

## Attachment for Bureau for Child Support Enforcement

### GENERAL

**Division Name:** Bureau for Child Support Enforcement

**Organizational Chart:** A copy is available on our website: [www.dhhr.wv.gov/pages/legisreq.aspx](http://www.dhhr.wv.gov/pages/legisreq.aspx).

**Agency Mission Statement:** Our mission statement is available in the Governor's Proposed Executive Budget--Volume 2 Operating Detail. This document is available here: <http://www.budget.wv.gov/executivebudget/Documents/VIIOD2015.pdf>.

**Enacting Statute:** W. Va. Code [Code Section, Articles or Chapters]

The Central Operations Unit of the Bureau is divided into the following four functional units: Enforcement Unit, Employer Relations Unit, Customer Service Unit, and Bankruptcy Unit/Coordinator. The Central Operations Unit is responsible for ensuring that employees of each unit are well trained and that all actions taken by the Central Operations Unit employees to locate, assist a customer, enforce an order, etc. are in compliance with West Virginia Code §§ 48-18-101, et seq. The Bureau of Child Support Enforcement has developed policy to ensure all actions meet Federal and State laws, and rules and regulations. These policies are to be followed by all Bureau employees.

Authority for the BCSE Training Program is authorized under 45 CFR Part 302—State Plan Requirements §302.10 Statewide operations (c) The IV-D agency will assure that the plan is continuously in operation in all appropriate offices or agencies through: (1) Methods for informing staff of State policies, standards, procedures and instructions.

**Number of Allocated FTEs and Vacancies:** A report including this information is being forwarded to you under separate cover by the Office of the Governor. Additionally, monthly FTE reports are available on the State Budget Office website: <http://www.budget.wv.gov/reportsandcharts/Pages/OtherReports.aspx>. Also provided is a Division breakdown located at: [www.dhhr.wv.gov/pages/legisreq.aspx](http://www.dhhr.wv.gov/pages/legisreq.aspx).

**Licenses/Permits:** Bureau for Child Support Enforcement does not issue licenses/permits.

### CONTRACTS

**Exemption from Purchasing:** A list of all exemptions from State purchasing guidelines is available here: <http://www.state.wv.us/admin/purchase/PurchasingExemptions/default.html>.

**Current Contracts/MOUs:** A chart including (1) contracts considered material; and (2) sole source contracts for the Bureau for Child Support Enforcement; and (3) classifications of the types of other contracts entered into by Bureau for Child Support Enforcement is located at:

[www.dhhr.wv.gov/pages/legisreq.aspx](http://www.dhhr.wv.gov/pages/legisreq.aspx). Additionally, for detailed information regarding payments made by Bureau for Child Support Enforcement to vendors, please visit VISTA: <https://vista.wvsao.gov/>. Finally, information regarding current State contracts is available from the Department of Administration's Division of Purchasing: <http://www.state.wv.us/admin/purchase/contracts.html>.

**Federal Agencies:** The Division has regular interaction with the following agencies of the federal government as part of the Division's programs:

Administration for Child and Families, Office of Child Support Enforcement §48-18-101 and 42 USC §654(3) Federal statutes requiring each state to have a child support agency. 45 CFR 300 et seq. Federal regulations related to the child support program.

## **FUNDING**

**Amount of total State appropriations for past five fiscal years:** This information is available on the State Budget Office's website:

<http://www.budget.wv.gov/approvedbudget/Pages/default.aspx>

<http://www.budget.wv.gov/reportsandcharts/appropriations/Pages/default.aspx>

**Amount of total federal appropriations for past five fiscal years:** This information is available on the State Budget Office's website:

<http://www.budget.wv.gov/approvedbudget/Pages/default.aspx>

<http://www.budget.wv.gov/reportsandcharts/federalfunds/Pages/default.aspx>

**Financial Chart of Accounts:** A summary of all State accounts is included in the Governor's Executive Budget Account Detail, a copy of which is available here: <http://www.budget.wv.gov/executivebudget/Documents/AD2015.pdf>.

**List of Cash Balances:** A listing of current cash balances is available on wvOASIS, which is accessible by the Legislature.

## **GRANTS**

**Total amount of grant awards for past five State fiscal years:** A list of the past five years' grant awards is available here: [www.dhhr.wv.gov/pages/legisreq.aspx](http://www.dhhr.wv.gov/pages/legisreq.aspx). Also, a listing of State agency grant awards is available on the Legislature's website:

<http://www.legis.state.wv.us/SAGA/Agency.cfm>.

**List of current State and federal grants received:** A listing of all federal grants received is available in the annual West Virginia Consolidated Report of Federal Funds, copies of which are available here: <http://www.budget.wv.gov/reportsandcharts/federalfunds/Pages/default.aspx>. Also, a listing of State agency grant awards is available on the Legislature's website: <http://www.legis.state.wv.us/SAGA/Agency.cfm>.

**List of current sub-grantees:** A listing of State agency grant awards is available on the Legislature's website: <http://www.legis.state.wv.us/SAGA/Agency.cfm>. Please see list provided at: [www.dhhr.wv.gov/pages/legisreq.aspx](http://www.dhhr.wv.gov/pages/legisreq.aspx).

## **PERFORMANCE**

**Agency Performance Measures:** Our performance measures are available in the Governor's Proposed Executive Budget--Volume 2 Operating Detail. This document is available here: <http://www.budget.wv.gov/executivebudget/Documents/VIOD2015.pdf>. The Legislative Auditor's Performance Evaluation & Research Division has also completed numerous performance evaluations of State agencies, which are available here: <http://www.legis.state.wv.us/Joint/PERD/reports.cfm>.

### **Explanation of how agency evaluates its own performance:**

Each agency of the Department develops and revises performance measures based upon a results-oriented system of accountability. Each agency evaluates its own performance by an integrated combination of internal audits, program level audits and external audits, as well as internal process improvement initiatives. Internal performance evaluations of personnel, processes and policies, as well as an annual review of programs and funding, play a critical role in the measurement of performance. External audits used by agencies in evaluating performance may include State and Federal audits, findings and reports. External audits provide the agencies with guidance to improve performance and help ensure that agencies operate within the law. Internal process improvement initiatives include various internal analysis of the functioning of agencies and individual programs with the goal of improving and refining the identified functions. These internal and external processes reflect the Department's mission to improve the health and well-being of the citizens of West Virginia.

### **Findings of most recent State and federal audits:**

The State's Comprehensive Annual Financial Report (CAFR) also provides findings, and is available here: <http://www.finance.wv.gov/FARS/CAFR/Pages/default.aspx>.

The Legislative Auditor's Performance Evaluation & Research Division has completed numerous performance evaluations of State agencies, which are available here: <http://www.legis.state.wv.us/Joint/PERD/reports.cfm>.

Finally, the Legislative Auditor's State Agency Reports and Post Audit Reports provide more information and findings, and are available here: [http://www.legis.state.wv.us/Reports/Agency\\_Reports/agencylist\\_all.cfm](http://www.legis.state.wv.us/Reports/Agency_Reports/agencylist_all.cfm) and <http://www.legis.state.wv.us/Joint/Postaudit/reports.cfm>.

Copies of our most recent audit findings, other than those above, are available here: [www.dhhr.wv.gov/pages/legisreq.aspx](http://www.dhhr.wv.gov/pages/legisreq.aspx).