent the employee from making and concealing unauthorized fuel transactions. As of March 31, 2024, the employee being investigated resigned. Inadequate controls over FuelTrac increases the risk that inappropriate transactions could occur and unallowable costs could be charged to federal programs. The total identified federal questioned cost in fiscal year 2024 due to this misappropriation is \$37,746.

DCFS should establish policies and procedures at an appropriate level to ensure fuel transactions are properly monitored and that duties are properly segregated. Management concurred with the finding and provided a corrective action plan (see Appendix A page 1).

Control Weakness and Noncompliance Related to Cost Allocation Process

DCFS did not have adequate controls in place to ensure the correct allocation of expenditures in accordance with the Cost Allocation Plan, which assigns costs to federal programs.

In a sample of 60 cost allocation forms out of a population of 921 forms, three (5%) forms used percentages from a prior month and amounts were applied to the incorrect cost allocation grant, which resulted in the incorrect allocation of costs to various cost pools affecting multiple federal programs. These errors resulted in overbilling the Temporary Assistance for Needy Families (TANF) program by \$1,907, Child Support Services (CSS) program by \$1,161, State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP) by \$389, Foster Care Title IV-E program by \$1,216, and the SSBG program by \$12. The amounts overbilled represent questioned costs. In addition, the CSS and SNAP programs were underbilled by \$621 and \$4,684, respectively.

Federal regulations require entities receiving federal awards to establish and maintain effective internal controls and accounting practices designed to reasonably ensure compliance with federal requirements and adequately support costs charged to federal programs.

These errors occurred because there was not an effective review process in place to identify amounts being charged incorrectly through the cost allocation process. Failure to adequately review cost allocation supporting documentation increases the risk that unallowable costs could be charged to federal programs. This is the second

consecutive year we have reported to DCFS management exceptions with internal controls related to the cost allocation process.

Management should strengthen internal controls over the cost allocation review process. Management concurred with the finding and provided a corrective action plan (see Appendix A page 2).

Control Weakness over Social Services Block Grant Expenditures

DCFS did not have adequate controls in place to ensure that expenditures charged to the SSBG federal program through its Tracking Information Payment System (TIPS) were supported and approved.

In a statistical sample of 40 expenditures out of a population of 64,711 expenditure transactions totaling \$17,347,798, we noted the following deviations:

- For one (3%) transaction, DCFS was unable to provide the TIPS payment form, which shows evidence of review and approval for the payment detail. However, DCFS did provide the invoice, which included payment detail information to support allowability of the expenditure.
- For one (3%) transaction, the TIPS payment form lacked evidence of review and approval as it was not signed by a supervisor.

Federal regulations require non-federal entities to establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

Management represented that the cause for these deviations is due to a shortage of staffing in positions that prepare and process these TIPS forms. Failure to maintain adequate controls increases the risk that errors and omissions may occur and remain undetected.

Management should strengthen internal controls to ensure that SSBG expenditures maintained in TIPS are supported and approved. Management concurred with the finding and provided a corrective action plan (see Appendix A page 3).

Noncompliance and Control Weakness Related to the Temporary Assistance for Needy Families Work Verification Plan

DCFS did not ensure that all work activity supporting documentation for cash assistance recipients was accurate and maintained for hours worked under the TANF program.

In a sample of 60 out of 34,905 work activity records in the job-tracking system for approximately 2,900 clients per month, eight (13%) work-eligible participant's hours

either did not agree to supporting documentation, or supporting documentation of work activities was not maintained as required by federal regulations.

Per Federal regulations, a state must support each individual's hours of participation through documentation in accordance with its Work Verification Plan. In addition, a parent or caretaker receiving assistance must engage in work activities when the state has determined that the individual is ready to engage in work.

DCFS employees did not adhere to requirements in the state's work verification plan pertaining to maintaining and verifying supporting documentation for the hours worked by participants.

This is the thirteenth consecutive year we have reported to DCFS management exceptions with internal controls and compliance related to this TANF requirement. Noncompliance could result in penalties assessed to the state by the federal grantor.

DCFS management should ensure DCFS employees comply with existing policies and procedures regarding the state's work verification plan. Management concurred with the finding and provided a corrective action plan (see Appendix A page 4).

Weakness in Controls Over Payroll

DCFS did not follow established payroll policies and procedures for the certification and approval of time statements, as well as for the approval of leave requests. This is the third consecutive year a weakness in controls over payroll has been reported.

In our review of 45 time statements for the period July 1, 2023, through June 30, 2024, we identified the following:

- Fourteen (31%) time statements were approved by supervisors between 1 and 84 days after the date required by policy.
- Eleven (24%) time statements were certified by employees between 1 and 52 days after the date required by policy.
- Three (7%) time statements were not certified by the employees at the time of audit procedures.
- Seven (16%) time statements were not approved by the supervisors at the time of audit procedures.
- One (2%) time statement was not certified by the employee nor approved by the supervisor at the time of audit procedures.

In addition, our review of payroll system reports identified 8,749 (6%) of 157,748 leave requests that were auto approved by the system. This occurs when leave has been requested, but the employee's supervisor did not take timely action to approve/reject the system leave request before the end of the pay period in which the leave was taken. All open leave requests in the system will be auto approved on

the last day of the applicable pay period in order for the employee to receive payment.

The DCFS payroll policy requires employees to certify their time statements by the Tuesday following the close of the pay period in the Cross-Application Time Statements (CATS) system and supervisors to approve time statements in the CATS system by the Wednesday following the close of the pay period. Supervisors are also responsible for approving or rejecting all leave requests before the end of the applicable pay period.

DCFS employees did not adhere to the established policies and procedures over payroll to certify and approve time statements in a timely manner or properly approve leave requests. As a result, there is an increased risk that errors and/or fraud could occur and not be detected in a timely manner.

Management should ensure employees comply with existing policies and procedures, including certifying and approving time statements and leave requests in a timely manner. Management concurred with the finding and provided a corrective action plan (see Appendix A page 5).

Noncompliance with Reporting Requirements for the Federal Funding Accountability and Transparency Act

DCFS did not comply with Federal Funding Accountability and Transparency Act (FFATA) reporting requirements during fiscal year 2024 for the following federal programs:

- For the Foster Care Title IV-E program, DCFS did not enter subaward information into the FFATA Subaward Reporting System (FSRS) for any of the 22 different subrecipients. DCFS disbursed approximately \$10.5 million in expenditures to those subrecipients during fiscal year 2024.
- For the TANF program, DCFS entered \$234 million of subaward obligations into FSRS for 31 subrecipients for the fiscal year 2024 grant, and \$3 million of subaward obligations in FSRS for seven subrecipients for the fiscal year 2021 grant. However, in addition to not entering subaward obligations for the remaining fiscal year 2024 subrecipients, some subawards were erroneously posted in FSRS twice to the fiscal year 2024 grant while other subawards were erroneously posted in FSRS to both the fiscal year 2024 and the fiscal year 2021 grants. DCFS disbursed approximately \$65.2 million in expenditures to 62 different subrecipients during fiscal year 2024.

Federal regulations require the non-federal entity to report certain information about each obligating action that equals or exceeds \$30,000 in federal funds for a subaward to a non-federal entity into the FSRS no later than the end of the month following the month in which the obligation was made.

Management represented that the cause for this noncompliance is due to a personnel vacancy in the position responsible for FSRS reporting.

This is the third consecutive year we have reported to DCFS management exceptions with compliance related to FFATA reporting. Not reporting or incorrectly reporting obligating actions to the FSRS prevents the public from having access to accurate information on how DCFS is obligating federal funds.

DCFS should strengthen internal controls to ensure that appropriate personnel are timely and accurately entering the required award information for FFATA reporting in accordance with federal requirements. Management concurred with the finding and provided a corrective action plan (see Appendix A page 6).

Annual Comprehensive Financial Report – State of Louisiana

As a part of our audit of the Annual Comprehensive Financial Report for the year ended June 30, 2024, we considered internal control over financial reporting and examined evidence supporting DCFS's Supplemental Nutrition Assistance Program benefit expenditures and the Escrow Fund - Title IV-D schedule of activities, as reported in the note disclosure and schedule in its annual fiscal report.

Based on the results of these procedures, we did not report any findings. In addition, the account balances and classes of transactions tested are materially correct.

Federal Compliance - Single Audit of the State of Louisiana

As a part of the Single Audit for the year ended June 30, 2024, we performed internal control and compliance testing as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) on DCFS's major federal programs, as follows:

- Pandemic EBT Food Benefits (Assistance Listing 10.542)
- Social Services Block Grant (Assistance Listing 93.667)

Those tests included evaluating the effectiveness of DCFS's internal controls designed to prevent or detect material noncompliance with program requirements and tests to determine whether DCFS complied with applicable program requirements. In addition, we performed certain procedures on information submitted by DCFS to the Division of Administration's Office of Statewide Reporting and Accounting Policy for the preparation of the state's Schedule of Expenditures of Federal Awards (SEFA) and on the status of the prior-year findings for the preparation of the state's Summary Schedule of Prior Audit Findings, as required by Uniform Guidance.

Based on the results of these Single Audit procedures, we reported findings listed in the Current-year Findings section. The findings related to Unauthorized Employee Fuel Transactions, Control Weakness and Noncompliance Related to Cost Allocation Process, and Control Weakness Over Social Services Block Grant Expenditures will also be included in the Single Audit for the year ended June 30, 2024. In addition, DCFS's information submitted for the preparation of the state's SEFA and the state's Summary Schedule of Prior Audit Findings are materially correct, as adjusted.

Trend Analysis

We compared the most current and prior-year financial activity using DCFS's Annual Fiscal Reports and/or system-generated reports and obtained explanations from DCFS's management for any significant variances.

Other Report

On May 29, 2024, a report was issued by Louisiana Legislative Auditor's Performance Audit Services. This informational brief provides the results of a review of the implementation of Louisiana's Safe Haven laws and how these laws compare to other states. This report is available on the Louisiana Legislative Auditor's website.

The recommendations in this letter represent, in our judgment, those most likely to bring about beneficial improvements to the operations of DCFS. The nature of the recommendations, their implementation costs, and their potential impact on the operations of DCFS should be considered in reaching decisions on courses of action. The findings related to DCFS's compliance with applicable laws and regulations should be addressed immediately by management.

Under Louisiana Revised Statute 24:513, this letter is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,



Michael J. "Mike" Waguespack, CPA
Legislative Auditor

JS:AD:RR:BQD:aa

DCFS2024

APPENDIX A: MANAGEMENT'S RESPONSES



Executive Division
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Jeff Landry, Governor
David N. Matlock, Secretary

January 6, 2025

Mr. Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
1600 North 3rd Street
Baton Rouge, LA 70804

Dear Mr. Waguespack:

The Department of Children and Family Services (DCFS) has received the finding titled "Unauthorized Employee Fuel Transactions."

The finding states that the Department of Children and Family Services (DCFS), Bureau of Audit and Compliance Services, investigated and identified multiple instances of unauthorized fuel transactions made by a former DCFS employee, estimated at approximately \$97,500 in fiscal year 2024. Of that total, \$5,191 was charged to the Social Services Block Grant program and \$32,555 was charged to the Foster Care program through the cost allocation process. DCFS concurs with the finding and has zero tolerance for unauthorized use of state or federal funds.

The department's Fleet Manager has developed monitoring reports to review transactions on a monthly basis. The results of these reviews will be communicated with the Director of Administrative Services who will ensure compliance with the established policies and procedures governed by the Fleet Card Program. The department has also established adequate segregation of duties to the Fleet Coordinators in the field offices. Any DCFS employee engaged in such an unauthorized use of state and federal funds would be terminated.

If you have any additional questions, please reach out to Director of Administrative Services. Tina Hebert, who oversees Fuel Purchasing Program. You can reach her at (225) 342-1875 or Tina.Hebert.DCFS@la.gov.

Sincerely,

David N. Matlock
Secretary

cc: Aly Rau, Deputy Secretary
Rebecca Harris, Undersecretary
DeEdra Lamotte, Deputy Undersecretary
Dr. Rebecca Hook, Assistant Secretary, Division of Child Welfare
Christopher Bahm, Director of Fiscal Services
Tina Hebert, Director of Administrative Services





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Jeff Landry, Governor
David N. Matlock, Secretary

February 13, 2025

Mr. Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
1600 North 3rd Street
Baton Rouge, LA 70804

Dear Mr. Waguespack:

The Department of Children and Family Services (DCFS) has received the finding titled "*Control Weakness and Noncompliance Related to Cost Allocation Process*" and appreciates the opportunity to provide this response to your office's finding.

Finding: The Department of Children and Family Services did not have adequate controls in place to ensure the correct allocation of expenditures in accordance with the Cost Allocation Plan, which assigns costs to federal programs.

Recommendation: DCFS should strengthen internal controls over the cost allocation review process.

DCFS Response: DCFS concurs with the LLA's finding and recommendation.

Corrective Action Plan: DCFS's Division of Management and Finance has implemented a corrective action plan aimed at addressing the identified issue and strengthening internal controls.

- 1. Internal Procedure Revisions:** The Division of Management & Finance has trained relevant stakeholders on proper cost allocation procedures, emphasizing compliance with federal regulations and accurate reporting. Additionally, internal procedures have been revised to strengthen the review process, ensuring expenditures are correctly allocated in accordance with the Cost Allocation Plan.
- 2. Strengthening Internal Controls & Ongoing Monitoring:** To prevent recurrence, the Cost Allocation team has implemented a more rigorous review process for cost allocation supporting documentation. This includes, but is not limited to, generating a LaGov report during the three-day fiscal month close to proactively identify any expenditures incorrectly allocated to a closed grant. This step will ensure a real-time review process, allowing errors to be detected and corrected promptly.

DCFS acknowledges the importance of accurate cost allocation to ensure compliance with federal regulations and the proper distribution of expenditures across programs. Strengthening our internal controls and reviewing processes remains a top priority to prevent misallocations. Should you require additional information, please contact Christopher Bahm at Christopher.Bahm.DCFS@la.gov or (225) 219-0536.

Sincerely,

David N. Matlock
Secretary

cc: Aly Rau, Deputy Secretary
Rebecca Harris, Undersecretary
DeEdra Lamotte, Deputy Undersecretary
Christopher Bahm, Director of Fiscal Services





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Jeff Landry, Governor
David N. Matlock, Secretary

January 6, 2025

Mr. Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
P.O. Box 94397
Baton Rouge, LA 70804

Dear Mr. Waguespack:

The Department of Children and Family Services (DCFS) Child Welfare (CW) is in receipt of the audit findings identified as Control Weakness over SSBG Expenditures. DCFS concurs with the finding and is committed to minimizing errors and ensuring documentation practices support our efforts for accuracy and compliance.

DCFS will develop and implement training to ensure that instruction provided regarding the maintenance of TIPS records and payments will achieve compliance to the extent possible. DCFS CW Training and Foster Care will create a short refresher video course on policies and procedures relating to payment protocols to be made available to child welfare staff. The anticipated completion date will be June 30, 2025.

Additionally, DCFS CW has adopted the use of DocuSign for TIPS forms which allows for a more streamlined process for signatures and supporting documentation to be uploaded. A short video course providing instruction on completing and submitting TIPS forms for reimbursement using the DocuSign platform is available to child welfare statewide. Management will reiterate staff to refer to this training.

Should any additional information be required, please contact Renee M. Spell at (337) 250-1690 or Renee.Spell.DCFS@LA.GOV.

Sincerely,

David N. Matlock
Secretary

cc: Aly Rau, Deputy Secretary

Dr. Rebecca Hook, Assistant Secretary, Division of Child Welfare
Mona Chapman, Deputy Assistant Secretary, Division of Child Welfare
Leslie Calloway, Deputy Assistant Secretary, Division of Child Welfare
Christy Tate, Deputy Assistant Secretary, Division of Child Welfare
Connie Guillory, Deputy Assistant Secretary, Division of Child Welfare



January 6, 2025

Mr. Michael J. "Mike" Waguespack, CPA
Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70804

Dear Mr. Waguespack:

The Department of Children and Family Services (DCFS) has received the finding titled "Noncompliance and Control Weakness Related to the Temporary Assistance for Needy Families Work Verification Plan."

The finding states the Department of Children and Family Services (DCFS) did not ensure that all work activity supporting documentation for cash assistance recipients was accurate and maintained for hours worked under the Temporary Assistance for Needy Families (TANF) program. DCFS concurs with the finding and is committed to minimizing errors and ensuring documentation practices support our efforts for accuracy and compliance.

The department will provide targeted training to STEP Coaches focused on enhancing the accuracy and availability of supporting documentation of reported hours to try to eliminate findings to the extent possible. The targeted training will be accomplished through personalized coaching for new hires and refresher training for existing staff, as needed. Personalized coaching will consist of a mentor providing one-on-one coaching and on the job training to STEP Coaches to accelerate their productivity and accuracy. Refresher training will consist of a specialized training on the TANF All Families Work Participation Rate and its associated documentation and verification requirements.

If you have any additional questions, please reach out to Deputy Assistant Secretary Lorrie Briggs, who oversees TANF and the associated work program STEP. You can reach her at (337) 344-9676 or Lorrie.Briggs.DCFS@la.gov.

Sincerely,



David Matlock
Secretary

cc: Aly Rau, Deputy Secretary
Sammy Guillory, Assistant Secretary, Division of Family Support
Lorrie Briggs, Deputy Assistant Secretary, Workforce Development





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Jeff Landry, Governor
David N. Matlock, Secretary

October 7, 2024

Mr. Michael J. "Mike" Waguespack, CPA
Legislative Auditor
P.O. Box 94397
Baton Rouge, LA 70804-9397

Dear Mr. Waguespack:

The Department of Children and Family Services (DCFS) has received the finding titled "Weakness in Controls over Payroll." The finding noted DCFS employees and supervisors did not timely certify and approve time and attendance records and supervisors did not approve or reject leave requests before the end of the applicable pay period. Although DCFS has procedures in place for both the employee and appointing authority or designee to approve, reject, and certify payroll and attendance records by utilizing the electronic time sheets in the Cross-Application Time Sheets (CATS) system, we concur with the finding that some were not completed timely. DCFS continuously strives to improve processes and controls and has taken corrective action.

On August 14, 2024, we provided time administrators with instructions and reminders on how to review the eCertification Report (ZP241) in LaGov HCM each pay period to identify time statements that have not been certified and approved and to provide appropriate follow up with staff. On September 18, 2024, I sent an email to all DCFS employees as a reminder of the importance in certifying time statements. DCFS Human Resources will send monthly reminders to our time administrators regarding their role and the process and will send quarterly reminders to all DCFS employees reinforcing the importance of all employees being vigilant and compliant in completing the process to ensure time reporting is accurate and complete. In addition, DCFS Human Resources will provide the Assistant Secretaries and Undersecretary with a quarterly report listing non-compliant certifications for their review and consideration of corrective action for employees.

The contact person for Payroll is Marion Creft-Jackson, Human Resources Supervisor, and she can be reached at (225) 342-3146 or Marion.Creft-Jackson.DCFS@la.gov.

Sincerely,

10/7/2024

David N. Matlock
Secretary

cc: Rebecca Harris, Undersecretary
DeEdra Lamotte, Deputy Undersecretary





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Jeff Landry, Governor
David N. Matlock, Secretary

January 6, 2025

Mr. Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
1600 North 3rd Street
Baton Rouge, LA 70804

Dear Mr. Waguespack:

The Department of Children and Family Services (DCFS) has received the finding titled "*Noncompliance with Reporting Requirements for the Federal Funding Accountability and Transparency Act*" and appreciates the opportunity to provide this response to your office's finding.

Finding: DCFS did not comply with Federal Funding Accountability and Transparency Act (FFATA) reporting requirements during fiscal year 2024 for the Title IV-E Foster Care and TANF federal programs.

Recommendation: DCFS should strengthen internal controls to ensure that appropriate personnel are timely and accurately entering the required award information for FFATA reporting in accordance with federal requirements.

DCFS Response: DCFS concurs with the LLA's finding and recommendation.

Corrective Action Plan: DCFS's Division of Management and Finance has implemented a corrective action plan aimed at addressing the identified issues and strengthening internal controls.

1. **Internal Procedure Revisions:** DCFS has revised internal procedures to ensure comprehensive and timely FFATA reporting. Effective January 1, 2025, our Procurement Section will capture all required sub-award information prior to obligation. This ensures all required data is collected and available for submission.
2. **Timely Data Submission:** Sub-award information will be transferred from the Procurement Section to Fiscal Services once the Office of State Procurement (OSP) approves the contract. Fiscal Services will be responsible for entering this information into the FFATA Sub-award Reporting System (FSRS) no later than the end of the month following the month in which the obligation was made, as per federal requirements.
3. **Completion Timeline:** All reporting for CY 2025 and beyond will be compliant with FFATA requirements. We will complete a review of FY 2025 data to address historical inaccuracies by March 31, 2025.

We acknowledge the critical importance of accurate and timely reporting in FSRS to ensure transparency and public access to federal funding obligations. Should you require additional information or further clarification, please do not hesitate to contact Christopher Bahm, DCFS Fiscal Director, by telephone at 225-219-0536 or by email at Christopher.Bahm.DCFS@la.gov.

Sincerely,

David N. Matlock
Secretary

cc: Aly Rau, Deputy Secretary
Rebecca Harris, Undersecretary
Sammy Guillory, Assistant Secretary, Division of Family Support
Dr. Rebecca Hook, Assistant Secretary, Division of Child Welfare



APPENDIX B: SCOPE AND METHODOLOGY

We performed certain procedures at the Department of Children and Family Services (DCFS) for the period from July 1, 2023, through June 30, 2024, to provide assurances on financial information significant to the State of Louisiana's Annual Comprehensive Financial Report, and to evaluate relevant systems of internal control in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Our procedures, summarized below, are a part of the audit of the Annual Comprehensive Financial Report and our work related to the Single Audit of the State of Louisiana (Single Audit) for the year ended June 30, 2024.

- We evaluated DCFS's operations and system of internal controls through inquiry, observation, and review of its policies and procedures, including a review of the laws and regulations applicable to DCFS.
- Based on the documentation of DCFS's controls and our understanding of related laws and regulations, we performed procedures to provide assurances on certain account balances and classes of transactions to support our opinions on the Annual Comprehensive Financial Report.
- We performed procedures on the Pandemic EBT Food Benefits (Assistance Listing 10.542) program and the Social Services Block Grant (Assistance Listing 93.667) program for the year ended June 30, 2024, as a part of the 2024 Single Audit.
- We performed certain procedures on information for the preparation of the state's Schedule of Expenditures of Federal Awards and on the status of prior-year findings for the preparation of the state's Summary Schedule of Prior Audit Findings for the year ended June 30, 2024, as a part of the 2024 Single Audit.
- We compared the most current and prior-year financial activity using DCFS's Annual Fiscal Reports and/or system-generated reports to identify trends and obtained explanations from DCFS's management for significant variances.

The purpose of this report is solely to describe the scope of our work at DCFS, and not to provide an opinion on the effectiveness of DCFS's internal control over financial reporting or on compliance. Accordingly, this report is not intended to be, and should not be, used for any other purposes.

We did not audit or review DCFS's Annual Fiscal Report, and accordingly, we do not express an opinion on that report. DCFS's accounts are an integral part of the State of Louisiana's Annual Comprehensive Financial Report, upon which the Louisiana Legislative Auditor expresses opinions.