

## Texas Family Code, §264.005 - County Child Welfare Boards

Texas Family Code, Title 5. The Parent-Child Relationship  
Subtitle E. Protection of the Child  
Chapter 264. Child Welfare Services  
Subchapter A. General Provisions

**Sec. 264.005. COUNTY CHILD WELFARE BOARDS.** (a) The commissioners court of a county may appoint a child welfare board for the county. The commissioners court and the department shall determine the size of the board and the qualifications of its members. However, a board must have not less than seven and not more than 15 members, and the members must be residents of the county. The members shall serve at the pleasure of the commissioners court and may be removed by the court for just cause. The members serve without compensation.

(b) With the approval of the department, two or more counties may establish a joint child welfare board if that action is found to be more practical in accomplishing the purposes of this chapter. A board representing more than one county has the same powers as a board representing a single county and is subject to the same conditions and liabilities.

(c) The members of a county child welfare board shall select a presiding officer and shall perform the duties required by the commissioners court and the department to accomplish the purposes of this chapter.

(d) A county child welfare board is an entity of the department for purposes of providing coordinated state and local public welfare services for children and their families and for the coordinated use of federal, state, and local funds for these services. The child welfare board shall work with the commissioners court.

(e) A county child welfare board is a governmental unit for the purposes of Chapter 101, Civil Practice and Remedies Code.

(f) A county child protective services board member may receive information that is confidential under Section [40.005](#), Human Resources Code, or Section 261.201 when the board member is acting in the member's official capacity.

(g) A child welfare board may conduct a closed meeting under Section [551.101](#), Government Code, to discuss, consider, or act on a matter that is confidential under Section [40.005](#), Human Resources Code, or Section 261.201.

Added by Acts 1995, 74th Leg., ch. 20, Sec. 1, eff. April 20, 1995. Amended by Acts 1997, 75th Leg., ch. 575, Sec. 24, eff. Sept. 1, 1997.

**Sec. 264.006. COUNTY FUNDS.** The commissioners court of a county may appropriate funds from its general fund or any other fund for the administration of its county child welfare board. The court may provide for services to and support of children in need of protection and care without regard to the immigration status of the child or the child's family.

Added by Acts 1995, 74th Leg., ch. 20, Sec. 1, eff. April 20, 1995. Amended by Acts 1997, 75th Leg., ch. 575, Sec. 25, eff. Sept. 1, 1997.

## OPEN GOVERNMENT TRAINING

To Newly Appointed Members of the \_\_\_\_\_ County Child Welfare Board:

In addition to any other training which you may receive concerning your position on the \_\_\_\_\_ County Child Welfare Board, **it is necessary for you to complete Open Government training within 90 days of your appointment** to the board by the Commissioners Court. This was mandated by legislation in 2005, which required public officials to receive training in the requirements of the Open Meetings Act and Public Information Act beginning January 1, 2006. This requirement is now found in the Texas Government Code, §§ 551.005 & 552.012.

DVD's are made available from the Office of the Attorney General in Austin, so that a number of persons may take the trainings together; or, you may take it in privacy of your own setting, at your own speed, with a computer and an Internet connection.

The training is fairly simple, but is a bit lengthy (each of the two videos is about 1 hour), and you may need to stay with your computer, moving the mouse occasionally to ensure that the training images do not shut down. You may stop the video whenever you choose, but you must complete watching each video to obtain information necessary to prove your completion of the course.

To watch the videos, go to <https://www.texasattorneygeneral.gov/faq/og-open-government-training-information>. That brings up a page which lists "Open Meeting Act training video" and "Public Information Act training video." To watch the videos simply click once on the course title.

After viewing each video, an Access Code number will appear on your computer screen. Write down the number and go back to the previous page of the website and click on "Print Course Completion Certificate(s)" and follow the directions.

Once you have printed both certificates, you should deliver them to your County Clerk to be filed with similar certificates of other elected and appointed officials. Please make additional copies and bring them to the next Child Welfare Board meeting to be filed with certificates from other board members at the DFPS office.

If Internet connection is a problem, your local public library should have facilities available to complete this task. Just ask the librarian for assistance.

# RULES OF THE GAME FOR BOARD MEMBERS

Volunteerism is a great way to help in your community, use your skills and make new friends. It's always flattering to be asked to serve, but before you accept a position ..... consider this list of do's and don'ts:

**DO care about the cause.**

**Don't** join just to have your name on the letterhead. You'll resent giving the time. Instead, work for and give to the cause you really love.

**DO have the time to devote to this work.**

**Don't** accept until you understand the amount of time you'll need to give - and the dollars you will be expected to donate or raise.

**DO your homework.** Study the packets of information that are distributed before every meeting.

**Don't** depend on others to ask all the right questions.

**DO be on time to meetings.** It is very rude to be late.

**Don't** make excuses if you are late. ....Your time is no more valuable, your schedule no more hectic than any other member.

**Do ask to see - then understand - financial information.**

**Don't** be afraid to ask the "dumb question" no one else will ask. (Your responsibility is to make financial decisions that impact the lives of many).

**Do treat staff members with respect.** Remember, you are playing for the same team.

**Don't** be afraid to ask hard questions of the staff. Remember, you are not working for them, but for the clients served by this board. (Know what is happening and how you can help!)

**Do visit with clients and talk with the workers who are in the trenches.**

**Don't** think you know everything about the organization, workers, clients, and volunteers because you are on the board. (Make a special effort to understand what happens every day).

**Do open your checkbook - and your heart.** Attend all fundraisers for the cause, and pay your way. If you can buy a table at the gala, do it. If you can afford only a single ticket, buy it.

## **THE ROLE OF AN EFFECTIVE CHILD WELFARE BOARD MEMBER**

### **Qualities:**

1. For the children and parents referred for Child Welfare Services -  
Commitment, Compassion and Concern
2. For the Child Welfare staff-  
Collaboration, Communication, Coordination and Cooperation

### **Role Responsibilities:**

- \* Inform the community about the Child Welfare program
- \* Help to develop, recommend and present the annual budget to the County Commissioners' Court for your county's Child Welfare Services
- \* Coordinate services of the resources in your community

### **Please do:**

- \* Enhance processes and decisions in support of Child Welfare Services and opportunities for Child Welfare staff recognition
- \* Contribute to the agency's ethics (confidentiality, prestige, stature)
- \* Facilitate the solution of problems in the community (ex. with courts, law enforcement, etc.)
- \* Serve as a liaison with community resources (ex. schools, police, United Way agencies, nonprofits who work with CPS)
- \* Build and informed and supportive constituency
- \* Devote time for recruitment, training and development of new board members
- \* Participate in board meetings, related activities and community committees and boards
- \* Advocate for Child Welfare Boards and children in legislative settings

### **Please don't:**

- \* Violate confidential items
- \* Try to be involved in staff decisions or any casework
- \* Try to interfere in any CPS personnel decisions

### **Our Tasks:**

- \* Develop knowledge about the agency and staff and promote the program
- \* Facilitate the staff and support them in the community
- \* Maximize Board-Staff relationships -

### **Share, Care and Trust: the qualities of a good staff and board relationship!**

(Portions from a presentation by Dr. Alexander G. Zaphiris, Texas State Board of Child Welfare, 1985)



## ACRONYMS AND ABBREVIATIONS

Acronym	Explanation	Comments
AAL	Attorney ad litem	An attorney who provides services for the purposes of the legal action only, including representation of a child, and who owes to the person the duties of undivided loyalty, confidentiality, and competent representation.
ADR	Alternative Dispute Resolution	Settling conflict outside of litigation, (e.g., mediation)
AFCARS	Adoption and Foster Care Analysis and Reporting System	An application that collects case level information on all children in foster care for whom State child welfare agencies have responsibility for placement, care or supervision, and on children who are adopted under the auspices of the State's public child welfare agency.
AJR	Administrative Judicial Region	The state of Texas is divided into nine administrative judicial regions. Each region has a presiding judge that is appointed by the Governor to serve a four-year term.
APPLA	Another Planned Permanent Living Arrangement	A permanent legal arrangement for a child designed to promote stability and permanency in a child's life; refers to permanent placements other than a reunification with a parent, adoption or permanent managing conservatorship to a relative
ASFA	Adoption and Safe Families Act	The Adoption and Safe Families Act of 1997 (Public Law 105-89) was enacted by the United States Congress in an attempt to correct problems that were inherent in the foster care system that deterred the adoption of children with special needs. Many of these problems had stemmed from an earlier bill, the Adoption Assistance and Child Welfare Act of 1980, although they had not been anticipated when the law was passed. The biggest change to the law was how ASFA Amended Title IV-E of the Social Security Act regarding funding.
CAFA	Court Appointed Family Advocate	A group of attorneys unique to the Austin, Texas area specially trained and certified by the Austin Bar in the handling of child protection cases. They must obtain 30 hours per year training to remain certified. These attorneys are appointed to children and indigent parents. <a href="http://www.austinbar.org/sections/cafa">http://www.austinbar.org/sections/cafa</a>
CASA	Court Appointed Special Advocate	A specially screened and trained volunteer, appointed by the court, which conducts an independent investigation of child abuse, neglect, or other dependency matters, and submits a formal report proffering advisory recommendations as to the best interests of a child. In some jurisdictions, volunteers without formal legal training, such as CASAs, are appointed to represent abused and neglected children, serving in the capacity of a Guardian ad litem. <a href="http://www.casaforchildren.org">http://www.casaforchildren.org</a>
CFRT	Texas Child Fatality Review Team	A multidisciplinary, multi-agency group, mandated by state law that oversees and assists the work of local review teams in Texas, and works to develop a statewide understanding of the scope and magnitude of childhood mortality.
CFSR	Child and Family Services Review	A Federal-State collaborative effort designed to help ensure that quality services are provided to children and families through State child welfare systems

Acronym	Explanation	Comments
CIP	Court Improvement Project	Strengthening Texas courts to achieve safety, permanency, and well-being for abused and neglected children is the work of the Court Improvement Project. <a href="http://www.texaschildrenscommission.gov">http://www.texaschildrenscommission.gov</a>
CPC	Child Protective Court	Courts that specialize in child protection cases.
CPS	Child Protective Services	A division of the Texas DFPS of Family and Protective Services that investigates reports of abuse and neglect of children. It also: provides services to children and families in their own homes; places children in foster care; provides services to help youth in foster care make the transition to adulthood; and places children in adoptive homes. <a href="http://www.dfps.state.tx.us/child_protection/about_child_protective_services">http://www.dfps.state.tx.us/child_protection/about_child_protective_services</a>
DFPS/ TDFPS	Texas DFPS of Family and Protective Services	A state agency that is charged with protecting children, adults who are elderly or have disabilities living at home or in state facilities, and licensing group day-care homes, day-care centers, and registered family homes; also referred to as 'DFPS'. <a href="http://www.dfps.state.tx.us">http://www.dfps.state.tx.us</a>
DPS	Texas DFPS of Public Safety	An agency of this state created to provide public safety services to those people in the state of Texas by enforcing laws, administering regulatory programs, managing records, educating the public and managing emergencies, both directly and through interaction with other agencies. <a href="http://www.txdps.state.tx.us">http://www.txdps.state.tx.us</a>
DSHS	Texas DFPS of State Health Services	The Texas DFPS of State Health Services promotes optimal health for individuals and communities while providing effective health, mental health and substance abuse services to Texans. <a href="http://www.dshs.state.tx.us">http://www.dshs.state.tx.us</a>
FCRB	Foster Care Review Board	A panel of screened and trained volunteers preferably appointed by juvenile or family courts to: regularly review cases of children in substitute placement such as foster care; examine efforts to identify a permanent placement for each child; and proffer advisory recommendations to the court.
GAL	Guardian ad litem	A person appointed by a judge to represent the best interests of an allegedly abused or neglected child; in many counties the GAL is the CASA



Acronym	Explanation	Comments
ICPC	Interstate Compact on the Placement of Children	Provides a solid legal framework for ensuring the timely placement of children across state lines, the suitability of prospective families, and the provision of needed support services. The proposed compact: (1) narrows the applicability of the compact to the interstate placement of children in the foster care system and children placed across state lines for adoption; (2) requires the development of time frames for completion of the approval process; (3) establishes clear rulemaking authority, (4) provides enforcement mechanisms; (5) clarifies state responsibility; and (6) ensures states' ability to purchase home studies from licensed agencies to expedite the process.
ICWA	Indian Child Welfare Act	The Indian Child Welfare Act (ICWA), which was adopted by Congress in 1978, applies to child custody proceedings in state courts involving "Indian" children--children of Native American ancestry. The provisions of the ICWA represent a dramatic departure from the procedural and substantive laws that most states have enacted to govern child custody proceedings.
IMPACT	Information Management Protecting Adults & Children in Texas	A statewide automated child welfare information system (SACWIS) system used by the Texas DFPS of Family and Protective Services (DFPS) to aid in the investigation and assessment of alleged child and adult abuse or neglect cases.
LGBTQ	Lesbian, Gay, Bisexual, Transgender, and Questioning Youth	The American Bar Association Opening Doors Project started 6 years ago to provide the legal and child welfare community tools, resources and support for improving outcomes for LGBTQ young people in foster care. <a href="http://www.americanbar.org/groups/child_law/what_we_do/projects/openingdoors.html">http://www.americanbar.org/groups/child_law/what_we_do/projects/openingdoors.html</a> <a href="http://www.americanbar.org/groups/child_law/what_we_do/projects/openingdoors.html">p://www.americanbar.org/groups/child_law/what_we_do/projects/openingdoors.html</a>
MOU	Memo of Understanding	An agreement between two parties in the form of a legal document. It is not fully binding in the way that a contract is, but it is stronger and more formal than a traditional gentleman's agreement. Sometimes, a memorandum of understanding is used as a synonym for a letter of intent, particularly in private law. A letter of intent expresses an interest in performing a service or taking part in an activity, but does not legally obligate either party.

Acronym	Explanation	Comments
NCSC	National Center for State Courts	The mission of NCSC is to improve the administration of justice through leadership and service to state courts, and courts around the world. <a href="http://www.ncsconline.org">http://www.ncsconline.org</a>
OAG	Office of the Attorney General	A Texas state agency that serves as legal counsel to all boards and agencies of state government, issues legal opinions when requested by the Texas Governor, heads of state agencies and other officials and agencies as provided by Texas statutes, sits as an ex-officio member of state committees and commissions, and defends challenges to state laws and suits against both state agencies and individual employees of the State. <a href="http://www.oag.state.tx.us">http://www.oag.state.tx.us</a>
OCA	Office of Court Administration	The mission of OCA is to provide Resources and Information for the Efficient Administration of the Judicial Branch of Texas. <a href="http://www.courts.state.tx.us/oca">http://www.courts.state.tx.us/oca</a>
PAL	Preparation for Adult Living	A program within CPS to provide support and services to help youth prepare for independent adult living upon departure from DFPS care and support.
PJMC	Permanent Joint Managing Conservatorship	When permanent managing conservatorship is granted to DFPS and the parent(s) or other person.
PMC	Permanent Managing Conservatorship	Placement of a child in the permanent conservatorship of an entity or person, (e.g. Texas DFPS, relative) with no intention of returning the child to the parent's custody.
RTC	Residential Treatment Center	Placement of a child in treatment where the child lives at the facility providing the treatment services
SACWIS	Statewide Automated Child Welfare Information System (SACWIS)	A comprehensive automated case management tool that meets the needs of all staff (including social workers and their supervisors, whether employed by the State, county, or contracted private providers) involved in foster care and adoptions assistance case management.
SAPCR	Suit Affecting Parent-Child Relationship	A law suit, filed in child protective courts, that affects the parent-child relationship, such as conservatorship of a child that has allegedly been abused or neglected by a parent or guardian.



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Acronym	Explanation	Comments
SPA	Regional Support Program Administrator	Persons assigned to a region for the support of Texas DFPS programs.
TFC	Texas Family Code	The laws and statutes that govern Texas family law including child protection
TJMC	Temporary Joint Managing Conservatorship	When temporary managing conservatorship is granted to DFPS and the parent(s) or other person.
TMC	Temporary Managing Conservatorship	The awarding of conservatorship of a child to Texas DFPS. This may include children remaining in their home with orders from the court for particular requirements to ensure the safety of the child or the removal of a child from the family for safety and well-being purposes.
TRCP	Texas Rules of Civil Procedure	Rules to obtain a just, fair, equitable and impartial adjudication of the rights of litigants under established principles of substantive law. <a href="http://www.supreme.courts.state.tx.us/Rules/TRCP/RCP_all.pdf">http://www.supreme.courts.state.tx.us/Rules/TRCP/RCP_all.pdf</a>
XML	Extensible Markup Language	The primary purpose is to facilitate the sharing of data across different information systems, particularly via the Internet

Abbreviation	Definitions
MDNG	A case reason for Medical Neglect
NSUP	A case reason for Non-Support
PHAB	A case reason for Physical Abuse
PHNG	A case reason for Physical Neglect
RAPR	A case reason for Refusal to Accept Parental Responsibility
SXAB	A case reason for Sexual Abuse
EMAB	A case reason for Mental or Emotional Injury
ABAN	A case reason for Abandonment
NSUP	A case reason for Neglectful Supervision

## Robert's Rules of Order for Beginners:

### Call to Order

This occurs at the beginning of the meeting, once quorum has been attained. Quorum for GRC is at least 50% of all members, excluding the Speaker and any vacant positions. Quorum for General Meetings is fifty Active Members.

### Motions

Business is resolved at meetings by voting on propositions put forward by members. Such propositions are called *motions*. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to *second* the motion. Motions are then debated and voted upon. **No member may speak more than once to any motion** (although the Speaker may choose not to enforce this rule if s/he deems it appropriate.) A member must raise his/her hand. A speaker's list is kept acknowledging individuals in the order in which they have raised their hands.

### Amendments

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed "friendly" and it does not require a seconder and is not subject to debate. If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

### Motions which take Precedence

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over "normal" motions...

1. Motion to Amend (as above)
2. Motion to Table – This is a motion to defer further debate on the main motion until some future time. The motion requires a seconder and is debatable only as to the length of time that the main motion will remain tabled.
3. Motion to Refer – This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body.
4. Motion to Call the Question – This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a seconder and must pass by a two-thirds vote. The motion is not debatable.
5. Motion to Reconsider – This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.
6. Motion to Adjourn – A motion to end the meeting. Requires a seconder and is not debatable.

### Points

There are several special motions called "Points" that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

1. Point of Order - An individual may raise on a point of order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.
2. Point of Privilege – Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure. **If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.**
3. Point of Information - This point is the most misused one in the book. This Point is used to **ASK** for information that you feel is essential to your understanding of the debate. **It may not be used to give information.** The member may decide not to answer the question by refusing to yield the floor. Again, it is not in order to give someone information on a point of information.
4. Challenge to the Speaker – This Point is used when an individual disagrees with the Speaker's ruling. The mover must state why he or she disagrees with the ruling. The Speaker may then give the reasoning behind the ruling. A vote is then taken to affirm the Speaker's ruling.

## **Voting**

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands, however, anyone eligible to vote has the right to demand a vote by roll call. Voting by secret ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

## ***To Ensure Smooth Discussion***

- 1) **Raise your hand if you wish to speak.** The Speaker will take note and ask you to speak at the appropriate time.
- 2) **State your name and department before speaking to the topic at hand.**
- 3) **Speak to the topic or motion at hand!** If you wish to raise something not on the agenda, there are always the "Question Period" or "New Business" agenda items.
- 4) **If you wish to make a suggestion regarding the motion on the floor, form it in terms of an amendment.** Your amendment will need seconding, after which it will become the current item on the floor.
- 5) **Try not to repeat points other people have already made** unless you have something new to add to the point.



# Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer to committee</b>	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority



# *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)*

**Incidental Motions** - No order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§23 Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24 Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33 Parliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	No	None
§33 Request information	<b>Request for information</b>	Yes (if urgent)	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to <b>rescind/ amend something previously adopted...</b>	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majority

**TRAVIS COUNTY  
CHILDREN'S PROTECTIVE SERVICES BOARD**

**Public Meeting Notice**

- The Travis County Children's Protective Services Board will hold a regular meeting on Tuesday August 18, 2009 at 6:30 p.m. The meeting will be held at the Juvenile Justice Center – Gardner-Betts, second floor training room, 2515 South Congress Ave., Austin, Texas.

**CHAIRPERSON**

**VICE-  
CHAIRPERSON**

**TREASURER**

**SECRETARY**

**BOARD MEMBERS**

**YOUTH  
REPRESENTATIVE**

**COMMUNITY  
REPRESENTATIVE**

**AGENDA**

1. **Call to Order**
2. **Public Comment**
  - 3 minutes per person
3. **Guest Speaker**
  - FBSS
  - Travis Co. District Attorney's Office
4. **Liaison Reports**
  - Capital Area Foster Parent Association
5. **Approval of Minutes**
  - July Meeting minutes
6. **CPS Board Chair Report -**
  - Board Membership Vacancies:
    - 1 from Commissioner Huber (Precinct 3)
    - 1 from Commissioner Gomez (Precinct 4)
  - Notification of Board Members of Board Policy Regarding External Communication on Behalf of the Board
7. **Financial Report and Budget Committee Report:**
  - EXPENDITURE REPORTS AND REQUESTS
8. **Board Committee Reports**
  - YOUTH AGING OUT  
READY BY 21
  - COMMUNITY AND RESOURCE DEVELOPMENT  
SUPPORT FOR CPS, CPS CHILDREN, FUND RAISING & RESOURCE DEV.
  - OUTREACH/ADVOCACY  
MODEL COURT COUNCIL, PUBLIC AWARENESS
  - OPERATIONS  
WEB SITE, BUDGET, AWARDS, REGIONAL COUNCIL, ANNUAL REPORT,  
COURT CONTACTS, EXECUTIVE COMMITTEE & MEMBERSHIP
  - QUARTERLY YOUTH LIAISON REPORT:
9. **Other Business**
  - Board member involvement request
10. **CPS Program Administrator's Report**
11. **County Staff Report** – Jim Lehrman, LMSW-AP
12. **Adjourn to Safe Kids Non-Profit meeting for Action items**
  -



***Travis County Child Welfare Board Monthly Meeting  
June 16, 2009***

<b><i>Agenda Item</i></b>	<b><i>Notes</i></b>	<b><i>Action</i></b>
Public Comment		
Liaison Reports:		
Foster Parent		
Foster Youth		
Review of Minutes		
<b>CPS Board Chair Report</b>		
<b>Financial Report and Budget Committee Report:</b>		
Specific budget requests		
Budget Review		
<b>Board Committee Reports</b>		
Regional Council Region 7		
Youth Aging Out		
Events and Awareness		
Awards		
Advocacy and Outreach		

Development		
<b>Other Business</b>		
CPS Program Administrator's Report		
County Staff Report		
Safe Kids Fund		

*Our next meeting is to be scheduled for:*

**Members present:**

Respectfully Submitted by:

Date:

# Texas Council of Child Welfare Boards



Texas Council Child Welfare Boards  
Awards Committee  
P. O. Box 42363, Austin, TX 78704  
Email address: [awards@tccwb.org](mailto:awards@tccwb.org)

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Dear Regional Council Chairs:

Attached are the TCCWB Award Nomination Forms. Please retain a copy for your records and make copies to distribute to all county child welfare/CPS boards in your region as soon as possible. The forms will also be made available for download via our website, [www.tccwb.org](http://www.tccwb.org).

We have added an approval line for signature of the chair and identification of the county board making the nomination. This is an effort to improve the communication process through the local boards and regional councils prior to final selection and notification of honorees for recognition by TCCWB at our Awards Luncheon this fall in Austin.

There is space open on the bottom of each form for you to add your name, address and regional due date in order to get the correct forms returned to you. If we should receive them by mistake, we will forward them to you.

After your regional awards committee has narrowed local nominations to one per category, **please mail or email your packet of regional finalists (postmarked no later than June 1, 2016)** to the TCCWB Awards Committee at the above address. Feel free to contact us via email with questions or comments. [awards@tccwb.org](mailto:awards@tccwb.org).

**This year the male and female youth winners will not only be honored at our Awards Luncheon, but will also receive a \$1,000 cash prize!** So remember, this is a statewide competition and you are the advocate for your nominee. We ask that narratives be informative, concise, and competitive. To nominate a youth, we require the ages and sex of the foster children nominees, along with their birthdays, the grade they are in and their major accomplishments. For the foster parent nominees, we need to know how long they have been foster parents, how many children they have fostered and if they have foster parented any special needs children. We require a picture of each nominee attached to the form that will be used for our Awards program. Also, the narrative length is limited to TWO (2) type written pages. It is suggested that the narratives be typed in no smaller than 12-point lettering with one-inch margins.

The TCCWB Executive Committee will review all the nominations submitted from the eleven Regions and will make the final selection for State Awards in each category. Again, please be sure to include complete and updated contact information so that we may easily notify the winners.

**As always, we would appreciate each County Child Welfare Board and Regional Council donating to the TCCWB to help defray the expenses of the upcoming awards ceremony and youth financial awards. Your donations make this statewide recognition possible.** Please make checks payable to TCCWB, and designate **2016 Awards Event**.

Thank you,  
TCCWB Awards Committee



**Texas Council of Child Welfare Boards**  
**2015 - 2016 Lynda & David Topp Award for**  
**MALE OUTSTANDING YOUTH OF THE YEAR**  
**Nomination Form**

This award is to recognize a graduating male youth in foster care for his leadership or exemplary achievement. This award covers activities between June 2015 and May 2016. The winner will be honored at our Awards Luncheon in Austin, TX and a financial award is involved.

---

Nominee's Name: \_\_\_\_\_ Foster Parent: \_\_\_\_\_

Caseworker's Name: \_\_\_\_\_ County: \_\_\_\_\_ Region: \_\_\_\_\_

Caseworker's Email Address: \_\_\_\_\_

Caseworker's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Nominee's Telephone Number: \_\_\_\_\_ *\*We must be able to contact the winner*

Nominee's Email Address: \_\_\_\_\_

---

**Narrative:** Youth **MUST** be in Foster Care System. Attach information, not to exceed two (2) pages. Please include, age, sex, birthday, grade in school and accomplishments. Required picture must be attached.

Submitted by: \_\_\_\_\_ Region: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_  
(County Board Chair's signature) (Name of County Board)

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

---

**Deadlines:**

1. Nomination forms must be submitted to your Regional Council
2. Regional Councils may submit one (1) nomination from each category to TCCWB Awards Committee at the address below. Submissions **must** be postmarked by **June 1, 2016** to be eligible.

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DUE TO REGIONAL COUNCIL BY:

For additional information, please contact:  
**Awards Committee**  
**PO Box 42363**  
**Austin, TX 78704**  
**Email: [awards@tccwb.org](mailto:awards@tccwb.org)**



**Texas Council of Child Welfare Boards**  
**2015 - 2016 Lynda & David Topp Award for**  
**FEMALE OUTSTANDING YOUTH OF THE YEAR**  
**Nomination Form**

This award is to recognize a graduating female youth in foster care for her leadership or exemplary achievement. This award covers activities between June 2015 and May 2016. The winner will be honored at an Awards Luncheon in Austin, TX and a financial award is involved.

Nominee's Name: \_\_\_\_\_ Foster Parent: \_\_\_\_\_

Caseworker's Name: \_\_\_\_\_ County: \_\_\_\_\_ Region: \_\_\_\_\_

Caseworker's E Mail Address: \_\_\_\_\_

Caseworker's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Nominee's Telephone Number: \_\_\_\_\_ *\*We must be able to contact the winner*

Nominee's Email Address: \_\_\_\_\_

Narrative: Youth **MUST** be in Foster Care System. Attach information, not to exceed two (2) pages. Please include, age, sex, birthday, grade in school and accomplishments. Required picture must be attached.

Submitted by: \_\_\_\_\_ Region: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Approved by: \_\_\_\_\_  
(County Board Chair's signature) (Name of County Board)

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

**Deadlines:**

1. Nomination forms must be submitted to your Regional Council to be considered eligible.
2. Regional Councils may submit one (1) nomination from each category to TCCWB Awards Committee at the address below. Submissions **must** be postmarked by **June 1, 2016** to be eligible.

**DUE TO REGIONAL COUNCIL BY:**

For additional information, please contact:  
**Awards Committee**  
**PO Box 42363**  
**Austin, TX 78704**  
**Email: [awards@tccwb.org](mailto:awards@tccwb.org)**





**Texas Council of Child Welfare Boards**  
**2015 - 2016 Award for**  
**FOSTER PARENT OF THE YEAR**  
**Nomination Form**

This award is to recognize foster parents who have been outstanding in supporting CPS children.  
This award covers services between June 2015 and May 2016.

---

Nominee's Name: \_\_\_\_\_ Region: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Nominee's E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Caseworker's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Caseworker's Email Address: \_\_\_\_\_

Placing Agency: \_\_\_\_\_

---

Narrative: Please tell us why this nominee is an outstanding foster parent(s) for our CPS children. Attach information including a photo, not to exceed two (2) pages.

Submitted by: \_\_\_\_\_ Region: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_  
(County Board Chair's signature) (Name of County Board)

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

---

**Deadlines:**

1. Nomination forms must be submitted to your Regional Council
2. Regional Councils may only submit one (1) nomination from each category to TCCWB Awards Committee at the address below. Submissions **must** be postmarked by **June 1, 2016** to be eligible.

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**DUE TO REGIONAL COUNCIL BY:**

For additional information, please contact:  
**Awards Committee**  
**PO Box 42363**  
**Austin, TX 78704**  
**Email: [awards@tccwb.org](mailto:awards@tccwb.org)**



# Texas Council of Child Welfare Boards

## 2015 - 2016 Award for

### OUTSTANDING CPS LEADER Nomination Form

This award is to recognize an employee, program director, supervisor, caseworker, investigator, aide, or child assistant at any level in CPS who has been innovative or outstanding in supporting and promoting CPS programs. Special consideration is given to persons who worked directly with CPS volunteers between June 2015 and May 2016.

Nominee's Name: \_\_\_\_\_ Region: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Nominee's E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Supervisor's E Mail Address: \_\_\_\_\_

Narrative. Please tell us how this nominee has contributed to the success of volunteerism and community support for services of CPS. List projects initiated or supported by nominee, innovations nominee has made to CPS volunteer program, and/or special volunteer emphasis which makes nominee deserving of recognition. Attach information including a photo, not to exceed two (2) pages.

Submitted by: \_\_\_\_\_ Region: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_  
(County Board Chair's signature) (Name of County Board)

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

#### Deadlines:

1. Nomination forms must be submitted to your Regional Council
2. Regional Councils may only submit one (1) nomination from each category to TCCWB Awards Committee at the address below. Submissions **must** be postmarked by **June 1, 2016** to be eligible.

DUE TO REGIONAL COUNCIL BY:

For additional information, please contact:  
**Awards Committee**  
**PO Box 42363**  
**Austin, TX 78704**  
**Email: [awards@tccwb.org](mailto:awards@tccwb.org)**



## Texas Council of Child Welfare Boards

### 2015 - 2016 Outstanding Community Resource Nomination Form

This award is to recognize anyone/business/judge/media etc. who has been outstanding in supporting and promoting volunteerism to CPS programs. This person/business/media etc. should have worked directly with CPS volunteers between June 2015 and May 2016.

Nominee's Name: \_\_\_\_\_ Region: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Nominee's E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Supervisor's E Mail Address: \_\_\_\_\_

Narrative. Please tell us how this nominee has contributed to the success of volunteerism and community support for services of CPS. List projects initiated or supported by nominee, innovations nominee has made to CPS volunteer program, and/or special volunteer emphasis which makes nominee deserving of recognition. Attach information including a photo, not to exceed two (2) pages.

Submitted by: \_\_\_\_\_ Region: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_

(County Board Chair's signature)

(Name of County Board)

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

#### Deadlines:

1. Nomination forms must be submitted to your Regional Council
2. Regional Councils may submit one (1) nomination from each category to TCCWB Awards Committee at the address below. Submissions **must** be postmarked by **June 1, 2016** to be eligible for consideration by the Texas Council of Child Welfare Boards.

DUE TO REGIONAL COUNCIL BY:

For additional information, please contact:

**Awards Committee**

**PO Box 42363**

**Austin, TX 78704**

**Email: [awards@tccwb.org](mailto:awards@tccwb.org)**

# **Texas Council of Child Welfare Boards**

## **2015 -2016 Rules for Child Welfare Board Volunteer of the Year**

### **ELIGIBILITY:**

Each nominee must be an active member (or has become inactive within the past twelve (12) months) of a Texas County Child Welfare Board (CWB), a regional CWB delegate, or TCCWB delegate.

### **CRITERIA FOR NOMINATION:**

1. Only volunteer activities on behalf of abused or neglected children in Texas will be considered.
2. The TCCWB will recognize one (1) volunteer from all the regions.
3. Nominees should have been prominent in supporting and promoting CPS programs.
4. The award covers activities between June 2015 and May 2016.
5. Previous nominees may be re-nominated.

### **SUBMITTAL:**

1. A statement clearly describing the service and activities of the nominee must be included on this form or in attachments. Attachments may not exceed two (2) typewritten pages.
2. Any materials submitted to the TCCWB will become property of TCCWB and should be unrestricted for reproduction by the TCCWB.

### **JUDGING:**

The TCCWB suggest that a Regional Council Steering Committee made up of Regional Council members (and PRS staff, where appropriate), be appointed to review the nominations and to select one (1) winner for the region. A nomination submitted to TCCWB by Regional officials will be final.

### **DEADLINE:**

As Regional Council programs differ, deadlines for nominating a regional volunteer may also differ. Be sure to check with your regional delegate or chairman to determine the regional deadline.

**The deadline for the submission of nominations is due to  
TCCWB Awards Committee by **June 1, 2016.****

**REMEMBER ONLY ONE VOLUNTEER AWARD SUBMISSION FROM EACH  
REGIONAL COUNCIL WILL BE ACCEPTED.**

# Texas Council of Child Welfare Boards



## 2015 - 2016 Lucille Rochs Award For

### VOLUNTEER OF THE YEAR Nomination Form

This award is to recognize a member of a county or regional child welfare/CPS board.  
This award covers volunteer service between June 2015 and May 2016.

Nominee's Name: \_\_\_\_\_ Region: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Nominee's E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Narrative: See requirements attached to this sheet. Attach information including a photo, not to exceed two (2) pages.

Submitted by: \_\_\_\_\_ Region: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_  
(County Board Chair's signature) (Name of County Board)

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

#### Deadlines:

1. Nomination forms must be submitted to your Regional Council
2. Regional Councils may only submit one (1) nomination from each category to TCCWB Awards Committee at the address below. Submissions **must** be postmarked by **June 1, 2016** to be eligible.

DUE TO REGIONAL COUNCIL BY:

For additional information, please contact:

**Awards Committee**  
**PO Box 42363**  
**Austin, TX 78704**  
**Email: [awards@tccwb.org](mailto:awards@tccwb.org)**

Do you know a graduating **Foster Youth**  
who **Rocks?**

Does **Outstanding**  
describe one of your foster families?



**The Texas Council of  
Child Welfare Boards**



**ACCEPTING NOMINATIONS**

**Male / Female Outstanding Youth of the Year**  
**Foster Parent of the Year**

#### **General Rules**

**Who Is Eligible to Be Nominated:** Any male or female graduating youth in Texas Foster Care that has shown resilience, helped others and achieved personal and academic success.  
Any outstanding Texas foster parent/family supporting foster youth between June 2015–May 2016.

**ALL nominations must go through a Child Welfare Board Regional Council.**

#### **To Nominate:**

1. Contact your Community Initiatives Specialist for regional deadlines.  
Visit our website for contact information: <http://www.tccwb.org/boards/>
2. Submit form and supporting letter of recommendation to your Child Welfare Board Regional Council.

**How the winners will be selected:** A judging committee will read all entries and choose the statewide winners. The decision of the judges is final.

Winners will be recognized at a statewide luncheon this fall in Austin, Texas.

**The Statewide Male and Female Youth Winners will each receive a \$1,000 Grand Prize**

Child Welfare Board Regional Councils may submit one (1) nomination from each category to the TCCWB Awards Committee. Regional submissions must be postmarked to TCCWB Awards Committee by June 1, 2016 to be eligible.

Questions? Contact [awards@tccwb.org](mailto:awards@tccwb.org) or visit [www.tccwb.org](http://www.tccwb.org) for further details

# **CHILD WELFARE BOARD/COUNCILS - BUSINESS PLAN**

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## **CHILD PROTECTIVE SERVICES - PURCHASED CLIENT SERVICES**

**Purpose:** Optional template for business plan that will be completed annually by councils. Complete only the information that is applicable to the activities of the regional council.

**Instructions:** Complete at least once a year to assist with planning and review as board council deems necessary. This plan is provided to assist board councils in planning their activities for the year. Maintain a copy in the contract file.

<b>CHILD WELFARE BOARD/COUNCIL</b>	
<b>Name of Board/Council:</b>	<b>DATE:</b> <i>(month/day/year)</i>

**Bylaws Approval Date:** *(must be readopted every 24 months)*

**Next Bylaws Approval Date Is Due On:**

<b>MEMBERSHIP</b>		
<b>Member Name</b>	<b>Office Title</b>	<b>County</b>
List of members which includes Child Placing Agency (CPA) member is verified through as a foster parent and office title of member if applicable. <i>(To add more rows to this list: highlight last row and go to "Layout" menu and click on "Insert Below" for as many times as additional rows are needed)</i>		

**Number of Members:**

**Changes in Membership:**

**BUSINESS PLAN OBJECTIVE**

This work session will consist of members meeting to identify the needs of the CPS program in your region to formulate action plans for regional and county boards.

**REGIONAL REPRESENTATION AND ADVOCACY EFFORTS**

- a. Describe the plan to elect and send regional delegates to the Texas Council of Child Welfare Boards in order to obtain information on statewide activities of protective services for children programs and of child welfare board activities:

Date of the Texas Council of Child Welfare Boards:

Names of elected regional delegates:

Plan for delegates to share the information they gained from the Texas Council of Child Welfare Boards with other members:

- b. Summary of information identified at the Texas Council of Child Welfare Boards and the boards plan to address the information:

**COMMUNITY AWARENESS ACTIVITIES**

- a. Describe the plan to provide community awareness activities regarding the foster care system and abuse and neglect of children:

Who do you plan to provide activities to?

What information do you plan to provide?

- c. Summary of plans to attend events in order to provide information and to promote community awareness and advocacy concerning the foster care system and abused and neglected children:

- d. Summary of results of those requests:

**ACTIVITIES**

- a. Summary of annual plan for meetings between Child Welfare Board/Council members and DFPS staff. Board/Council will conduct board/council business and to review expenditures and budget



balances, and provide an opportunity for members to meet, discuss common problems, exchange ideas, and develop group support:

Identify frequency of meetings:

Location(s):

Dates and times:

How meetings will be publicized:

- b. Summary of planned presentations with community groups, and other activities related to abused and neglected children:

**FINANCIAL STATUS**

**Financial Reports include discussion of Expense Report:** *Review expenditures and budget balances, to include all checks written and cash withdrawn. Include any incoming or outgoing charitable contributions, donations, or fundraising efforts made by or to this Association (in-kind or financial).*

- a. Summary of expense report:

**UPDATES**

Standing Committees –

Special Committees –

Unfinished Business –

New Business –

Respectfully submitted,

Recording Secretary *(name here)*

## **CHILD WELFARE BOARD/COUNCIL - PERFORMANCE MEASURE DATA REPORT**

### **CHILD PROTECTIVE SERVICES - PURCHASED CLIENT SERVICES**

**Purpose:** The purpose of the Board/Council Contract Performance Measures Data Reporting form is to collect Performance Measures Data.

**Instructions:** Enter the requested information and complete all. **Submit the form to DFPS** - Until notified otherwise by DFPS, submit the completed form to DFPS in accordance with the following schedule:

<b>Performance Period</b>	<b>Time Included</b>	<b>Report due between dates shown but no later than the last day indicated per Performance Period</b>
Period 1	Sept, Oct, Nov, Dec, Jan, Feb	March 1-30
Period 2	Mar, Apr, May, Jun, Jul, Aug	September 1-30

Send the completed form to DFPS Contract Performance Division via e-mail as follows:

E-mail: [ContractPerformance@dfps.state.tx.us](mailto:ContractPerformance@dfps.state.tx.us)

<b>BOARD/COUNCIL INFORMATION</b>	
Board/Council Name:	
Performance Period Being Reported: <input type="checkbox"/> Period 1 <input type="checkbox"/> Period 2	Date:
Business Name of the Contractor:	Contract Number:
Name of Person Completing Form:	
Telephone Number of Person Completing Form:	E-mail Address of Person Completing Form:

**In the table below:**

1. Report each Texas Council of Child Welfare Board meetings, and other Conferences, trainings, and meetings attended by a Child Welfare Board/Council member during the Performance Period which were billed to DFPS.
2. Report the total number of Local County Child Welfare Board members at the time of each meeting, conference or training reported in #1.
3. Out of the total number reported in #2 report the total number of members not attending.

4. Out of the total number of members not attending reported in #3, report the total number of members who were provided with information obtained through a Delegate's attendance at each meeting, conference, or training reported in #1.

Information may be provided through US Mail, or electronically, but there must be documentation of the dissemination.

1.	2.	3. (Denominator)	4. (Numerator)
Name and date of meetings, conferences, trainings	Number of Members	Number of Members Not Attending	Number of Members not attending with whom information was shared

Travis County Children's Protective Services Board  
Calendar of Events

Aug 2008-

Sept 2008- United Way Day of Caring (September 5, 2008); caseworker appreciation/recognition

Oct 2008- Fall Festival (October 12, 2008)

Nov 2008- National Adoption Day (November 20, 2008); Presentation of Annual report to County Commissioners' Court

Dec 2008- Contact your County Commissioner (Holiday card); Holiday Graze for CPS Staff/caseworker appreciation/recognition

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Jan 2009-

Feb 2009-

March 2009- Contact your County Commissioner, US Delegation, and Travis County Delegation (phone call, letter, etc...); caseworker appreciation/recognition

April 2009- Light of Hope; Child Abuse Prevention Month; Prom Project

May 2009- Foster Parent Month

June 2009-Board's Youth Rep to speak to County Commissioners Court; caseworker appreciation/recognition

July 2009-

# You have the power to Help Stop Child Abuse



## Purchase Your Stop Child Abuse License Plate

The Texas Stop Child Abuse License Plate, sponsored by the Texas Council of Child Welfare Boards, provides a fun and easy way to help end child abuse in Texas. Proceeds from the plate provide funding for programs and services supporting abused and neglected children of Texas.



## Frequently Asked Questions

### How much does the plate cost?

A sequentially numbered plate is just \$30. A personalized plate, whether a new request or a transfer for an existing personalized plate is \$40. These fees are additional, above your normal registration fee.

### Can I personalize the license plate?

Absolutely! More than 100,000 Texans have customized their vehicles by ordering personalized license plates. Simply go to [www.txdmv.gov](http://www.txdmv.gov) and check for availability.

### Where does the money go?

The Stop Child Abuse License Plate is sponsored by the Texas Council of Child Welfare Boards, a 501(c)(3) nonprofit organization. Proceeds are distributed to participating Texas Counties to provide fill in the gap services for kids in our Texas Foster Care System.

For More Information visit [www.txdmv.gov](http://www.txdmv.gov) and look for the “Stop Child Abuse” Charity plate or contact your local County Child Welfare Board.

Local Board Contact:



## Application for Appointment

Board/Commission: **Travis County Children's Protective Services Board**

Name (Last, First, Middle):	
Home Address (Street, City, Zip):	Home Phone:
Mailing Address (Street, City, Zip):	Email:
Employer:	Business Phone:
Occupation:	FAX Number:
Ethnicity:	Male/ Female:

Are you a Travis County Resident?  Yes  No

What Precinct do you live in?  Precinct 1  Precinct 2  
 Precinct 3  Precinct 4

How much time can you devote each month?  5-8 hours  13-16 hours  
 9-12 hours  More than 16 hours

**Skills and Experience:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Advertising               | <input type="checkbox"/> Finance/ Budget | <input type="checkbox"/> Marketing              |
| <input type="checkbox"/> Administration Management | <input type="checkbox"/> Fund Raising    | <input type="checkbox"/> Operations             |
| <input type="checkbox"/> Child Care                | <input type="checkbox"/> Government      | <input type="checkbox"/> Public Relations       |
| <input type="checkbox"/> Consulting                | <input type="checkbox"/> Health Care     | <input type="checkbox"/> Public Speaking        |
| <input type="checkbox"/> Education                 | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Sales                  |
| <input type="checkbox"/> Event Planning            | <input type="checkbox"/> Legal           | <input type="checkbox"/> Writing/ Communication |
| <input type="checkbox"/> Other: _____              |  |   |

---



## Application for Appointment

Please describe your interest in serving on the Board and any qualifications, areas of expertise or special interests that relate to your possible appointment.

I agree to file with the County Judge the attached non-conflict of interest affidavit prior to being considered for an appointment by Travis County. I further agree to file an amendment in the event my status should change during my tenure on a county board.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Child Protective Services Summary Report for the Texas Council of Child Welfare Boards

Fiscal Year: 2015

Region: 007

County: TRAVIS

Description	September	October	November	December	January	February	March	April	May	June	July	August
Intakes Assigned	967	0	0	0	0	0	0	0	0	0	0	0
Investigations Completed	480	0	0	0	0	0	0	0	0	0	0	0
Children Removed From Home	47	0	0	0	0	0	0	0	0	0	0	0
Children Removed From Home African American	5	0	0	0	0	0	0	0	0	0	0	0
Children Removed From Home Anglo	12	0	0	0	0	0	0	0	0	0	0	0
Children Removed From Home Hispanic	28	0	0	0	0	0	0	0	0	0	0	0
Children Removed From Home Other	2	0	0	0	0	0	0	0	0	0	0	0
Family Based Safety Services Open at the End of the Month	296	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare	894	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 0 - 2	308	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 0 - 2 Male	161	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 0 - 2 Female	147	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 3 - 5	167	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 3 - 5 Male	93	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 3 - 5 Female	74	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 6 - 9	142	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 6 - 9 Male	76	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 6 - 9 Female	66	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 10 - 13	117	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 10 - 13 Male	70	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 10 - 13 Female	47	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 14 - 17	137	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 14 - 17 Male	65	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 14 - 17 Female	72	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 18 and Above	23	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 18 and Above Male	12	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Ages 18 and Above Female	11	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Placed in County from This County	433	0	0	0	0	0	0	0	0	0	0	0

**Notes:**

The children in subcare and their age and gender breakdown is by placement county prior to fiscal year 2009 and by legal county for fiscal year 2009 forward. The sum of all exit types may not match the sum of children exiting care (see Outcomes) because children exiting care includes adoptions consummated out-of-state. The sum of male and female counts may not match the count of children in each age group due to the possibility of undetermined gender. TCCWB\_01c reflects data (counts and totals) as of the last day of the month prior to the "MDC - Warehouse Data As of" date listed below.





# Child Protective Services Summary Report for the Texas Council of Child Welfare Boards

Fiscal Year : 2015

Region: 007

County: TRAVIS

Description	September	October	November	December	January	February	March	April	May	June	July	August
Children in Subcare Placed in County from Another County	382	0	0	0	0	0	0	0	0	0	0	0
Children in Subcare Placed Outside County	461	0	0	0	0	0	0	0	0	0	0	0
Children in Kinship Care	421	0	0	0	0	0	0	0	0	0	0	0
Children with PMC/Parental Rights Terminated	281	0	0	0	0	0	0	0	0	0	0	0
Children Awaiting Adoption	207	0	0	0	0	0	0	0	0	0	0	0
Children Not Awaiting Adoption	74	0	0	0	0	0	0	0	0	0	0	0
Children Exited Care (Outcomes)	39	0	0	0	0	0	0	0	0	0	0	0
Exit Type Adoptions Consummated	10	0	0	0	0	0	0	0	0	0	0	0
Exit Type Reunification	22	0	0	0	0	0	0	0	0	0	0	0
Exit Type Custody Given to Relatives	6	0	0	0	0	0	0	0	0	0	0	0
Exit Type Emancipated	1	0	0	0	0	0	0	0	0	0	0	0
Exit Type Other	0	0	0	0	0	0	0	0	0	0	0	0
Average Daily Caseload Investigation	21.3	0	0	0	0	0	0	0	0	0	0	0
Average Daily Caseload Family Based Services	11.1	0	0	0	0	0	0	0	0	0	0	0
Average Daily Caseload Substitute Care	36.5	0	0	0	0	0	0	0	0	0	0	0

**Notes:**  
 The children in subcare and their age and gender breakdown is by placement county prior to fiscal year 2009 and by legal county for fiscal year 2009 forward.  
 The sum of all exit types may not match the sum of children exiting care (see Outcomes) because children exiting care includes adoptions consummated out-of-state.  
 The sum of male and female counts may not match the count of children in each age group due to the possibility of undetermined gender.  
 TCCWB\_01c reflects data (counts and totals) as of the last day of the month prior to the "MDC - Warehouse Data As of" date listed below.

**ANNUAL REPORT OF WICHITA COUNTY CHILD WELFARE BOARD  
TO WICHITA COUNTY COMMISSIONERS COURT  
April 2014**

As a county child welfare board established by the authority of the Texas Family Code, 264.005, we are submitting this annual report to summarize the coordination of state and local services for children and families from January 1, 2013 – December 31, 2013. The needs of abused and neglected children in the county can only be met by intergovernmental and public/private partnerships. These collaborations this past year have allowed for improved services and better outcomes for children and families. We hope that the information below will be helpful as you recognize efforts this past year and identify budgetary needs for services to abused and neglected children for budget year 2014.

**STATUS OF COUNTY'S CHILDREN DURING 2013**

	<b>2013</b>
County Child Population	31,023
Initial Intakes for Abuse and Neglect	1742
Intakes Assigned for Investigation	1508
Alleged child abuse victims	2142
Completed Investigations	1335
Ruled Out investigations	754
Confirmed victims of child abuse or neglect	651
Prevalence per 1000 children	21%
Children removed from family	114
Child deaths because of child abuse or neglect	0
Children in CPS legal responsibility	289
Children entering substitute care	114
Children in paid foster care	252
Cost of paid foster care	\$151,278.00
Children in relative care	76
Families Receiving Preservation Services	282
Children Receiving Preservation Services	752
Number of DFPS Foster Homes	1
Number of DFPS Foster/Adoptive Homes	21
Number of DFPS Adoptive Homes	6
Number of Children in Substitute Care	289
Number of children adopted by non-relative	28
Number of children adopted by relatives.	5
Number of children awaiting adoption	32
Number of children PMC/plan is not adoption	40

**WORKER CASELOADS**

Average caseload of Investigators	24.7 cases
Average caseload of Family Based Services	17.8 cases
Average caseload of Sub Care Workers	37 cases

**LOCAL FUNDING SOURCES FOR 2013**

	<b>2013</b>
County General Fund	\$31,800.00
County Jury Donations	\$20,903.91
County IV-E Match Revenue	
CWB Donations	\$ 25.00
CWB Grants	\$ 1,000.00
Rainbow House Grants	\$ 46,000

**USES OF JURY FEES:**

- Initial clothing and other needs during investigation stage
- Clothing and shoes twice yearly
- School Supplies
- Tutoring, Special Classes, other educational needs
- Extra-curricular activities (band, athletics, choir, etc)
- Travel for child to visit with family or siblings (**court ordered**)
- Travel for parents to visit children (**court ordered**)
- Local bus tickets for travel of parents to visitation (**court ordered**)
- Transportation for parents to drug treatment
- Camp and camp expenses
- Medical and dental needs not covered by State Health Program
- Optical needs not covered by State Health Program
- Birth certificates
- Legal documents (**court related**)
- Legal service on parents (other locations, missing parent, newspaper notifications (**court related**))
- Special internet program for staff to locate parents
- Graduation expenses, gift, luncheon
- College fees (secondary to PAL)
- Driver's Education (secondary to PAL)
- Visitation Center (snacks, paper goods, portable phones, monitoring system) (**court ordered visitation**)
- Personal items ( hair, hygiene, etc.)
- Child Abuse Awareness
- Awards and Acknowledgements
- Birthday gifts
- Car Seats for caseworkers
- Car Seats for parents
- Enrichment Activities for children (Easter Egg Hunt, Christmas Party, Halloween Party, etc)
- Family Group Conferencing snacks
- Team meeting snacks
- Transition meeting snacks
- Adoption Day (gifts for children being adopted, refreshments for reception, other needs)
- Phone cards for sibling contact
- Staff Enrichment, Training and Recognition
- Child Care (Day Care, Emergency Foster Care)
- Foster Parent Appreciation (banquet, awards, speakers, acknowledgements)
- Hospital care not covered by insurance

Home Nursing Care for special needs children  
Special care and transportation for medically fragile child  
Heart Gallery  
Staff Training (conferences, workshops, etc.)  
Housing/Deposit/Rent  
Interpreter Services  
Beds, mattresses, bedding  
Visitation Center remodeled and provided snacks, water, phones, etc  
Christmas Gifts  
Heating/stoves  
General Operations (Officers and Directors General Liability Insurance, Preparation of taxes by CPA  
Printing of thank you notes, invitations, stationary, etc.

This list is not all inclusive. Request may be made for other needs for children and families. All funding request are subject to approval of Child Welfare Board and availability of funds. Children's needs are a priority.

#### **CHILD WELFARE BOARD ACTIVITIES**

Halloween party  
Thanksgiving baskets  
Spirit of Christmas, Christmas Party, Maskat Shrine Party, Staff Appreciation  
Adoption Day  
Heart Gallery  
Child Abuse Prevention Month  
Patsy Baggett Service Award  
City Council Proclamation  
Wichita County Proclamation  
Foster Parent Appreciation  
Recognition of Foster Children Graduating from High School-luncheon celebration-gifts  
Staff Appreciation Luncheon  
Participate in Region 2 Child Welfare Advisory Council  
Participate in Texas Council of Child Welfare Boards  
Nominate Wichita County Foster Children for State Awards  
Nominate foster parents for State Awards

#### **COMMITTEES OF CHILD WELFARE BOARD**

Community Partners  
Adopt a Caseworker  
North Texas Regional Training Conference  
Heart Gallery  
Community Christmas Program  
County Child Abuse Prevention/Awareness Committee

Sources of Data: Texas Department of Family and Protective Services Data Book  
Caseload Data Warehouse  
Financial records of Wichita County Child Welfare Board  
Financial report from Wichita County Auditor  
Financial report of Community Partners



# Compliance Guide for 501(c)(3) Public Charities

## Inside:

Activities that may jeopardize  
a charity's exempt status

Federal information returns, tax  
returns or notices that must be filed

Recordkeeping—why, what, when

Governance considerations

Changes to be reported to the IRS

Required public disclosures

Resources for public charities

# Contents

<b>What Activities May Jeopardize a Public Charity’s Tax-Exempt Status?</b> .....	<b>4</b>
Private Benefit and Inurement .....	4
Political Campaign Intervention .....	5
Legislative Activities .....	8
<b>What Federal Information Returns, Tax Returns and Notices Must Be Filed?</b> .....	<b>8</b>
Form 990, <i>Return of Organization Exempt From Income Tax</i> , Form 990-EZ, <i>Short Form Return of Organization Exempt From Income Tax</i> and Form 990-N, <i>Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required To File Form 990 or 990-EZ</i> .....	9
Form 990 and Form 990-EZ .....	11
Form 990-N, <i>Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ</i> .....	12
Form 990-T, <i>Exempt Organization Business Income Tax Return</i> .....	14
Employment Tax Returns .....	15
<b>Why Keep Records?</b> .....	<b>16</b>
Evaluate Charitable Programs .....	16
Monitor Budgetary Results .....	17
Prepare Financial Statements .....	17
Prepare Annual Information and Tax Returns .....	17
Identify Sources of Receipts .....	17
Substantiate Revenues, Expenses and Deductions for Unrelated Business Income Tax (UBIT) Purposes .....	17
Comply with Grant-Making Procedures .....	18
Comply with Racial Nondiscrimination Requirements .....	18
<b>What Records Should Be Kept?</b> .....	<b>18</b>
Accounting Periods and Methods .....	20
Supporting Documents .....	20

## Contents (cont'd)

<b>How Long Should Records Be Kept?</b> .....	<b>21</b>
Record Retention Periods .....	21
<b>What Governance Procedures and Practices Should an Organization Consider Adopting or Have in Place?</b> .....	<b>21</b>
Mission Statement & Organizational Documents .....	22
Governing Body .....	22
Governance and Management Policies .....	22
Financial Statement and Information Reporting .....	22
Transparency .....	22
<b>How Should Changes Be Reported to the IRS?</b> .....	<b>23</b>
Reporting Changes on the Annual Information Return .....	23
Determination Letters and Private Letter Ruling Requests .....	23
<b>What Disclosures are Required?</b> .....	<b>24</b>
Public Inspection of Annual Returns and Exemption Applications .....	24
Sale of Free Government Information .....	26
Charitable Contributions—Substantiation And Disclosure .....	26
<b>How to Get IRS Assistance and Information</b> .....	<b>28</b>
Specialized Assistance for Tax-Exempt Organizations .....	28
Tax Publications for Exempt Organizations .....	29
Forms for Exempt Organizations .....	29
General IRS Assistance .....	30

## Compliance Guide for 501(c)(3) Public Charities

**F**ederal tax law provides tax benefits to nonprofit organizations recognized as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (Code).

The Code requires that tax-exempt organizations must comply with federal tax law to maintain tax-exempt status and avoid penalties.

In this publication, the IRS addresses activities that could jeopardize a public charity's tax-exempt status. It identifies general compliance requirements on recordkeeping, reporting, and disclosure for exempt organizations (EOs) described in section 501(c)(3) of the Code that are classified as public charities. Content includes references to the statute, Treasury regulations, IRS publications and IRS forms with instructions. Publication 4221-PC is neither comprehensive nor intended to address every situation.

To learn more about compliance rules and procedures that apply to public charities exempt from federal income tax under section 501(c)(3), see IRS Publication 557, *Tax-Exempt Status for Your Organization*, and the *Life Cycle of a Public Charity* on [www.irs.gov/eo](http://www.irs.gov/eo). Stay abreast of new EO information, also on this Web site, by signing up for the *EO Update*, a free newsletter for tax-exempt organizations and practitioners who represent them. For further assistance, consult a tax adviser.





# Compliance Guide for 501(c)(3) Private Foundations

## Inside:

Types of private foundations

Activities that may jeopardize  
a foundation's exempt status

Federal information and tax  
returns that must be filed

Recordkeeping—why, what, when

Changes to be reported to the IRS

Required public disclosures

Resources for private foundations

# Contents

<b>What Is a Private Foundation?</b> .....	<b>4</b>
<b>What Are the Different Types of Private Foundations?</b> .....	<b>4</b>
<b>What Activities May Jeopardize a Private Foundation's Tax-Exempt Status?</b> .....	<b>5</b>
Private Benefit and Inurement .....	5
Special Restrictions on Private Foundation Activities .....	6
Political Campaign Intervention .....	6
Substantial Legislative Activities .....	7
Failure to File .....	8
<b>What Federal Information and Tax Returns Must Be Filed?</b> .....	<b>8</b>
Form 990-PF, Return of Private Foundation .....	8
Form 990-T, Exempt Organization Business Income Tax Return .....	10
Patient Protection and Affordable Care Act (PPACA) Health Care Tax Credit .....	11
Form 4720, Return of Certain Excise Taxes Under Chapters 41 and 42 of the Code .....	11
Employment Tax Returns .....	12
<b>Why Keep Records?</b> .....	<b>13</b>
Evaluate Charitable Programs .....	13
Monitor Budgetary Results .....	13
Prepare Financial Statements .....	13
Prepare Annual Information Returns and Tax Returns .....	13
Identify Sources of Receipts .....	14
Substantiate Revenues, Expenses and Deductions for Unrelated Business Income Tax (UBIT) Purposes .....	14
Comply with Grant-Making Procedures .....	14

## Contents (cont'd)

<b>What Records Should be Kept?</b> .....	<b>15</b>
Accounting Periods and Methods .....	15
Supporting Documents .....	17
<b>How Long Should Records Be Kept?</b> .....	<b>17</b>
Record Retention Periods .....	17
<b>How Should Changes Be Reported to the IRS?</b> .....	<b>18</b>
Reporting Changes on Form 990-PF .....	18
Determination Letter and Private Letter Ruling Requests .....	18
Making Grants to Organizations or Individuals .....	19
Requesting Advance Approval of Scholarship or Educational Grant Procedures .....	20
Termination .....	20
<b>What Disclosures Are Required?</b> .....	<b>21</b>
Public Inspection of Annual Returns and Exemption Applications .....	21
Sale of Free Government Information .....	23
Charitable Contributions—Substantiation and Disclosure .....	23
<b>How Do You Get IRS Assistance and Information</b> .....	<b>25</b>
Specialized Assistance for Tax-Exempt Organizations .....	25
Tax Publications for Exempt Organizations .....	26
Forms for Exempt Organizations .....	26
General IRS Assistance .....	27

## Compliance Guide for 501(c)(3) Private Foundations

**F**ederal tax law provides tax benefits to nonprofit organizations recognized as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (Code).

The Code requires that tax-exempt organizations must comply with federal tax law to maintain tax-exempt status and to avoid penalties.

In Publication 4221-PF, the IRS addresses activities that could jeopardize a private foundation's tax-exempt status. It identifies general compliance requirements on recordkeeping, reporting, and disclosure for exempt organizations (EOs) that are also private foundations, including private operating foundations and non-operating private foundations. Content includes references to the statute, Treasury regulations, IRS publications and IRS forms with instructions. Publication 4221-PF is neither comprehensive nor intended to address every situation.

To learn more about compliance rules and procedures that apply to organizations exempt from federal income tax under section 501(c)(3), see Publication 557, *Tax-Exempt Status for Your Organization*, and the *Life Cycle of a Private Foundation* on [www.irs.gov/leo](http://www.irs.gov/leo). Stay abreast of new EO information, also on this Web site, by signing up for the *EO Update*, a free newsletter for tax-exempt organizations and practitioners who represent them. For further assistance, consult a tax adviser.

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## What Is a Private Foundation?

Every organization that qualifies for tax-exempt status under section 501(c)(3) of the Code is further classified as either a public charity or a private foundation. Under section 508, every organization is automatically classified as a private foundation unless it meets one of the exceptions listed in section 509(a). Private foundations typically have a single major source of funding (usually gifts from one family or corporation rather than funding from many sources) and most have as their primary activity the making of grants to other charitable organizations and to individuals, rather than the direct operation of charitable programs.

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## What Are the Different Types of Private Foundations?

For tax purposes, it may be necessary to distinguish between the particular types of private foundations: private operating foundations, exempt operating foundations and grant-making (or non-operating) private foundations. Some tax law provisions apply to all types of private foundations, while other rules only apply to particular types of private foundations. The organization's exemption letter will indicate whether the organization has been classified as a private foundation, a private operating foundation or an exempt operating foundation. Private operating foundations and exempt operating foundations are relatively uncommon.

A **private operating foundation** is a private foundation that devotes most of its resources to the active conduct of its exempt activities as distinguished from the more common **grant-making foundation** that generally makes grants to other organizations for exempt purposes. A museum that is supported by a limited number of individuals would generally be an example of an operating foundation. A private foundation that makes grants to public charities or individuals in order to carry out its exempt purposes would generally be a private non-operating or grant-making foundation. However, grant-making private foundations may conduct their own programs as well.

While most of the restrictions and requirements that apply to private foundations also apply to private operating foundations, there are tax advantages to being classified as a private operating foundation. For example, charitable contributions to a private operating foundation qualify for a higher charitable deduction limit on the donor's tax return.

In order to demonstrate that it is a private operating foundation, an organization must meet an assets test, a support test, or an endowment test and demonstrate that it distributes substantially all (85% or more) of the lesser of its adjusted net income or minimum investment return directly for the active conduct of activities that further its exempt purposes.

Certain private operating foundations, referred to as **exempt operating foundations**, are exempt from the excise tax on net investment income that applies to other operating and grant-making foundations. This type of operating foundation must have been publicly supported for at least 10 years and have a broadly representative board with limited participation by disqualified persons. This type of private operating foundation is extremely rare.

A nonexempt charitable trust that has not obtained tax-exempt status under section 501(c)(3) is also treated as a private foundation where its unexpired interests are solely devoted to one or more charitable purposes and it has been allowed to receive tax-deductible, charitable contributions.

Access Publication 557, *Tax-Exempt Status for Your Organization*, instructions for Form 990-PF, and the *Life Cycle of a Private Foundation* at [www.irs.gov/eo](http://www.irs.gov/eo) to learn about nonexempt charitable trusts under section 4947(a)(1) and the different types of private foundations.

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## **What Activities May Jeopardize a Private Foundation's Tax-Exempt Status?**

Once a private foundation has completed the application process and has established that it is tax exempt under section 501(c)(3), the organization's officers, directors, trustees and employees have an ongoing responsibility to ensure that the organization maintains its exempt status and meets its ongoing compliance responsibilities.

A 501(c)(3) private foundation should be aware that if it does not restrict its participation in certain activities and does not absolutely refrain from others, it risks jeopardizing its tax-exempt status. The following four subsections summarize limitations on activities of private foundations.

### **Private Benefit and Inurement**

A private foundation is prohibited from allowing more than an insubstantial accrual of private benefits, including non-monetary benefits, to individuals or organizations. The intent is to ensure that a tax-exempt organization serves a public interest, not a private one. If a private benefit is substantial, it could jeopardize the organization's tax-exempt status.

In addition, no part of an organization's net earnings may inure to the benefit of a private shareholder or individual. This means that an organization is prohibited from allowing its income or assets to accrue to insiders. An example of prohibited

inurement would include payment of unreasonable compensation to an insider. An insider is a person such as an officer, director, or a key employee who has a personal or private interest in the activities of the organization. Any amount of inurement may be grounds for loss of tax-exempt status.

In addition to loss of the organization's section 501(c)(3) tax-exempt status, activities constituting inurement may result in the imposition of self-dealing excise taxes on individuals benefiting from certain transactions with a private foundation.

### **Special Restrictions on Private Foundation Activities**

There is an excise tax on the net investment income of most domestic private foundations. In addition, tax law rules impose restrictions and requirements on private foundations through the foundation excise tax provisions. These restrictions and requirements include:

- restrictions on self-dealing between private foundations and their disqualified persons (defined as substantial contributors, foundation managers, and certain other related persons);
- requirements that foundations annually distribute income for charitable purposes;
- limits on foundation holdings in private businesses;
- restrictions on investments that might jeopardize the carrying out of exempt purposes; and,
- provisions to ensure that expenditures further exempt purposes.

Violation of these provisions gives rise to excise taxes and penalties against the private foundation or in the case of self-dealing, its disqualified persons. The Code contains provisions that impose two-tier excise taxes on private foundations, foundation managers, or other disqualified persons that engage in certain prohibited acts. First-tier excise tax is automatically imposed if the foundation engages in a prohibited act, although in certain circumstances the tax may be abated, except in cases of self-dealing. Second tier taxes may be imposed if the foundation fails to take appropriate action to correct the violation within the correction period set out in the Code. Read the instructions for Form 4720 and the *Life Cycle of a Private Foundation* pages on [www.irs.gov/eo](http://www.irs.gov/eo) for additional information about private foundation excise taxes.

### **Political Campaign Intervention**

Private foundations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Contributions to political campaign funds or public statements of position made on behalf of the organization in favor of or in opposition

to any candidate for public office clearly violate the prohibition against political campaign activity. Violation of this prohibition may result in revocation of tax-exempt status and/or imposition of certain excise taxes.

Certain activities or expenditures may not be prohibited depending on the facts and circumstances. For example, the conduct of certain voter education activities (including the presentation of public forums and the publication of voter education guides) in a non-partisan manner do not constitute prohibited political campaign activity. In addition, other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not constitute prohibited political campaign activity if conducted in a non-partisan manner. On the other hand, voter education or registration activities with evidence of bias that would favor one candidate over another, oppose a candidate in some manner, or have the effect of favoring a candidate or group of candidates, will constitute campaign intervention.

The political campaign activity prohibition is not intended to restrict free expression on political matters by leaders of public charities speaking for themselves as individuals. However, to avoid jeopardizing the exemption of a foundation, organization leaders must avoid making partisan comments in official organization publications or at official functions and should clearly indicate that their comments are personal and not intended to represent the views of the organization. Go to [www.irs.gov/eo](http://www.irs.gov/eo) for additional information about the prohibition against political campaign intervention.

### **Substantial Legislative Activities**

A private foundation will jeopardize its tax-exempt status under section 501(c)(3) if a substantial part of its activities is attempting to influence legislation (commonly referred to as lobbying). Private foundations that spend money on lobbying activity will incur an excise tax on those expenditures; this tax is so significant that it generally acts as a lobbying prohibition.

Legislation includes action by Congress, any state legislature, any local council, or similar governing body with respect to acts, bills, resolutions, or similar items (such as legislative confirmation of appointive office), or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure. A foundation will be regarded as attempting to influence legislation if it contacts, or urges members of the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the foundation advocates the adoption or rejection of legislation.

Whether a foundation's attempts to influence legislation constitute a substantial part of its overall activities is determined on the basis of all the pertinent facts and circumstances in each case. The IRS considers a variety of factors, including the



time devoted (by both compensated and volunteer workers) and the expenditures devoted by the foundation to the activity, when determining whether the lobbying activity is substantial.

Under the substantial part test, a foundation that conducts excessive lobbying in any taxable year may lose its tax-exempt status, resulting in all of its income being subject to tax. In addition, a foundation is subject to an excise tax equal to five percent of its lobbying expenditures for the year in which it ceases to qualify for exemption.

Further, a tax equal to five percent of the lobbying expenditures for the year may be imposed against organization managers, jointly and severally, who agree to the making of such expenditures knowing that the expenditures would likely result in loss of tax-exempt status.

### **Failure to File**

If a private foundation fails to file Form 990-PF (or other required Form 990 Series Return) for three consecutive years, its 501(c)(3) status will be automatically revoked as of the due date of the third return and it will be a taxable private foundation that must file income tax returns as well as Form 990-PF. See also **Filing Penalties for Form 990-PF** on page 9.

An organization whose exemption is revoked for failure to file Form 990-PF may apply for reinstatement of its exemption by filing a Form 1023 and paying a user fee. Reinstatement of exemption may be retroactive if the failure to file was for reasonable cause.

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## **What Federal Information and Tax Returns Must Be Filed?**

### **Form 990-PF, Return of Private Foundation**

Private foundations generally are required to file Form 990-PF, *Return of Private Foundation*, annually whether or not they have any taxable income for, or activity during, the year. Section 4940 of the Code imposes an excise tax of 2% on the net investment income of most domestic tax-exempt private foundations, including private operating foundations. This tax must be reported on Form 990-PF and paid annually at the time for filing that return or in quarterly estimated tax installments if the total tax for the year is more than \$500. Some exceptions apply. Exempt operating foundations are not subject to the tax. Further, some foundations are only required to pay a 1% tax. To learn more about the Form 990-PF and Section 4940 taxes, see the *Life Cycle of a Private Foundation* at [www.irs.gov/eo](http://www.irs.gov/eo).

The Form 990-PF must be filed by the 15th day of the fifth month after the end of the private foundation's annual accounting period (May 15 for calendar year taxpayers). For information concerning payment of estimated tax, see the instructions for Form 990-PF.

### Form 990-PF Schedule B

If the private foundation receives money, securities, or other property valued at \$5,000 or more directly or indirectly from any person during the year, it must complete Schedule B, *Schedule of Contributors* and attach it to Form 990-PF.

### e-Filing Requirements

Private foundations and non-exempt charitable trusts that file Form 990-PF are required to file electronically, regardless of their asset size, if they file 250 returns a year (including income tax, employment and excise tax, and information returns such as Forms W-2s and 1099s). Other private foundations are given a choice to file Form 990-PF electronically. Click on the "IRS e-file" logo at [www.irs.gov](http://www.irs.gov) to get more information on e-filing.

## FILING PENALTIES FOR FORM 990-PF

An organization that fails to file a timely complete Form 990-PF (taking into account any extensions) is subject to penalties of \$20 per day for each day the return is late (\$100 per day for large organizations with annual gross receipts in excess of \$1 million), not to exceed the lesser of \$10,000 (\$50,000 for large organizations) or 5 percent of the organization's gross receipts unless the failure to file was due to reasonable cause. The person or persons responsible for the failure to file will be subject to a penalty of \$10 per day (not to exceed \$5,000) if the return is not filed by the date specified by the IRS in a written demand for payment unless such failure to file is due to reasonable cause. Penalties also apply to failures to provide required return information or incorrect information.

Form 990-PF is also a tax return because it is used to report the tax on investment income imposed by section 4940 (or 4948 if an exempt foreign organization). Accordingly, the penalties imposed by section 6651 for not filing a return (without reasonable cause) also apply. The penalty is generally 1/2 of 1 percent of the unpaid tax for each month or part of a month the tax remains unpaid, not to exceed 25% of the unpaid tax. If there was reasonable cause, the penalty may be waived but interest is charged on any tax not paid on time. If the organization fails to file Form 990-PF for three consecutive years, then its 501(c)(3) status will be automatically revoked and it will be a taxable private foundation that must file income tax returns as well as Form 990-PF. See also **Failure to File** on page 8.

## **Form 990-T, Exempt Organization Business Income Tax Return**

A private foundation that has at least \$1,000 in gross income from an unrelated trade or business must file a Form 990-T, *Exempt Organization Business Tax Return*. Net income from income producing activities is taxable if the activities:

- constitute a trade or business,
- are regularly carried on, and
- are not substantially related to the organization's exempt purpose.

Examples of unrelated business income may include income from advertising in publications, income from gaming (except for income from traditional bingo under certain circumstances), and other income from the sale of goods or performance of services unrelated to the organization's exempt purposes. Whether an income-producing activity is an unrelated trade or business activity depends on all the facts and circumstances. For more information see IRS Publication 598, *Tax on Unrelated Business Income of Exempt Organizations*.

The private foundation must pay quarterly estimated tax on unrelated business income if the organization expects its tax for the year to be \$500 or more. Form 990-W, *Estimated Tax on Unrelated Business Taxable Income for Tax-Exempt Organizations*, is a worksheet to determine the amount of estimated tax payments required.

### **Exceptions and Special Rules**

Private foundations do not have the same liberties that public charities have in conducting an unrelated trade or business. With some exceptions, a private foundation that conducts an unrelated business that gives rise to unrelated business taxable income has an excess business holding subject to excise tax (in addition to unrelated business income tax) which must be divested. Exceptions include passive investments (even if debt financed) and a functionally related business (for example, the sale of items resulting in unrelated business income in a museum gift shop).

Certain business activities are excepted from the definition of unrelated business income, and earnings from these sources are not subject to the unrelated business income tax. Exceptions generally include:

- activities, including fundraisers, that are conducted by volunteer workers, or where donated merchandise is sold;
- activities conducted by a charitable organization for the convenience of members, students, patients or employees;
- qualified convention and trade shows;
- qualified sponsorship activities; and
- qualified bingo activities.

Income from certain “passive” investment activities is usually excluded from the calculation of unrelated business taxable income. Examples of this type of income include earnings from routine investments such as certificates of deposit, savings accounts, or stock dividends, royalties, certain rents from real property, and certain gains or losses from the sale of property.

Special rules apply to income derived from real estate or other investments purchased with borrowed funds. Such income is called “debt financed” income. Debt-financed income generally is subject to the unrelated business income tax.

To learn more about unrelated business income, read Publication 598, *Tax on Unrelated Business Income of Exempt Organizations*, the Form 990-T instructions, and the Form 990-W instructions at [www.irs.gov](http://www.irs.gov).

### **Patient Protection and Affordable Care Act (PPACA) Health Care Tax Credit**

For the years 2010 to 2013, many small tax-exempt organizations that provide health insurance coverage to their employees qualify for a special tax credit designed to encourage small employers to offer health care coverage for the first time or maintain the coverage they have. A small tax-exempt employer may be entitled to a maximum credit of 25% of the employer’s health insurance expenses that count toward the credit. Eligible small tax-exempt employers described in Code section 501(c) may claim the refundable credit by filing a Form 990-T with an attached Form 8941 showing the calculation of the claimed credit. A tax-exempt employer is not eligible to claim the credit unless it is an organization described in Code section 501(c) that is exempt from tax under Code section 501(a). Consult *IRS.gov* for further information. (An enhanced version of this credit goes into effect on January 1, 2014. The maximum credit will increase from 25% to 35%.)

### **Form 4720, Return of Certain Excise Taxes Under Chapters 41 and 42 of the Code**

A private foundation and its managers may be liable for two-tier excise taxes and be required to file Form 4720, *Return of Certain Excise Taxes Under Chapters 41 and 42 of the Internal Revenue Code*, if they violate certain restrictions and requirements imposed on private foundations. See **Special Restrictions on Private Foundation Activities** on page 6. If a private foundation is required to file Form 4720, the return must be filed by the 15th day of the fifth month after the end of the organization’s annual accounting period (May 15 for calendar year taxpayers).

Taxes may be imposed if a private foundation engages in self dealing activities with substantial contributors or other disqualified persons. A private foundation may be subject to excise taxes if it fails to annually distribute the required portion of its income for charitable purposes or does not appropriately limit its holdings in private businesses. A private foundation is subject to excise tax liability if it makes investments that jeopardize its ability to carry out its exempt purposes or fails to ensure that its expenditures further exempt purposes.

To read about situations in which two-tier excise taxes would be imposed, see the *Life Cycle of a Private Foundation* at [www.irs.gov/leo](http://www.irs.gov/leo), the Form 990-PF instructions, and the Form 4720 instructions at [www.irs.gov](http://www.irs.gov).

### **Employment Tax Returns**

Like other employers, a private foundation that pays wages to employees must withhold, deposit, and pay employment tax, including federal income tax withholding and Social Security and Medicare (FICA) taxes. An organization must withhold federal income tax from employee wages and pay FICA on each employee who is paid more than \$100 in wages during a calendar year. To know how much income tax to withhold, a private foundation should have a Form W-4, *Employee's Withholding Allowance Certificate*, on file for each employee. Employment taxes are reported on Form 941, *Employer's Quarterly Federal Tax Return*. Any person who fails to withhold and pay employment tax may be subject to penalties. As 501(c)(3) organizations, private foundations do not pay federal unemployment tax (FUTA).

Private foundations do not generally have to withhold or pay employment tax on payments to independent contractors, but they may have information reporting requirements. If a private foundation incorrectly classifies an employee as an independent contractor, it may be held liable for employment taxes for that worker.

The requirements for withholding, depositing, reporting and paying employment taxes are explained in Publication 15, *Circular E, Employer's Tax Guide*. For help in determining whether workers are employees or independent contractors, see Publication 15-A, *Employer's Supplemental Tax Guide*. Publication 557, *Tax Exempt Status for Your Organization* also addresses the employment tax responsibilities of private foundations. These publications may be downloaded at [www.irs.gov](http://www.irs.gov).

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## Why Keep Records?

In general, a private foundation must keep books and records to show that it complies with tax rules. The organization must be able to document the sources of receipts and expenditures reported on Form 990-PF, *Return of Private Foundation*, as well as Form 990-T, *Exempt Organizations Business Income Tax Return*. See **Prepare Annual Information Returns and Tax Returns** below.

If an organization does not keep required records, it may not be able to show that it continues to qualify for tax-exempt status or whether it is a private operating foundation or a non-operating private foundation. In addition, an organization may be unable to complete its returns accurately and may be subject to penalties described under **What Federal Information and Tax Returns Must be Filed?** on page 8. When good recordkeeping systems are in place, an organization can evaluate the success of its programs, monitor its budget, and prepare accurate financial statements and returns.

### Evaluate Charitable Programs

A private foundation can use records to evaluate the success of its charitable program and determine whether the organization is achieving desired results. Good records can also help a foundation identify problem areas and determine what changes it may need to make to improve performance.

### Monitor Budgetary Results

Without proper financial records, it is difficult for a private foundation to assess whether it has been successful in adhering to budgetary guidelines. A good recordkeeping system is crucial to successful stewardship of a private foundation.

### Prepare Financial Statements

It is important to maintain sufficient financial information in order to prepare accurate and timely financial statements. A foundation may need these financial statements when working with banks, creditors, contributors, and funding organizations. Some states require private foundations to make audited financial statements publicly available.

### Prepare Annual Information Returns and Tax Returns

Records must support income, expenses, and credits reported on Form 990-PF and other tax returns. Generally, these are the same records used to monitor programs and prepare financial statements. Books and records of an exempt

organization must be available for inspection by the IRS. If the IRS examines a foundation's returns, the organization must have records to explain items reported. Having a complete set of records will speed up the examination.

### **Identify Sources of Receipts**

A private foundation may receive money or property from many sources. With thorough recordkeeping a private foundation can identify the sources of receipts. The organization needs these records to separate program from non-program receipts and taxable from non-taxable income; to establish whether it is a private operating foundation or private non-operating foundation; and to complete Schedule B, as noted in **What Federal Information and Tax Returns Must be Filed?** on page 8.

### **Substantiate Revenues, Expenses and Deductions for Unrelated Business Income Tax (UBIT) Purposes**

A private foundation needs to keep records of revenues derived from, and expenses attributable to, an unrelated trade or business so that it can properly prepare Form 990-T and calculate its unrelated business taxable income.

### **Comply with Grant-Making Procedures**

A private foundation that makes grants to individuals generally must obtain advance approval of its procedures by the IRS and keep adequate records and case histories to demonstrate that grants to individuals serve its charitable purposes. Case histories on grants to individuals must show names, addresses, purposes of grants, manner of selection, and relationship (if any) that the recipient has with any members, officers, trustees, or donors of the organization.

The foundation must also maintain copies of any reports demonstrating that the funds are used for exempt purposes. If a private foundation distributes funds to other U.S. organizations, records must show whether they are exempt under section 501(c)(3), and whether the recipient organizations are classified as public charities or private foundations. If a private foundation distributes funds to non-U.S. organizations or to U.S. organizations that are not tax-exempt under section 501(c)(3), its records must demonstrate that the foundation exercises expenditure responsibility over the use of funds to avoid penalties for taxable expenditures under section 4945 (or that the private foundation determined the foreign organization to be the equivalent of a U.S. public charity). Visit the *Life Cycle of a Private Foundation* at [www.irs.gov/eo](http://www.irs.gov/eo) for additional information about expenditure responsibility requirements and grants to foreign or non-exempt organizations.

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## What Records Should Be Kept?

Except in a few cases, the law does not require a special kind of record. A private foundation can choose any recordkeeping system, suited to its activities, that clearly shows the organization's income and expenses. The types of activities a private foundation conducts determines the type of records that should be kept for federal tax purposes. An organization should set up a recordkeeping system using an accounting method that is appropriate for proper monitoring and reporting of its financial activities for the tax year. If a private foundation has more than one program, it should keep complete records that appropriately identify the income and expense items that are attributable to each program.

A recordkeeping system should generally include a summary of transactions. This summary of transactions is ordinarily recorded in the private foundation's accounting journals and ledgers. The books must show gross receipts, purchases, expenses (other than purchases), employment taxes, and assets. For most small organizations, the checkbook might be the main source for entries in the books, while larger organizations would need more sophisticated ledgers and records. A private foundation must keep documentation that supports entries in the books.

### Accounting Periods and Methods

Private foundations must keep their financial records based on an annual accounting period called a tax year, in order to comply with annual reporting requirements.

**Accounting Periods** — A tax year is usually 12 consecutive months. There are two kinds of tax years.

**CALENDAR TAX YEAR** – This is a period of 12 consecutive months beginning January 1 and ending December 31.

**FISCAL TAX YEAR** – This is a period of 12 consecutive months ending on the last day of any month except December.

**Accounting Method** — An accounting method is a set of rules used to determine when and how income and expenses are reported. A private foundation chooses an accounting method when it files its first annual return. There are two basic accounting methods:

**CASH METHOD** – Under the cash method, a private foundation reports income in the tax year received. It usually deducts expenses in the year paid.

**ACCRUAL METHOD** – Under an accrual method, a private foundation generally records income in the tax year earned, (i.e., in the tax year in which a pledge is received, even though it may receive payment in a later year.) It records expenses in the tax year incurred, whether or not it pays the expenses that year.

For more information about accounting periods and methods, see Publication 538, *Accounting Periods and Methods*, and the instructions to Form 990-PF, *Return of Private Foundation or Section 4947(a) Nonexempt Charitable Trust Treated as a Private Foundation*.



## RECORDS MANAGEMENT

### GROSS RECEIPTS

Gross receipts are the amounts received from all sources, including contributions. A private foundation should keep supporting documents that show the amounts and sources of its gross receipts. Documents that show gross receipts include: donor correspondence, pledge documents, cash register tapes, bank deposit slips, receipt books, invoices, credit card charge slips, and Forms 1099-MISC, *Miscellaneous Income*.

### PURCHASES, INCLUDING ACCOUNTING FOR INVENTORY

Purchases are items bought, including any items resold to customers. If an organization produces items, it must account for any items sold to customers. Thus, for example, the organization must account for the cost of all raw materials or parts purchased for manufacture into finished products. Supporting documents should show the amount paid, and that the amount was for purchases. Documents for purchases include: canceled checks, cash register tape receipts, credit card sales slips, and invoices. These records will help a private foundation determine the value of its inventory at the end of the year. See Publication 538, *Accounting Periods and Methods*, for general information on methods for valuing inventory.

### EXPENSES

Expenses are the costs a private foundation incurs (other than purchases) to carry on its program. Supporting documents should show the amount paid and the purpose of the expense. Documents for expenses include: canceled checks, cash register tapes, contracts, account statements, credit card sales slips, invoices, and petty-cash slips for small cash payments.

### EMPLOYMENT TAXES

Organizations that have employees must keep records of compensation and specific employment tax records. See Publication 15, *Circular E, Employer's Tax Guide*, for details.

### ASSETS & LIABILITIES

Assets are the property, such as investments, buildings, and furniture that an organization owns and uses in its activities. Liabilities reflect the pecuniary obligations of the organization. A private foundation must keep records to verify certain information about its assets and liabilities. Records should show:

- when and how the asset was acquired
- whether any debt was used to acquire the asset
- documents that support mortgages, notes, loans or other forms of debt
- purchase price
- cost of any improvements
- deductions taken for depreciation, if any
- deductions taken for casualty losses, if any, such as losses resulting from fires or storms
- how the asset was used
- when and how the asset was disposed of
- selling price
- expenses of sale

Documents that may show the above information include: purchase and sales invoices, real estate closing statements, canceled checks, and financing documents. If a private foundation does not have canceled checks, it may be able to show payment with certain financial account statements prepared by financial institutions. These include account statements prepared for the financial institution by a third party. All information, including account statements, must be highly legible. The following defines acceptable account statements.

**IF** payment is by:      **THEN** statement must show:

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<b>check</b>	check number, amount, payee's name, and date the check amount was posted to the account by the financial institution
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<b>electronic funds transfer</b>	amount transferred, payee's name, and date the transfer was posted to the account by the financial institution
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<b>credit card</b>	amount charged, payee's name, and transaction date
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## Supporting Documents

Organization transactions such as contributions, purchases, sales, and payroll will generate supporting documents. These documents—grant applications and awards, sales slips, paid bills, invoices, receipts, deposit slips, and canceled checks—contain information to be recorded in accounting records. It is important to keep these documents because they support the entries in books and the entries on tax and information returns. Private foundations should keep supporting documents organized by year and type of receipt or expense. Also, keep records in a safe place.

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## How Long Should Records Be Kept?

Private foundations must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with provisions of the Internal Revenue Code. Generally, this means the organization must keep records that support an item of income or deduction on a return until the statute of limitations for that return runs. The statute of limitations has run when the organization can no longer amend its return to claim a credit or refund, and the IRS can no longer assess additional tax. Generally, the statute of limitations runs three years after the date the return is due or filed, whichever is later. An organization may be required to retain records longer for other legal purposes, including state or local tax purposes. For example, an organization generally must retain information on grants for the entire period of time they are outstanding.

### Record Retention Periods

Record retention periods vary depending on the types of records and returns.

***Permanent Records*** – Some records should be kept permanently. These include the private foundation’s application for recognition of tax-exempt status, the determination letter recognizing tax-exempt status, and organizing documents, such as articles of incorporation and by-laws, with amendments, as well as board minutes.

***Employment Tax Records*** – If a private foundation has employees, it must keep employment tax records for at least four years after the date the tax becomes due or is paid, whichever is later.

***Records for Non-Tax Purposes*** – When records are no longer needed for tax purposes, a private foundation should keep them until they are no longer needed for non-tax purposes. For example, a grantor, insurance company, creditor, or state agency may require that records be kept longer than the IRS requires.

## How Should Changes Be Reported to the IRS?

### Reporting Changes on Form 990-PF

A private foundation must report name, address, and structural and operational changes on its **annual information** return, Form 990-PF . Otherwise notifying the IRS of a change will not relieve an organization of its obligation to report changes on the Form 990-PF.

**Tip:** Attach copies of any signed or state certified articles of incorporation, or association, constitution or trust instrument or other organization document, or the bylaws or other governing document showing changes. If signed or state certified copies of a government document are not available, an authorized officer may certify that the governing document provided is a complete and accurate copy of the document.

### Determination Letters and Private Letter Ruling Requests

A private foundation that has lost its exemption letter or has changed its address may request a letter affirming that the IRS recognizes the foundation's tax-exempt status. The affirmation letter serves the same purpose for grantors and contributors as the original determination letter. You may request an affirmation letter by contacting EO Customer Service or EO Determinations. If necessary, a foundation may request a copy of its original determination letter from the EO Determinations office. The request should include Form 4506-A, *Request for Public Inspection or Copy of Exempt Organization or Political Organization IRS Form*, or a letter containing the name and EIN of the organization and the requestor's contact information. A private foundation that has had a change in its private foundation status should request a determination letter from the EO Determinations office. See **How to Get IRS Assistance and Information** on page 25 for the appropriate address for the EO Determinations Office.

The IRS will not make any determination regarding the effect of completed transactions on an organization's tax exempt status. However, in certain circumstances an organization may request a determination letter or private letter ruling with regard to certain changes in structure and activities.

An organization may request a **determination letter** regarding its private foundation status in certain situations. For example, as noted above, a determination letter will be issued to classify or reclassify an organization as a public charity or a private foundation, if appropriate.

In some circumstances, a private foundation is required to give notice or receive advance approval from the IRS before undertaking a transaction. A foundation must request a **determination letter**, with respect to the following issues:

- advance approval of a scholarship program, and certain other grant-making procedures of private foundations;
- voluntary termination of a private foundation's status, except by transferring assets to, or operating as, a public charity;
- certain determinations regarding application of the neighborhood land rule;
- status as an exempt operating foundation;
- establishment of a set-aside that may be counted toward the foundation's annual minimum distribution amount;
- advance approval of private foundation's voter registration activities; and
- certain changes in an organization's accounting method and period.

If a private foundation is unsure about whether proposed changes in its purposes or activities are consistent with its status as a tax-exempt organization or as a private foundation, it may want to request a private letter ruling.

The IRS issues **private letter rulings** on *proposed* transactions and on completed transactions—if the request is submitted before the return is filed for the year in which the transaction was completed. The IRS generally does not issue rulings to private foundations on any other completed transactions. The IRS will issue letter rulings to private foundations on matters involving a private foundation's tax-exempt status, its private foundation status, as well as other matters including issues under sections 501 through 514, 4912, 4940 through 4948, 4955, 4958, 6033, 6104, and 6115.

Consult [www.irs.gov/eo](http://www.irs.gov/eo) for the appropriate procedures for preparing and submitting a request for a determination letter, private letter ruling, replacement exemption letter, or a letter reflecting a new name or address. For general information about reporting changes, you may contact EO Customer Service at (877)829-5500.

### **Making Grants to Organizations or Individuals**

Generally, if a private foundation intends to make grants to organizations or individuals and it did not describe the program in its exemption application, it should inform the IRS about the program. Funds the private foundation distributes to an individual as a grant must be made on a true charitable basis in furtherance of the purposes for which the foundation is organized. For example, the organization should be able to substantiate the basis for grants awarded to individuals to relieve poverty or under a scholarship or educational program. Publication 3833, *Disaster Relief, Providing Assistance through Charitable Organizations*, covers making grants to individuals in the case of a disaster or hardship situation.

## **Requesting Advance Approval of Scholarship or Educational Grant Procedures**

As noted above, if a private foundation is beginning an individual grant program that provides scholarships, fellowships, educational loans, or other educational grants that were not described in its exemption application, it must request advance approval of its grant-making procedures from the IRS. Advance approval is a one-time approval of the private foundation's system of standards and procedures for awarding grants. Approval will apply to succeeding grant programs if the standards and procedures under which they are conducted do not differ materially from those described in the organization's initial request for advance approval. To request advance approval, the private foundation should send a letter providing the information requested on Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, Schedule H, to the Internal Revenue Service, Tax Exempt/Government Entities, Exempt Organizations Determinations Office, P.O. Box 2508, Cincinnati, OH 45201.

Employer-related scholarship and loan programs must satisfy special requirements set out in Rev. Proc. 76-47, 1976-2 C.B. 670, applicable to scholarship programs or Rev. Proc. 80-39, 1980-2 C.B. 772, applicable to educational loan programs. An employer-related grant program is one that provides grants to an employee or to a child or an employee of a particular employer.

For information on the exclusion of scholarships from the income of an individual recipient, see Publication 520, *Scholarships and Fellowships*.

### **Termination**

When a private foundation dissolves or terminates its existence it should notify the IRS that it will no longer be filing annual returns. To do so, the organization sends a letter to the Internal Revenue Service, Tax Exempt/Government Entities, Exempt Organizations Determinations Office, P.O. Box 2508, Cincinnati, OH 45201. When the organization files its final Form 990-PF, *Return of Private Foundation or Section 4947(a) Nonexempt Charitable Trust Treated as a Private Foundation*, it should check the "Final Return" box in the header area on page 1 of the return.

However, filing a final return alone will not terminate an organization's private foundation status. Once an organization is subject to the special rules that apply to private foundations, it can only terminate its private foundation status by operating as a public charity, by transferring its assets to a section 509(a)(1) charity, or by giving notice to the IRS of termination of its private foundation status and paying any section 507(c) termination tax.

There are several ways a private foundation may terminate and avoid paying tax on its termination. An organization may voluntarily terminate its private foundation status and qualify as a public charity that meets the requirements of section 509(a)(1), (2), or (3). Before terminating its private foundation status, the organization must first notify the Internal Revenue Service, Tax Exempt/Government Entities, Exempt Organizations Determinations Office of its intention to qualify as a public charity, and it must meet the public charity requirements for a continuous 60-month period beginning with the first day of that tax year. The organization may request and receive an advance ruling of public charity status for this period. Immediately after the end of the 60-month period, it must establish that it has met the requirements of section 509(a)(1), (2), or (3).

A private foundation also may voluntarily terminate by distributing all of its net assets to one or more public charities described in section 509(a)(1) of the Code. However, the recipient organization must have been in existence and have been a public charity for at least 60 continuous months.

Generally, if a private foundation willfully and flagrantly or repeatedly violates the private foundation excise tax provisions, it may be terminated involuntarily and will be liable for tax under section 507(c) of the Code.

Finally, a private foundation that transfers substantial assets to another private foundation under procedures set out in section 507(b)(2) has not terminated its private foundation status. In this case, the recipient foundation takes on any liabilities of the transferor foundation under the foundation excise tax provisions.

Access the *Life Cycle of a Private Foundation* at [www.irs.gov/eo](http://www.irs.gov/eo) for additional information about the termination process.

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## **What Disclosures Are Required?**

There are a number of disclosure requirements for private foundations. Detailed information on federal tax law disclosure requirements for 501(c)(3) tax-exempt organizations can be found in Publication 557, *Tax Exempt Status for Your Organization* on the IRS Web site at [www.irs.gov/eo](http://www.irs.gov/eo).

### **Public Inspection of Annual Returns and Exemption Applications**

A private foundation must make the following documents available for public inspection and copying upon request and without charge (except a reasonable charge for copying). The IRS also makes these documents available for public inspection and copying.

**Exemption Application** – A private foundation must make available for public inspection its approved exemption application, Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, along with each of the following documents:

- all documents submitted with Form 1023;
- all documents the IRS requires the organization to submit in support of its application; and
- the determination letter issued by the IRS.

**Form 990-PF** – A private foundation must make available for public inspection its annual information return, Form 990-PF, with schedules, attachments, and supporting documents filed with the IRS. Returns need to be available for disclosure for only three years after the later of the due date or filing date of the return.

**Form 990-T** – A private foundation must make its 990-T available for public inspection for three years beginning on the last day (including extensions) for filing the return. Read the instructions to Form 990-T at [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding how the returns are to be made public.

### Public Inspection and Disclosure Procedures

A private foundation may place reasonable restrictions on the time, place, and manner of in person inspection and copying, and may charge a reasonable fee for providing copies. It can charge no more for the copies than the per page rate the IRS charges for providing copies. A tax-exempt organization does not have to comply with individual requests for copies if it makes the documents widely available. This can be done by posting the documents on a readily accessible website. However, it must still allow public inspection by office visitation.

All publicly available information may be obtained from the IRS by filing Form 4506-A, *Request for Public Inspection or Copy of Exempt Organization or Political Organization IRS Form*. An organization may obtain a complete copy of its own application by filing Form 4506, *Request for Copy of Tax Return*.

For details on the public inspection and disclosure rules and procedures for 501(c)(3) organizations, go to the *Life Cycle of a Private Foundation*, or read the instructions for Forms 990-PF, 990-T, and 1023 at [www.irs.gov/eo](http://www.irs.gov/eo).

## PENALTIES

Penalties apply to responsible persons of a tax-exempt organization who fail to provide the documents as required. A penalty of \$20 per day may apply for as long as the failure continues. A \$10,000 maximum penalty applies to a failure to provide an information return; no maximum penalty applies to application requests.



## **Sale of Free Government Information**

If a private foundation offers to sell goods or services that are available free from the federal government, the organization must disclose that fact in a conspicuous and easily recognized format. A private foundation that intentionally disregards this requirement is subject to a penalty.

## **Charitable Contributions—Substantiation and Disclosure**

While many private foundations do not engage in fundraising activities, some do solicit contributions, and a foundation may need to be familiar with the tax rules requiring substantiation and the disclosure rules imposed on foundations that receive certain *quid pro quo* contributions.

### **Recordkeeping Rules**

A donor cannot claim a tax deduction for any cash, check or other monetary contribution unless the donor maintains a record of the contribution in the form of either a bank record (such as a cancelled check) or a written communication from the private foundation (such as a receipt or a letter) showing the name of the private foundation, the date of the contribution, and the amount of the contribution.

### **Substantiation Rules**

A donor cannot claim a tax deduction for any single contribution of \$250 or more unless the donor obtains a contemporaneous acknowledgment of the contribution from the recipient charitable organization. A private foundation may assist the donor by providing a timely written statement including the name of the public charity, date, amount of the contribution, and description of any non-cash contributions.

In addition, the acknowledgment should indicate whether any goods or services were provided in return for the contribution. If any goods or services were provided in return for a contribution, the organization should provide a good faith estimate of the value of goods or services provided in return for the contribution.

The private foundation may either provide separate acknowledgments for each single contribution of \$250 or more or one acknowledgment to substantiate several single contributions of \$250 or more. Separate contributions are not aggregated for purposes of measuring the \$250 threshold.

There are no IRS forms for the acknowledgment. Letters, postcards, or computer-generated forms with the above information are acceptable. An organization can provide either a paper acknowledgment, or an electronic acknowledgment, such as an e-mail, to the donor.

### Disclosure Rules That Apply to *Quid Pro Quo* Contributions

Contributions are deductible only to the extent that they are gifts and no consideration is received in return. Depending on the circumstances, ticket purchases and similar payments made in conjunction with fundraising events may not qualify as charitable contributions in full. A contribution made by a donor partly in exchange for goods or services is known as a *quid pro quo* contribution. A donor may only take a charitable contribution deduction to the extent that the contribution exceeds the fair market value of the goods and services the donor receives in return for the contribution and the donor intends to make a partial gift under the circumstances.

If a private foundation conducts fundraising events such as benefit dinners, shows, and membership drives where something of value is given to those in attendance, it must provide a written statement informing donors of the fair market value of the specific items or services it provided in exchange for contributions. Token items and services providing only an intangible religious benefit need not be taken into account. A private foundation should provide the written disclosure statement in advance of any event, determine the fair market value of any benefit received, and state this information in fundraising materials such as solicitations, tickets, and receipts. The disclosure statement should be made, at the latest, at the time payment is received. Subject to certain exceptions, the disclosure responsibility applies to any fundraising circumstance where each complete payment, including the contribution portion, exceeds \$75.

Read Publication 1771, *Charitable Contributions—Substantiation and Disclosure Requirements*, and Publication 526, *Charitable Contributions*, for details on the federal tax law for organizations such as private foundations, that receive tax-deductible charitable contributions and for taxpayers who make contributions.

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## How Do You Get IRS Assistance and Information?

The IRS offers help, through assistors and with reading material which is accessible either online, via mail, by telephone, and at IRS walk-in offices in many areas across the country. IRS forms and publications can be downloaded from the Internet and ordered by telephone.

### Specialized Assistance for Tax-Exempt Organizations

Get help with questions about applying for tax exempt status, annual filing requirements, and information about exempt organizations through the IRS, Exempt Organizations (EO).

#### EO Web Site

[www.irs.gov/eo](http://www.irs.gov/eo)

#### **Highlights:**

- The *Life Cycle of a Private Foundation*—details the compliance obligations of private foundations.
- Subscribe to the *EO Update*, a periodic newsletter with information for tax-exempt organizations and tax practitioners who represent them.

#### EO Web-based Training

[www.stayexempt.irs.gov](http://www.stayexempt.irs.gov)

#### EO Customer Service

(877) 829-5500

#### EO Determinations Office Mailing Address

Internal Revenue Service  
TE/GE, EO Determinations Office  
P.O. Box 2508  
Cincinnati, OH 45201

## Tax Publications for Exempt Organizations

Get publications via the Internet or by calling the IRS at (800) 829-3676.

**Pub 1**, *Your Rights as a Taxpayer*

**Pub 15**, *Circular E, Employer's Tax Guide*

**Pub 15-A**, *Employer's Supplemental Tax Guide*

**Pub 463**, *Travel, Entertainment, Gift, and Car Expenses*

**Pub 517**, *Social Security and Other Information for Members of the Clergy and Religious Workers*

**Pub 526**, *Charitable Contributions*

**Pub 538**, *Accounting Periods and Methods*

**Pub 557**, *Tax-Exempt Status for Your Organization*

**Pub 571**, *Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations*

**Pub 583**, *Starting a Business and Keeping Records*

**Pub 598**, *Tax on Unrelated Business Income of Exempt Organizations*

**Pub 1771**, *Charitable Contributions—Substantiation and Disclosure Requirements*

**Pub 1828**, *Tax Guide for Churches and Religious Organizations*

**Pub 3079**, *Tax-Exempt Organizations and Gaming*

**Pub 3833**, *Disaster Relief, Providing Assistance Through Charitable Organizations*

**Pub 4220**, *Applying for 501(c)(3) Tax-Exempt Status*

**Pub 4221-PC**, *Compliance Guide for 501(c)(3) Public Charities*

**Pub 4221-NC**, *Compliance Guide for Tax-Exempt Organizations (other than 501(c)(3) Public Charities and Private Foundations)*

**Pub 4302**, *A Charity's Guide to Vehicle Donations*

**Pub 4303**, *A Donor's Guide to Vehicle Donations*

**Pub 4630**, *Exempt Organizations Products and Services Catalog*

**Pub 4779**, *Facts about Terminating or Merging Your Exempt Organization*

## Forms for Exempt Organizations

Get forms via the Internet or by calling the IRS at (800) 829-3676.

**Form 941**, *Employer's Quarterly Federal Tax Return*

**Form 944**, *Employer's Annual Federal Tax Return*

**Form 990**, *Return of Organization Exempt From Income Tax*

- Form 990-EZ**, *Short Form Return of Organization Exempt From Income Tax*
- Form 990-PF**, *Return of Private Foundation or Section 4947(a)(1) Nonexempt Charitable Trust Treated as a Private Foundation*
- Form 990-N**, *Electronic Notice (e-Postcard) For Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ (available electronically only)*
- Form 990-T**, *Exempt Organization Business Income Tax Return*
- Form 990-W**, *Estimated Tax on Unrelated Business Taxable Income for Exempt Organizations*
- Form 1023**, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*
- Form 1023-EZ**, *Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*
- Form 1024**, *Application for Recognition of Exemption Under Section 501(a)*
- Form 1041**, *U.S. Income Tax Return for Estates and Trusts*
- Form 4506**, *Request for Copy of Tax Return*
- Form 4506-A**, *Request for Public Inspection or Copy of Exempt Organization or Political Organization IRS Form*
- Form 4720**, *Return of Certain Excise Taxes Under Chapters 41 and 42 of the Internal Revenue Code*
- Form 5578**, *Annual Certification of Racial Non-Discrimination for a Private School Exempt from Federal Income Tax*
- Form 5768**, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization to Make Expenditures to Influence Legislation*
- Form 8282**, *Donee Information Return*
- Form 8283**, *Noncash Charitable Contributions*
- Form 8868**, *Extension of Time To File an Exempt Organization Return*
- FinCEN Form 114**, *Report of Foreign Bank and Financial Accounts*

**General IRS Assistance**

Get materials on the latest tax laws, assistance with forms and publications, and filing information.

- IRS Web site** **[www.irs.gov](http://www.irs.gov)**
- Federal tax questions** **(800) 829-4933**
- Employment tax questions** **(800) 829-4933**
- Order IRS forms and publications** **(800) 829-3676**



## CHILD WELFARE BOARD RESPONSIBILITIES

### To County Commissioners' Court:

Advocate for the special needs of children

Present an annual report about the Board's work

### To Itself:

Maintain an organization through selection of officers and committees, and a schedule of meetings

Set annual goals for the Board

Orient new members and continue the education of Board members

### To Child Welfare Units:

Advise Child Welfare staff on written policy

Review the progress of long-range plans for placement of children to ensure permanent adoptions as soon as possible

Assist in recruiting foster parents

Participate in projects for foster children and foster parents

Develop alternatives to foster care

Inform OHS staff of community needs and perceptions

### To the Community:

Educate the community on the needs of children, Child Welfare policies, programs and needs

Encourage community and individual involvement in child welfare

Study child welfare issues in the community

Identify gaps in children's services and find the resources to fill them

Monitor services to children in the community

Stimulate reporting of child abuse and neglect

Work for the prevention of child abuse and neglect

Improve community understanding of the welfare client, the abusive parent, and the foster child

Inform the community and special interest groups about pending child welfare legislation

Advocate for the needs of all children in the community through schools, children's programs, and other children's activities

To Agencies, Groups, and Organizations:

Coordinate children's services in the community

Act as liaison with school boards, hospitals, mental health and mental retardation clinics, and other agencies.

Encourage groups to be concerned with children's needs

Help coordinate juvenile probation activities with child welfare program

Work with judicial officials to assure case reviews for children in the court system

Develop and maintain a positive relationship with the local Foster Parents Association

Stimulate law enforcement officials to develop their skills in dealing with children

Encourage participation by local board members in the Regional Council of Child Welfare Boards

Inform legislators of the Board's views on Child Welfare legislation

Inform OHS policy-makers of needed changes in Child Welfare policies



## EXAMPLES OF CHILD WELFARE BOARD PROJECTS

### Education Projects:

Operate information booths for county fairs. Pioneer days, trade days, and other events

Arrange public service billboards which support reporting child abuse and neglect and recruiting of foster parents

Hold seminars for the public and foster parents on parenting skills

Arrange presentations on all phases of child abuse to school students

Create in-time-of-trouble pamphlets which list telephone numbers to call for different types of crises

Submit special features to newspapers regularly to identify different kinds of family and children crises and telephone numbers to call for help

Purchase or rent video cassettes or films on drug abuse, venereal disease, alcohol abuse, and other topics for showing to high school students

Furnish news release about board meetings and projects

Distribute bumper stickers and posters to urge reporting of child abuse and neglect

Record public service announcements to encourage reporting of child abuse and neglect, to recruit foster parents, and to enlist community assistance in board projects

Arrange to have Child Awareness Month recognized by County Judge and Commissioners' Court

Furnish speakers to parent-teacher programs and other group meetings

Publish a board handbook containing its goals and activities

Furnish church bulletin inserts on foster parent recruitment or child abuse and neglect

Furnish bank statement or utility company inserts on child abuse and neglect

### Fund-Raising Projects:

Organize and sell tickets to events such as a pancake supper, hamburger fry, tennis tournament, talent show, community circus, street dance, style show, or musical show

Request United Way funding

Obtain contributions for participants in walk-a-thon, weight-a-thon, or rock-a-thon

Ask churches to make one Sunday collection each year for emergency shelter

Seek church and service group donations

Stage contests with proceeds going to the Board

#### Appreciation Projects:

Arrange foster parent appreciation and awards banquet

Host supportive merchants, with foster parents and board members providing food

Hold appreciation banquet for board members

Send letters of appreciation to County Commissioners and County Judge, Juvenile Judge, police, and other child agency personnel

Present plaques to foster parents at meeting of foster parents, board members, and County Commissioners' Court

#### Holiday Projects:

Obtain merchant and citizen donations for "empty stocking" holiday programs

Arrange Easter or Hanukkah baskets for foster children

Host other holiday parties for foster parent families, including gifts for foster parents, their natural children, and their foster children.

Invite civic, religious and school groups to purchase gifts for foster childd

#### Miscellaneous Projects:

Develop an emergency fund

Hold picnics

Sponsor children at day camp or summer camp

Send birthday cards and gifts to foster children

Organize a parents anonymous group

Obtain funds for homemaker services

Furnish children's interview room with toys

Build emergency shelter and group foster home

Cooperate with Foster Parent Association for foster children activities

Arrange day care for foster children when foster parents work

Host skating party for foster children

Arrange Sunday School class project

Sponsor field trips

Maintain a clothes closet

Develop a volunteer program

Recruit foster parents for a group home

Purchase at  
PlayItSafe.org

Evidence, Cost, and How to  
Present Play it Safe!®

## Two options to best fit your needs!

### Online

#### **Pre-K through 2<sup>nd</sup> Grade – \$199 each**

4 different curricula available, each with a unique script and movie

- Printable script and online streaming access to movie for one year (available 24 hours after purchase)
- Printable coloring book (English and Spanish available)
- One set of Joe & Suzy dolls (mailed after purchase)

#### **3<sup>rd</sup> Grade through High School—\$149 each**

10 different curricula available, each with a unique script and movie

- Printable script and online streaming access to movie for one year (available 24 hours after purchase)

### Online + Hard Copy

#### **Pre-K through 2<sup>nd</sup> Grade – \$299 each**

- Printable script & online streaming access to movie for one year (available 24 hours after purchase)
- Printable coloring book (English or Spanish available)
- One set of Joe & Suzy dolls
- One printed spiral-bound script and 1 DVD
- 25 coloring books (English or Spanish)

#### **3<sup>rd</sup> Grade through High School—\$199 each**

- Printable script & online streaming access to movie for one year (available 24 hours after purchase)
- One printed spiral-bound script and 1 DVD

### Annual Renewal Fee—\$25

- Annual renewal fee is required for each program purchased for continued access to online streaming of movie, coloring book and printable script.

### Optional Items Available

Must have purchased a Pre K–2<sup>nd</sup> grade program to be eligible to purchase:

- 25 coloring books—\$50
- Set of Joe and Suzy dolls—\$50

*Shipping charges will be added to scripts, dolls and DVDs. Please allow 5-10 business days for shipping.*



## What the evidence says about Play it Safe!®

In a multi-year study with over 64,000 students, Play it Safe!® was found to be effective for teaching children to recognize, respond to, and report abuse. It was proven to:

- Increase children's understanding of abuse, as well as their ability to identify potentially abusive situations.
- Increase children's willingness and ability to disclose abuse by reminding them of the importance to keep telling an adult until the abuse stops.
- Reduce self-blame and internalization of negative thoughts/feelings pertaining to the abuse by reiterating that it is not the child's fault.

“This well-written program is age-appropriate, entertaining, user friendly and effective. Following the first year of using the program, a student made an outcry. I feel confident it was the Play it Safe!® program that encouraged this sweet child to finally tell and led to the apprehension of a child abuser.” - Vicki Maline, M. Ed. (40 year veteran educator & 18 year county child welfare board member)

“The program is presented in a safe way—nothing scary about it. The message is clear and on their level.”

- elementary school teacher

“I knew then that I could tell my parents and I wouldn't be in trouble because it was not my fault.” - 5th grade student who saw Play it Safe!® at school then told her mother about her abuse



# Play it Safe!® is a scripted, evidence-informed program that teaches children how to reduce their risk of abuse.

Play it Safe!® provides all the user-friendly tools needed for a successful program with a few basic steps:

## Setting the Stage

- Prepare for the presentation by reading the age-appropriate script and viewing the movie in advance.
- Offer a preview to interested adults such as parents/caregivers and/or staff prior to presenting to students. By offering the opportunity to read over the script and watch the movie, caregivers increase their understanding of the topic, address any concerns, and are encouraged to continue the conversation with their children. Many schools also distribute a passive permission slip for parents/caregivers one week in advance.

## Present the Program

- In the classroom, administer the grade-level specific pre-test prior to presentation.
- Present the interactive grade-level script and show the movie when prompted in the script. Total time is approximately one hour, including the 10-20 minute movie.
- Because Play it Safe!® is an interactive and engaging presentation, student answers to the scripted questions will vary. Acknowledge each child's response and follow-up as appropriate.
- Respond to any disclosure of abuse by remaining child-focused. Additional guidance is located in the script. Report disclosures to authorities according to your state law.



## Measure the Results

- Administer the post-test two weeks after the presentation, and compare results to gauge comprehension.

# Child Protection Day at the Capitol

#STICKTOGETHER4TX



Thursday, March 5, 2015

Texas State Capitol, 8:00am– 4:00pm

## Detailed Schedule:

**8:00 am - 11 am: Advocate briefing (Come and go)-** A brief review of highlights to discuss in legislative meeting, pick up material, get questions answered.

[Members' Extension Lounge, E2.1002](#)

**10:30 am: Gather on the South Steps for Rally**

**11:00 am: Rally on the South Steps of the Capitol**

**12:00 pm Lunch:** On your own. The most convenient location is the Cafeteria, located on the top level of the Capitol Extension ([E1, underground](#)).

**1:00pm-4:00pm: Visit your Legislator** (On your own), if you need assistance with scheduling meetings or planning what information to hand out, please go to the briefing from 8am-11am in the morning or email [Pamela McPeters](#) for assistance.



## Key Information and Next Steps:

●**Prepare for Child Protection Day:** TexProtects will host a **webinar** to prepare advocates on **Tuesday, March 3, at 11:00 am - 12:00 pm**. During the webinar, we will include an overview of the child protection priorities and give helpful tips on how to advocate. At that time, please go to [https://texprotects.clickwebinar.com/Child\\_Protection\\_Day\\_Webinar\\_-84th\\_Legislative\\_Session?lang=en](https://texprotects.clickwebinar.com/Child_Protection_Day_Webinar_-84th_Legislative_Session?lang=en). You will be placed in a virtual waiting room until the webinar begins. Once the webinar starts, you can listen through your computer speakers or call (832)706-2490 then 849722#.

●**Home Visiting Advocacy Webinar:** This **webinar** will be hosted on **Wednesday, March 4, at 11:00am-12:00pm** and will be for advocates who will be primarily focusing on the Home Visiting programs. During the webinar, we will include an overview of the child protection priorities and give helpful tips on how to advocate. At that time, please go to [https://texprotects.clickwebinar.com/Home\\_Visiting\\_Advocacy\\_Webinar?lang=en](https://texprotects.clickwebinar.com/Home_Visiting_Advocacy_Webinar?lang=en). You will be placed in a virtual waiting room until the webinar begins. Once the webinar starts, you can listen through your computer speakers or call (832)706-2490 then 235149#.

●**Schedule Meetings with your Legislators:** Ultimately you will be responsible for calling your legislators for an appointment, however TexProtects staff can assist you with scheduling meetings. [Please contact Pamela McPeters for assistance](#). Please see the [key committees and members](#) to visit.

## Other Items:

**Transportation:** TexProtects will provide a bus from Dallas to the Capitol, please [email Betsy](#) by **MONDAY, MARCH 2** to reserve your seat.

**Parking:** Public parking is available in the [Visitor Parking Garage](#), located at 1201 San Jacinto, which is one-way headed South; Trinity, on the opposite side of the building, is one-way headed North. (There are garage entrances at 12<sup>th</sup> and 13th streets; a fee will be charged at exit).

**Maps:** Maps and floor-plans of the capitol can be downloaded [here](#).

**No Food or Beverages in briefing rooms.**

**Register Online Today!**



# THIRTIETH ANNUAL CONFERENCE ON THE PREVENTION OF CHILD ABUSE

January 25-26, 2016  
The Westin Park Central  
Dallas Texas

Presented by



## Presenter Application Form

### Guidelines:

- PCAT offers complimentary conference registration for **one** presenter per workshop. No travel cost paid.
- Each room will be equipped with a speaker's table and requested audiovisual equipment.
- PCAT does not reimburse for the cost of preparing or duplicating workshop handouts.
- Workshops can either be 1 ½ hours OR 3 hours in length.
- Presenters are strongly encouraged to provide handouts to participants in their workshop.

### Instructions:

- Complete the information requested on this form and send to [Conferences@PreventChildAbuseTexas.org](mailto:Conferences@PreventChildAbuseTexas.org) with the following documents attached:
  - ✓ Resumes of all presenters;
  - ✓ A one page, double spaced abstract of the proposed presentation;
  - ✓ Sample materials that will be distributed
- If you prefer to mail the application, please mail the application, resumes, abstract and sample materials to:  
**PCAT, 13740 Research Blvd # R-4, Austin, TX 78750**

Your Presenter Application is **not** considered complete until PCAT has received all documents. Deadline for all submissions is **September 1, 2015**;

**Title of Presentation:**

**Lead Presenter:**

**Position:**

**Organization:**

**Address:**

**City/St/Zip:**

**Telephone:**

**Email:**

**Other Presenters:**

**Check one:** 1 ½ hour workshop OR 3-hour workshop (Part 1 and Part 2)  
Please check if you would be willing to repeat this workshop if necessary

**Primary Audience:** (Please check the **2 most appropriate only**)

Social Workers	General Audience	LPC/Counselor	Educators	CPS/Direct Service Staff
Head Start/Early Childhood	Administrators	Nurses	Attorneys	Other

**Presentation Level:** (Please check one)

Basic	Intermediate	Advanced
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Please provide a **25-word** description of the workshop. This description will be used in conference program, so please be accurate in your description:

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**Audiovisual choices:**

Flip Chart                      LCD Projector & Screen

**In order to ensure you receive your requested A/V choice, we must know you're A/V selection by **October 1, 2015**.**

**PCAT will ONLY provide the above Audio/visual items. If you need additional A/V equipment you are responsible. PCAT will NOT provide laptops, speakers or any additional accessories.**

For additional information or questions, please email [Conferences@preventchildabusetexas.org](mailto:Conferences@preventchildabusetexas.org) or visit our web page [www.PreventChildAbuseTexas.org](http://www.PreventChildAbuseTexas.org).

# Texas GO BLUE Day



**Friday**

**April 8th, 2016**

April is National Child Abuse Prevention Month

PLEASE JOIN US and **GO BLUE**

**Raise Child Abuse Awareness:**

**Wear Blue on April 8th, 2016**

**Post "Stop Child Abuse" signs**

**Join Us On Facebook**

**Spread the Word!!**



For more information please visit: The Texas Council of Child Welfare Boards  
[www.tccwb.org](http://www.tccwb.org) • Find us on Facebook [www.facebook.com/tccwb](http://www.facebook.com/tccwb)



# Evidence Based Practice: What Is it?



Catheleen Jordan, PhD, LCSW

Professor, University of Texas at Arlington

David Cory, LCSW, ACSW

President, Texas Council of Child Welfare Boards

# Evidence Based Practice (EBP): What Is it?



- This workshop will:

- (1) describe evidence-based practice, EBP and differentiate it from evidence-informed practice, EIP  
[NOTE: NO COMMONLY AGREED UPON DEFINITION]
- (2) help CWB members and others become more informed consumers regarding these terms and programs
- (3) look at examples of how-to recognize an EBP or EIP

# Question to the audience?

- What is your understanding of evidence-based practice?



Väinö at Castellajac.

- I get the feeling there are other people inside me...

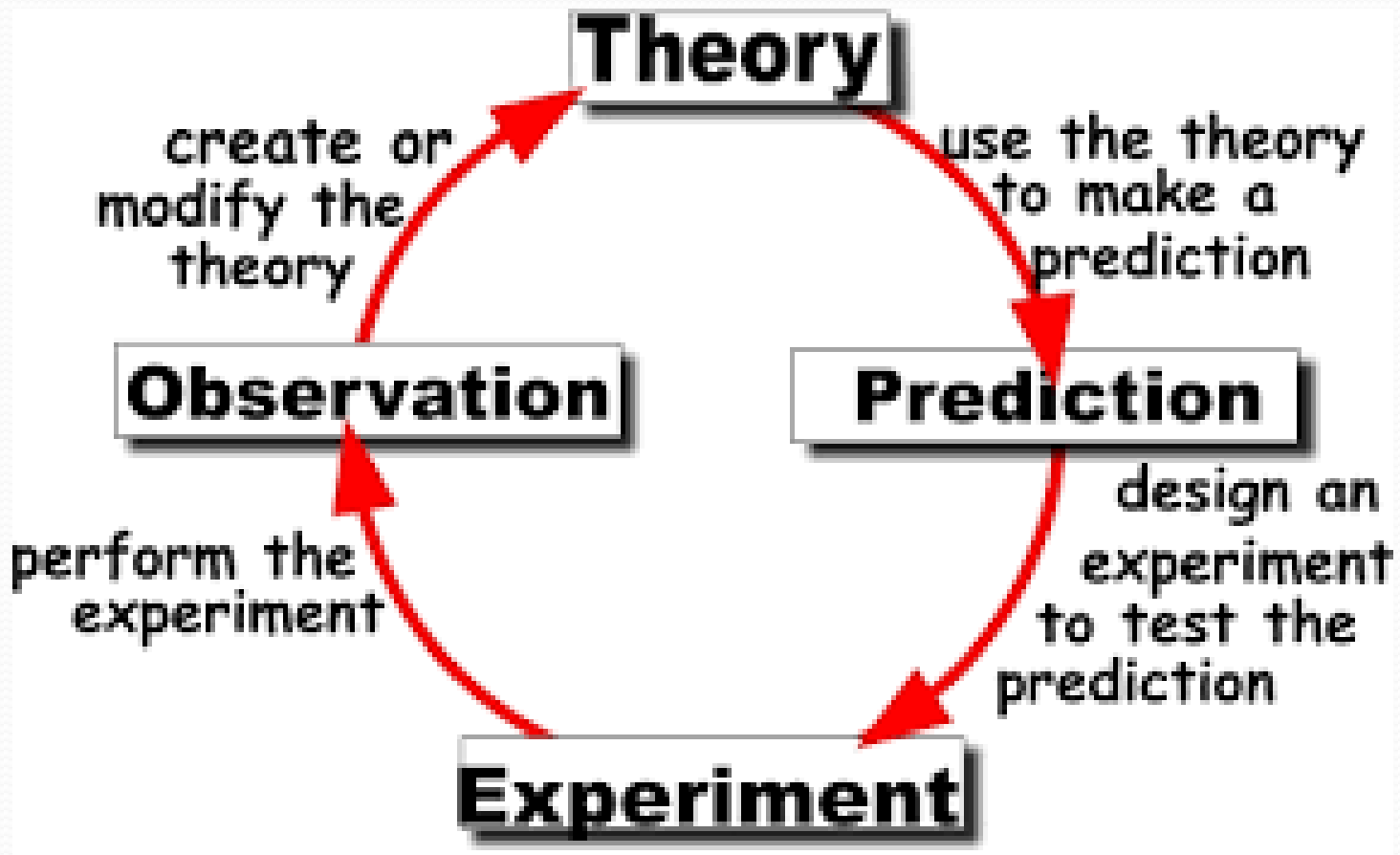


# (1) Evidence-Based, EBP & Evidence-Informed, EIP Practice/Programs

History & Definitions

# The Scientific Method

<http://tomatosphere.org/teachers/guide/principal-investigation/scientific-method>





# EBP: History

[http://www.evidencebasedassociates.com/reports/research\\_review.pdf](http://www.evidencebasedassociates.com/reports/research_review.pdf)

- Scientific methods originated ~1600 BC as observed in the Edwin Smith Papyrus Egyptian surgical textbook identifying use of observation, diagnosis, treatment and follow-up!
- More recently Mary Richmond described a scientific method for helping people in her book Social Diagnosis (1917).
- Later, Sackett (1996) described evidence-based medicine, since translated into other professions including social work.
- Evidence-based practice is defined as results found in research studies, especially the most rigorous randomized controlled studies.

# The Difference Between EBPs & EIPs

<http://www.familyresourcecenters.net/evidence-based-vs-evidence-informed-practice/>

- EBPs

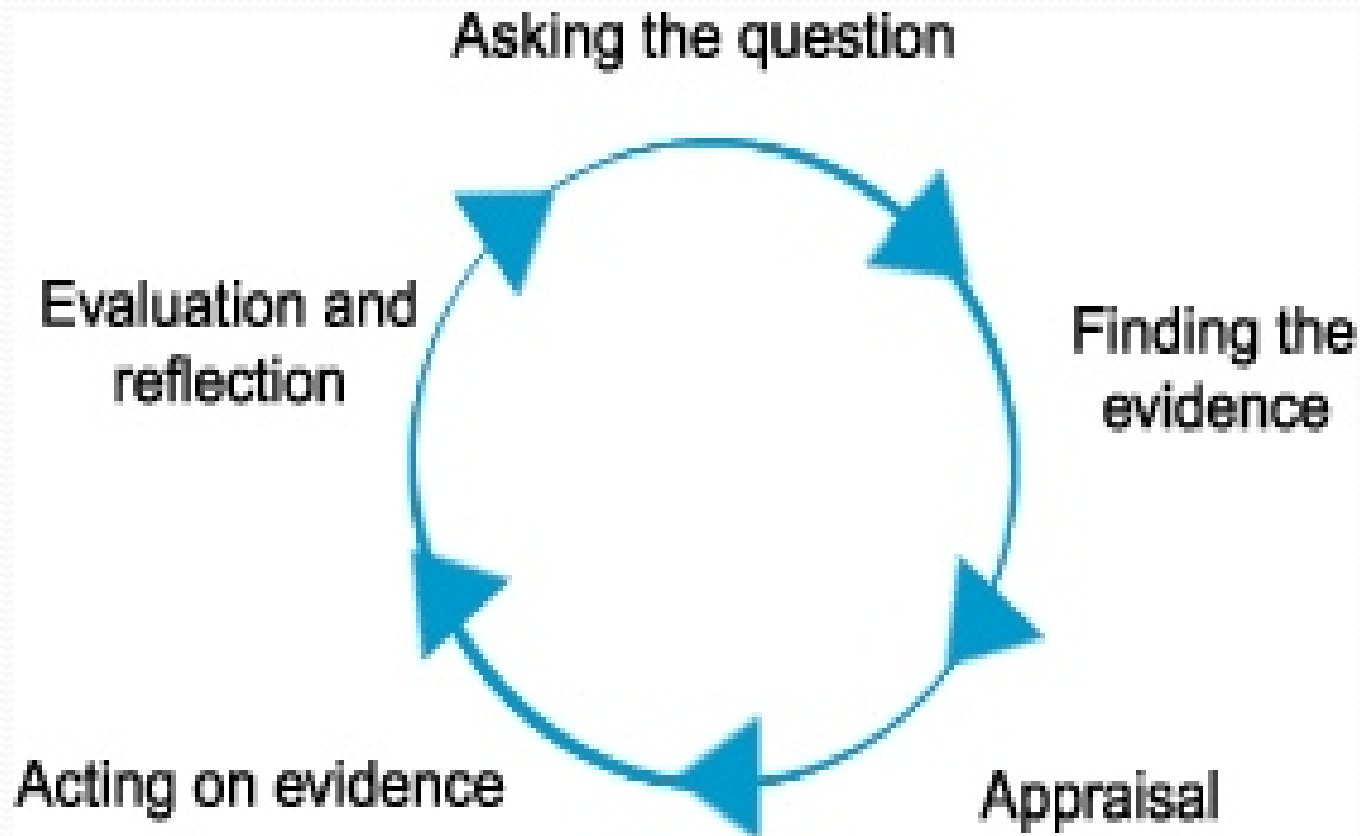
- are grounded in the demonstrated positive outcomes discovered through scientific research or rigorous evaluation.

- EIPs

- are guided by research and evaluation, but do not require scientific research or rigorous evaluation to prove positive results.
- may provide more innovation and flexibility in implementation (Winkle et al.; Nevo & Slonim-Nevo, 2011).

# EBP

<http://www.ebnp.co.uk/The%20five%20stages%20of%20ebp.htm>



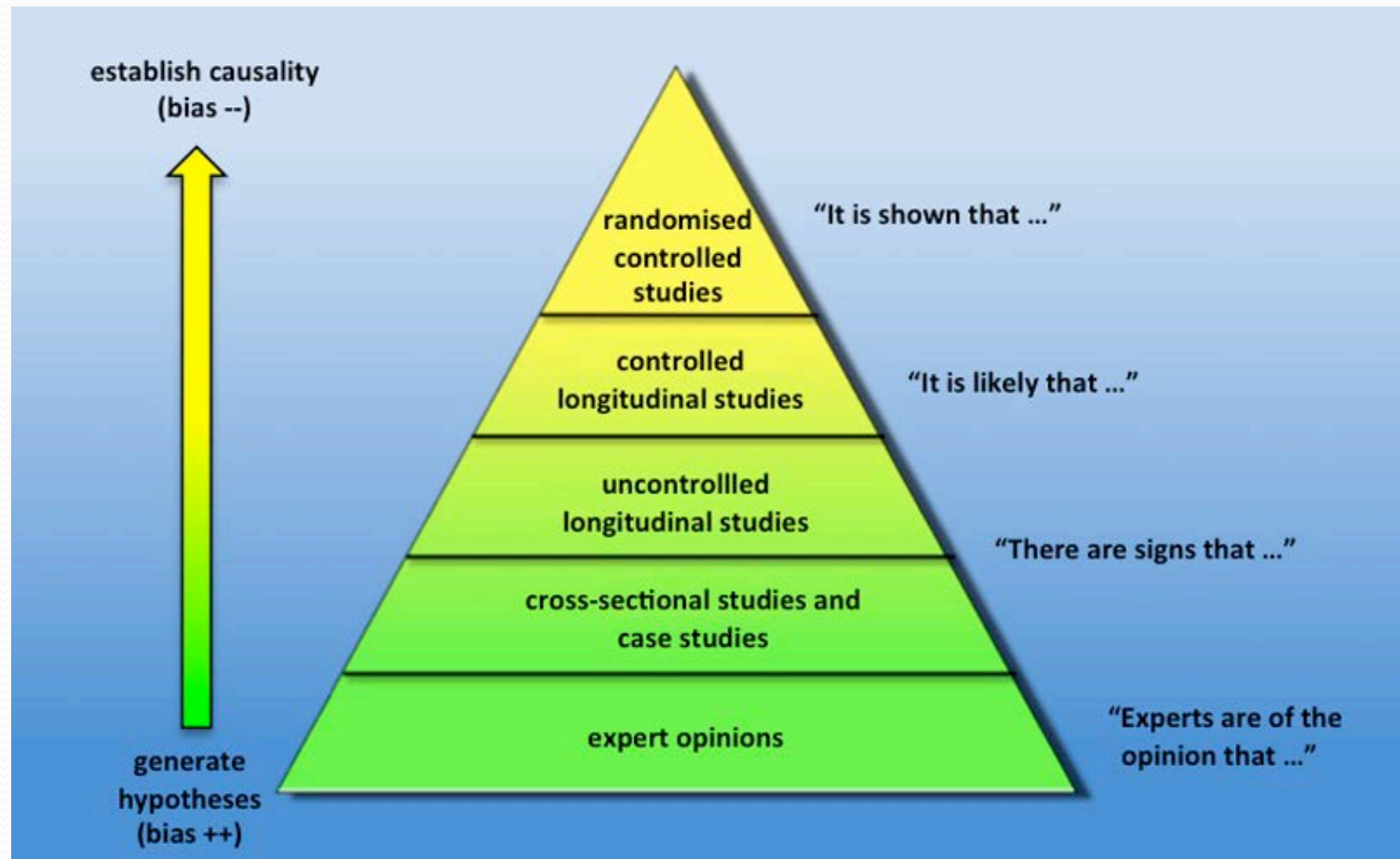
# EBP: Definitions

<http://www.familyresourcecenters.net/evidence-based-vs-evidence-informed-practice/>  
[http://www.evidencebasedassociates.com/reports/research\\_review.pdf](http://www.evidencebasedassociates.com/reports/research_review.pdf)

- EBP are defined by the **Child Welfare Information Gateway** as prevention or treatment approaches supported by documented scientific evidence or study (<https://www.childwelfare.gov/>).
- In this case, evidence is described as results from:
  - \* randomized controlled trials
  - \* descriptive & qualitative research
  - \* case reports
  - \* scientific principles
  - \* expert opinion(Titler, 2008).

# The Best Research

<http://www.cebma.org/frequently-asked-questions/what-are-the-levels-of-evidence/>



# Common Elements: EBP

[http://www.evidencebasedassociates.com/reports/research\\_review.pdf](http://www.evidencebasedassociates.com/reports/research_review.pdf)

- A strong theoretical foundation
- Intended for a developmentally appropriate population
- Quality data collection & procedures
- Evidence that strongly supports program effectiveness
- No other factor(s) contributed to outcomes
- Strong research design testing the outcomes  
(i.e. Randomized Control Trial, or Quasi-experimental design)
- Examples: Early Head Start, Nurse Family Partnerships

# EIP

[http://www.cdc.gov/pcd/issues/2012/11\\_0324.htm](http://www.cdc.gov/pcd/issues/2012/11_0324.htm)

## Evidence Informed Behavioral Practice





# Evidence-Informed Practice (EIP)

<http://www.familyresourcecenters.net/evidence-based-vs-evidence-informed-practice/>

- Evidence-informed practice (EIP) is used when service providers use the best available knowledge and research to guide program design and implementation (Strengthening Families and Communities, 2011).
- Service providers should be familiar with a variety of study findings and use them in their work, as appropriate. Examples of EIPs include the Strengthening Families™ and the Youth Thrive™ frameworks (Nevo and Slonim-Nevo (2011)).

# Becoming Informed Consumers

EBP/EIP Terms and Programs

# The Role of the Informed Consumer: EIP

- CPS distinguishes between EBP vs EIP (<https://www.childwelfare.gov/>).
- Where EBP relies on scientific research; EIP is broader and relies on four areas:
  - (1) the best research
  - (2) client characteristics
  - (3) practitioner expertise
  - (4) the agency/community context
- Next we will look at how to define these four areas of evidence-informed practice (EIP).

# Similarities: EBP/EIP

<http://www.familyresourcecenters.net/evidence-based-vs-evidence-informed-practice/>

- Regardless of the differences, both have similarities that are important to remember.
  - Both support high-quality, best practice implementation in programs.
  - Both help ensure that money is invested in programs and practices that are backed by evidence supporting their effectiveness.
  - Both assist in the development and maintenance of a culture of quality improvement in programs, practices, and services.

# Levels of Evidence

[https://www.google.com/imgres?imgurl=http://phpartners.org/tutorial/04-ebph/2-keyConcepts/images/4.2.7.1.jpg&imgrefurl=http://libguides.methodistcollege.edu/ebplevels&h=234&w=324&tbid=2b3YAWlrL31GqM:&docid=KJ-0MpoxAWMG\\_M&ei=r4pxVoq4K4zemwHNha3gCQ&tbm=isch&ved=0ahUKEwjKy76T4ODJAhUM7yYKHc1CC5wQMwgoKAcwBw](https://www.google.com/imgres?imgurl=http://phpartners.org/tutorial/04-ebph/2-keyConcepts/images/4.2.7.1.jpg&imgrefurl=http://libguides.methodistcollege.edu/ebplevels&h=234&w=324&tbid=2b3YAWlrL31GqM:&docid=KJ-0MpoxAWMG_M&ei=r4pxVoq4K4zemwHNha3gCQ&tbm=isch&ved=0ahUKEwjKy76T4ODJAhUM7yYKHc1CC5wQMwgoKAcwBw)



# Hierarchy of Evidence

<http://www.ebnp.co.uk/The%20Hierarchy%20of%20Evidence.htm>

Level	Description	Example
One	Strong evidence from at least one <a href="#">systematic review</a> of well designed <a href="#">randomized controlled trials</a> (RCTS)	<a href="#">Meta-analyses</a> <a href="#">The Cochrane Collaboration</a>
Two	Evidence from at least one properly designed RCT of appropriate size	<a href="#">Articles published in peer-reviewed journals</a>
Three	Evidence from well designed trials without randomization: <a href="#">cohort, time series</a> or <a href="#">matched case controlled studies</a>	Articles published in peer-reviewed journals
Four	Evidence from well designed <a href="#">non-experimental</a> studies from more than one centre or research group	Articles published in peer-reviewed journals
Five	Opinions from respected authorities, based on clinical evidence, descriptive studies or reports from committees	<a href="#">NICE guidelines</a> Evidence-based local procedures and <a href="#">care pathways</a>
Six	Views of colleagues/peers	Nursing colleagues or members of the multidisciplinary team

# The Best Research

An example of the “hierarchy of evidence”

<http://www.cebma.org/wp-content/uploads/Petticrew-Evidence-hierarchies-and-typologies.pdf>

- 1 Systematic reviews and meta-analyses
- 2 Randomized controlled trials with definitive results
- 3 Randomized controlled trials with nondefinitive results
- 4 Cohort studies
- 5 Case-control studies
- 6 Cross sectional surveys
- 7 Case reports



# The Best Research

<http://www.cebma.org/frequently-asked-questions/what-are-the-levels-of-evidence/>

<i>Research question</i>	<i>Randomised controlled studies</i>	<i>Controlled longitudinal studies</i>	<i>Cross-sectional surveys</i>	<i>Qualitative research</i>
Effectiveness: does it work?, does A work better than B?	++	+	-	--
Explanation : how does it work, why does it work?	--	-	+	++
Context: in what circumstances does it work, for whom?	--	-	+	++
Safety: will it do more good than harm?	++	+	+	+
Acceptability: will the target group accept the intervention / new method of working?	--	-	+	++
Prevalence: how often is this intervention / method applied / implemented?	--	--	++	--
Appropriateness: is this the right intervention / method for this target group?	--	-	+	++

## Table 1. *Evidence-Based Micro/Macro Practice Process*

- Step 1. Convert information needs into a relevant question for practice in a community and/or organizational context.
- Step 2. Track down with maximum efficiency the best evidence to answer the question.
- Step 3. Critically appraise the evidence for its validity and usefulness.
- Step 4. Provide clients with information about the efficacy of different interventions and collaborate with them in making the final decision in selecting the best practice.
- Step 5. Apply the results of this appraisal in making policy/practice decisions that affect organizational and/or community change.
- Step 6. Assess the fidelity implementation of the micro/macro practice intervention.
- Step 7. Evaluate service outcomes from implementing the best practice.

Note. ..adapted from Sackett, D., et al., 1997).

## Table 2. *Resources for Finding the Best Evidence.*

- The Campbell Collaboration, particularly what they call their C2-RIPE (Campbell Collaboration Reviews of Interventions and Policy Evaluations) Social Welfare database which had 41 listings as of October 13, 2006. Their website is [www.campbellcollaboration.org](http://www.campbellcollaboration.org).
- The Centers for Disease Control Diffusion of Effective Behavioral Interventions (DEBI) project which can be found at [www.effectiveinterventions.org](http://www.effectiveinterventions.org)
- The Centers for Disease Control Replicating Effective Programs (REP) project, available at [www.cdc.gov/hiv/projects/rep/default.htm](http://www.cdc.gov/hiv/projects/rep/default.htm)
- The Coalition for Evidence-based social Policy—social programs that work, can be found at [www.evidencebasedprograms.org](http://www.evidencebasedprograms.org)
- The Cochrane Collaboration focuses on health care, which includes mental health, and is available at [www.cochrane.org](http://www.cochrane.org)
- Columbia University's Evidence Based Practice and Policy Online Resource Training Center ([http://www.columbia.edu/cu/musher/Website/Website/EBP\\_Resources/WebEBPP.htm](http://www.columbia.edu/cu/musher/Website/Website/EBP_Resources/WebEBPP.htm))
- The Swedish Institute's compilation of effective practices in the areas of substance abuse, child and adolescent welfare, economic aid (social assistance), ethnicity, migration and social work and theory and practice of evaluation is on the web at <http://www.sos.se/Sose/cuse.htm>.

### Table 3. *Resources for Childhood Disorders*

- American Academy of Child and Adolescent Psychiatry
  - [www.aacap.org](http://www.aacap.org)
- Parent Education and Advocacy Organization for ADHD
  - [www.chadd.org](http://www.chadd.org)
- National Alliance for the Mentally Ill
  - [www.nami.org/youth](http://www.nami.org/youth)

In C. Jordan & D. Cory.2007. *Is Child Welfare Ready To Jump On The Evidence-Based Band Wagon?* Proceedings, NSSA, Vancouver, British Columbia.

# Practitioner Expertise



# EIP: Practitioner Expertise

- Licensing
- Training and certification in practice models
- Is the worker/therapist qualified to do the treatment



## Client Characteristics





# Step 1: Overview of the Problem

- Assessment
- Rapport Building
- Gaining Entry into the System
- Person in Environment

# Assessment

- Assessment is the ongoing process of collecting data to understand clients' problems.
- Data can be collected from two perspectives:
  - (1) Qualitative – understanding the problem(s) by collecting in depth information (e.g. through open ended interviews for example)
  - (2) Quantitative – understanding the problem(s) by using tools to numerically quantify them (e.g. through questionnaires where the problem is converted to numbers).
- To have a complete assessment, both are useful and should be collected
- The next 2 slides list qualitative and quantitative methods which will be discussed in more detail later.

# Client Characteristics

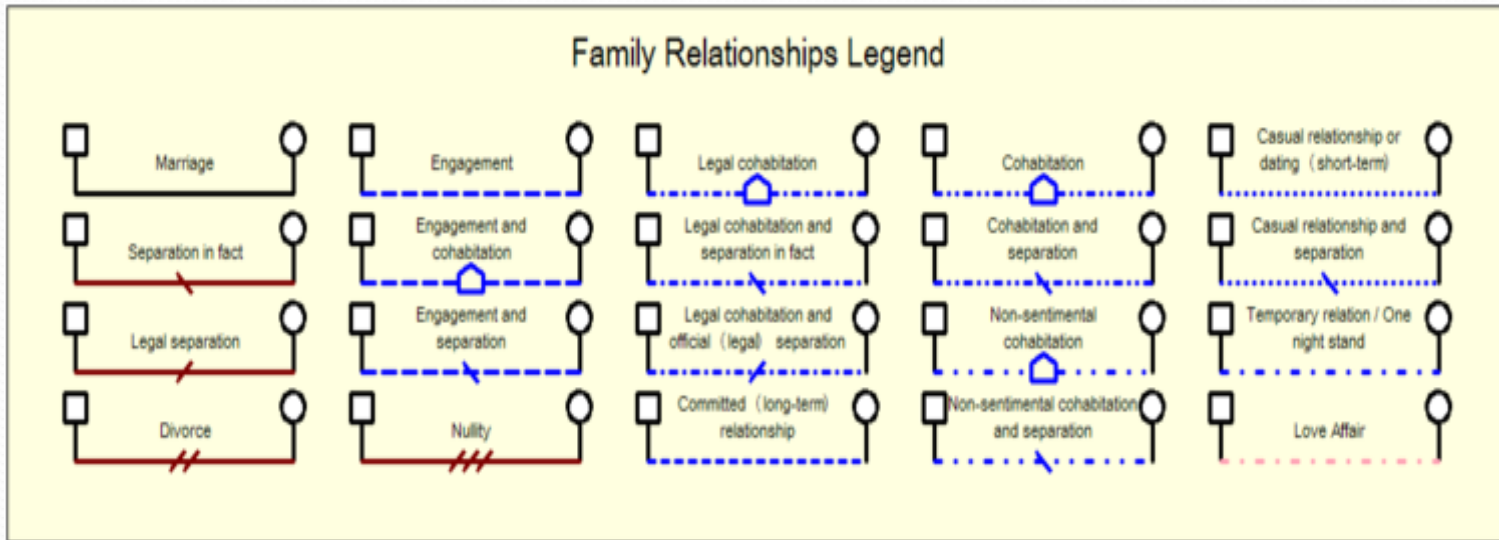
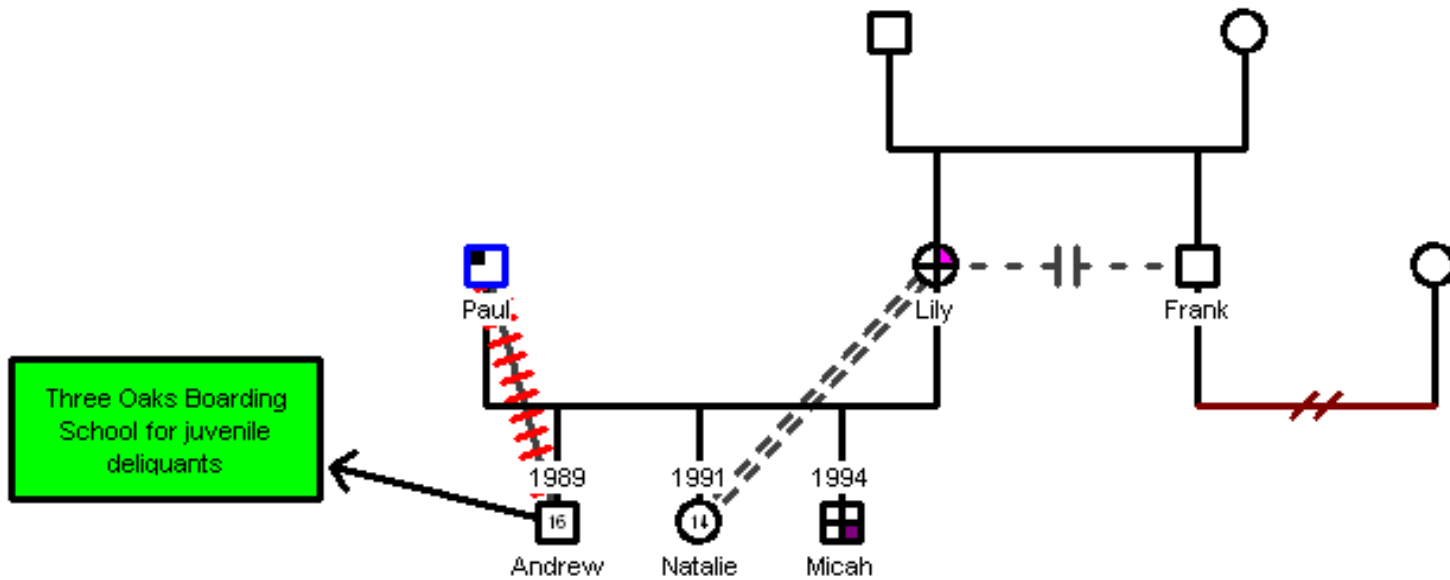
- Qualitative Assessment
  - Interviewing
  - Genograms
  - Maps
  - Sculpting
  - Games
  - Logs and diaries
  - Resources
- Quantitative Assessment
  - Interviewing
  - Self-anchored scales
  - Rating scales
  - Logs and diaries
  - Standardized measures
  - Resources

\* Jordan & Franklin, 2015

\* Jordan & Franklin

# Step 2. Specify the Problem

- Preliminary Screening - Treat or Refer
- Global Assessment - often qualitative methods here, get the big picture
- Assumptions about Assessment
  - empirically based
  - systems oriented
  - based on multiple measurement of client problems/strengths
  - sets up evaluation of practice



# Step 3. Measure the Problem

- Present Results to Client
- Establish Goals - Target of Intervention
- Rapid Assessment - get specific quantified measure of the problem(s)

# ANGER DIARY ( a blend of quantitative, qualitative )

- Name \_\_\_\_\_ Date \_\_\_\_\_
- How many arguments this week? \_\_\_\_\_
- Rate (1-10) how angry you were? \_\_\_\_\_
- What were your internal signals?

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- Which steps did you use?

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- What happened afterwards?

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# Goal Attainment Scale (quantitative)

- Scale Attainment  
Level

Education

Suicide

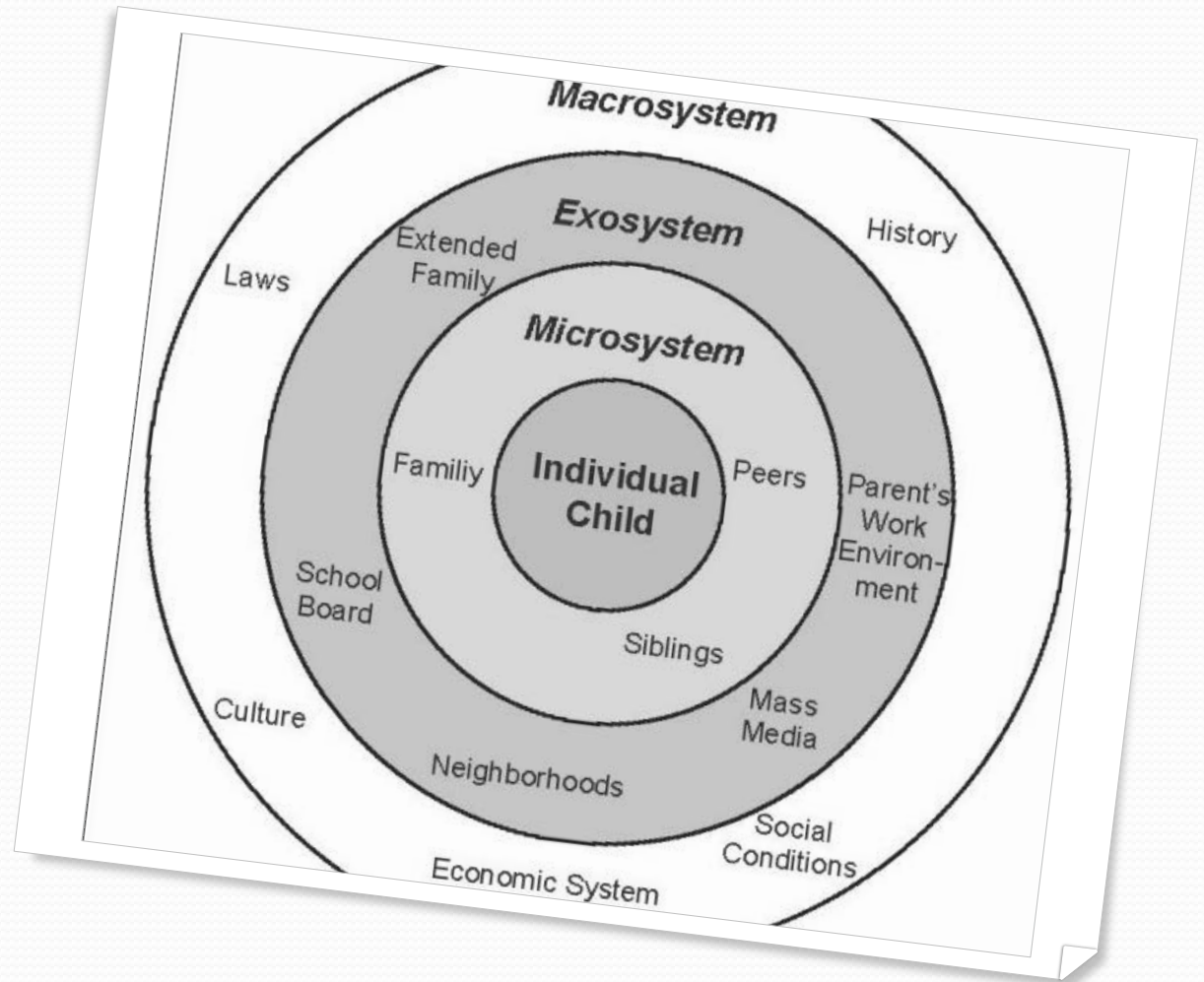
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-2	Most unfavorable outcome	No attempt	Suicide
-1	Less than expected	Dropped out	Attempted
0	Expected success	Enrolled, skips	Impulses
+1	More than expected	Enrolled	1 Impulse
+2	Best anticipated success	Enrolled, goals	No impulses

## Step 4. Repeated Measures

- Measurement Continues Over the Course of Treatment
- The Same Measures are Used
- Measurement May Be Weekly

## Community/Agency Context



# Community/Agency Context

- Community Context
  - Scales to measure community are widely available:
    - Social support measures
    - Client satisfaction with agency services
- Agency Context
  - Does the agency collect data?
  - What is the quality of the process?
  - The next slides address this issue

# A Framework for Collecting Data

- Next a framework for collecting data is presented, single subject design.
- This method gives the steps (next) for data collection.
- Single subject design sets up the assessment to lead to the eventual evaluation of practice.
- The same measures used for assessment, can be used over time to evaluate treatment.

# Single Subject Design

- (from Bloom, Fischer, & Orme (2009). Evaluating Practice: Guidelines for the Accountable Professional, Allyn & Bacon.)
  1. Measure the problem
  2. Perform repeated measures over the course of treatment
  3. Decide on the unique design
  4. Collect baseline data
  5. Clearly define the intervention
  6. Eyeball the data (or use statistical methods)
  7. Present the results /Perform follow-up measurement

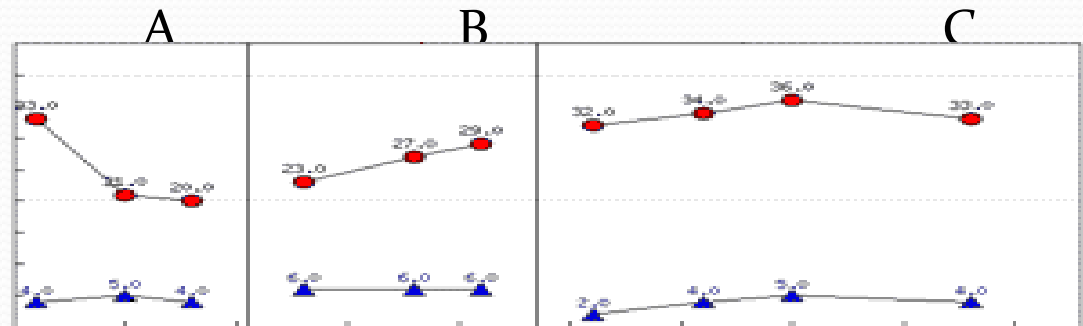
# Step 5. Research Design

- Types of design: A-B, A-B-C, A-B-A
- Reliability and Validity
  - A = Baseline serves as the control condition
  - Comparison is made between baseline & intervention (B)
  - Hard to know if change due to treatment, so that is another reason to use the qualitative measures....they give some depth to help understand quantitative findings.



# Step 5. Research Design

- Typical design: A=Baseline, B&C=Interventions



- Reliability and Validity
  - Baseline serves as the control condition
  - Comparison is made between baseline & intervention
  - Hard to know if change due to treatment
  - ChartDog 2.0 Manual (<http://www.aditus.nu/jpgraph>).

# Step 6: Implementation

- Collect Baseline Data
- Graph It
- Clearly Define the Intervention
- Continuing Graphing

# Step 7. Analyze the Data

- Eyeball
  - Trend, Level, Slope
- Cutting Scores & Norms
- Statistics for Idiographic Data
  - Celeration line
  - Shewart chart
  - T-Test
- Aggregating Idiographic Data

# Step 8: Present the Results

- Results may be shared with:
  - Clients
  - Supervisors
  - Funding Sources

# Issues Related to Intervention Selection

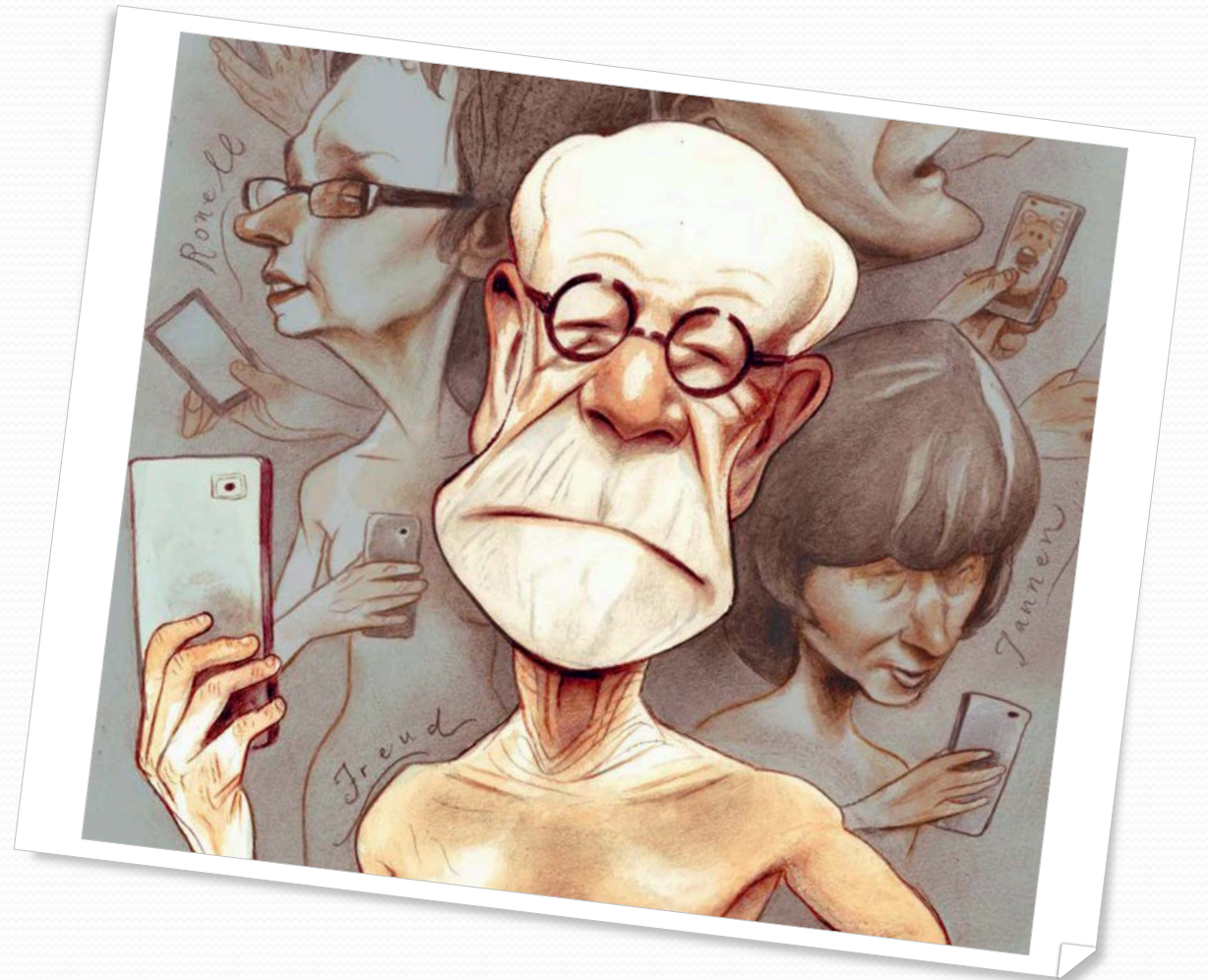
- Manualization
- Training
  - Expert
  - Videotape
- Monitoring
  - Observation
  - Videotape

# Examples

How-to Recognize an EBP or EIP

# Conclusion

Did it work?





# Literature Search

2. Use psychology databases and web search tools effectively in order to conduct a literature search and find appropriate, peer-reviewed sources to fulfill their needs.

	Excellent =3	Good/Adequate =2	Needs Work =1	Not evident =0
Utilize reviewed articles or authoritative sites to fulfill research needs.	All sources from reviewed sources (peer-reviewed or editor-reviewed) or authoritative websites.	Some sources from reviewed sources (peer-reviewed or editor-reviewed) or authoritative sites, and some sources from out-of-date and/or biased sources.	Many sources from out of date and/or biased sources, few peer-reviewed sources.	No peer-reviewed sources used.
Sources published within appropriate time frame for current and/or historical reference.	All sources published in appropriate time frame.	Most sources published in appropriate time frame.	Few sources published in appropriate time frame.	All sources out of date.

# Evaluate Sources

i. Evaluate the source, context, accuracy, quality, credibility and value of information in empirical sources. Identify bias. Understand the relative value of primary versus secondary sources, and empirical versus non-empirical sources.

	Excellent =3	Good/Adequate =2	Needs Work =1	Not evident = 0
Evaluate the authority and appropriateness of an information source.	Identifies and/or acknowledges all authors' credentials and acknowledges the purpose or bias of each source.	Identifies and/or acknowledges most authors' credentials and acknowledges the purpose or bias of most sources.	Identifies or acknowledges few authors' credentials or does not acknowledge the purpose or bias of most sources.	Does not identify or acknowledge authors' credentials or does not acknowledge the purpose or bias of sources.

ii. Identify and acquire books, journal articles and other media available in the library, and from alternative sources such as Interlibrary Services.

	Excellent =3	Good/Adequate =2	Needs Work =1	Not evident = 0
Use a variety of sources to explore a topic.	Sources from several types of information sources.	Sources from only one or two types of information sources.	Sources from the same format or type of information regardless of need.	Use no variety of sources to explore a topic.

# State Guides & Manual Search

<https://www.childwelfare.gov/topics/systemwide/sgm/?CWIGFunctionsaction=stateguidesmanuals:main>

## TEXAS

- No guide:
  - Children & youth
  - Parents
  - Relatives & kin
  - Resource Parents
- One guide:
  - Professional, CPS Services Attorneys

[http://www.dfps.state.tx.us/Child\\_Protection/Practice\\_Guide/](http://www.dfps.state.tx.us/Child_Protection/Practice_Guide/)

# CHILD PROTECTIVE SERVICES PRACTICE MODEL

[https://www.dfps.state.tx.us/Child\\_Protection/About\\_Child\\_Protective\\_Services/transformation/docs/Practice\\_Model\\_Children\\_First.pdf](https://www.dfps.state.tx.us/Child_Protection/About_Child_Protective_Services/transformation/docs/Practice_Model_Children_First.pdf)

- Introduction & purpose
- Vision, mission
- Outcomes
- Values
- Our approach
- Our process
- Organizational strategies



