



State of Nevada
Department of Health and Human Services
Division of Child & Family Services
(hereinafter referred to as the Division)

Subaward # 325011-25-001
Budget Account: 325011
Category: 11
GL: _____
Job Number: 32501125

SUBAWARD AMENDMENT # 1

Grants Management Unit (GMU) Child Welfare Grants			
<input type="checkbox"/> (Chafee) Chafee Independent Living <input checked="" type="checkbox"/> (FAFFY) Transition from Foster Care <input type="checkbox"/> (ETV) Educational Training Voucher <input type="checkbox"/> (IVB-2) Title IVB-2, Caseworker Visitation <input type="checkbox"/> (IVB2-FF) Title IVB-2, Family First Transition Act <input type="checkbox"/> (AI) Adoption Incentive <input type="checkbox"/> (CJA) Children's Justice Act	<input type="checkbox"/> (CANS) Child Abuse and Neglect <input type="checkbox"/> (CDR) Child Death Review <input type="checkbox"/> (DR) Differential Response <input type="checkbox"/> (CTF) Children's Trust Fund <input type="checkbox"/> (CBCAP) Community Based Child Abuse <input type="checkbox"/> (ARPA) American Rescue Plan Act 2021		
Email to: DCFS Grants Management Unit DCFSgrants@dcfs.nv.gov	Subrecipient Name: Clark County Family Services		
Address: 4126 Technology Way, Suite 100 Carson City, Nevada 89706	Address: 121 S Martin Luther King Blvd Las Vegas, NV 89106-4309 Contact Person: Thandiwe Burns ccfsgrants@clarkcountynv.gov		
Subaward Period: July 1, 2024 through June 30, 2025		Amendment Effective Date: (Upon approval by all parties)	
This amendment reflects a change to: <input checked="" type="checkbox"/> Scope of Work <input type="checkbox"/> Term <input checked="" type="checkbox"/> Budget			
Reason for Amendment: To provide accurate reimbursement under appropriate categories.			
Reference GIR-22-19- SUBAWARD AMENDMENTS			
Required Changes: Budget: Change Sr. Family Services Specialist from 50% to %100 starting in May. The inability to hire within the expected timeframe resulted in personnel savings. Additionally, Clark County to cover rent expenses led to operating cost savings. Movement of funding to help with full expenditure of funding. SOW: Goal 4 & 7 removed.			
Approved Budget Categories	Current Budget	Amended Adjustments	Revised Budget
1. Personnel	\$342,500.00	(\$81,558.40)	\$260,941.60
2. Travel/Training	\$0.00	\$0.00	\$0.00
3. Operating	\$56,000.00	(\$55,135.00)	\$865.00
4. Equipment	\$0.00	\$0.00	\$0.00
5. Contractual/Consultant	\$0.00	\$0.00	\$0.00
6. Other	\$161,500.00	\$136,693.40	\$298,193.40
TOTAL DIRECT COSTS	\$560,000.00	\$0.00	\$560,000.00
7. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL APPROVED BUDGET	\$560,000.00	\$0.00	\$560,000.00
MATCH			
Incorporated Documents: Exhibit A: Original Notice of Subaward and all previous amendments			

By signing this Amendment, the Authorized Subrecipient Official or their designee, Grants and Projects Analyst II, and Division of Child and Family Services Administrator acknowledge the above as the new standard of practice for the above referenced Subaward. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subaward and all of its Attachments.

Authorized Subrecipient Official Lisa Martinez – Deputy Director	Signature	Date
Grants and Projects Analyst II		2/19/25
Deputy Administrator, Division of Child and Family Services		2-20-25
		2/21/25

**DIVISION OF CHILD AND FAMILY SERVICES
NOTICE OF SUBAWARD**

SUBAWARD #: _____
PROGRAM: FAFFY

SECTION B

Description of Services, Scope of Work and Deliverables

Overview of Clark County "Step Up" program:

For the Clark County jurisdiction, Clark County Social Service (CCSS), under an agreement with Clark County Family Services (CCFS), operates the "Step Up" program for young adults who "age-out" of foster care (18 to 21). Step Up is primarily a homeless prevention and independent living program for these young adults. The goal is for young adults to achieve economic self-sufficiency as they make the transition from foster care into adulthood.

Step Up assists young adults to attain economic self-sufficiency by providing them with resources and services including (but not limited to) comprehensive case management, housing assistance, employment assistance, educational assistance, transportation assistance, and other services such as referrals and one-on-one guidance to navigate the transition from foster care. Case managers are comprised of Eligibility Specialists, Family Services Specialists and Licensed Social Workers.

For the purposes of this Scope of Work, Step Up combines both the Funds to Assist Former Foster Youth (FAFFY) and Voluntary Court Jurisdiction (VOL JUR) populations in Clark County for statistical reporting, since the VOL JUR population benefits from multiple forms of FAFFY-funded assistance including case management, transportation (bus passes), education and move-in stipends, and other such forms of FAFFY provided assistance.

Projected Population Size for Fiscal year 2024-2025:

Based on the historical performance from previous fiscal years, Step Up projects that approximately **400 total young adults** (average of 300 active participants each month, with about 100 entering at age 18 and about 100 exiting at age 21 during the fiscal year) will receive services during FY24-25.

Clark County Department of Family Services, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

**DIVISION OF CHILD AND FAMILY SERVICES
NOTICE OF SUBAWARD**

Scope of Work for Clark County Department of Family Services

Goal 1: (Housing Outcomes and Homeless Prevention) Promote economic self-sufficiency and homeless prevention by assisting young adults to secure and/or maintain stable housing.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>1. Young adults will complete/exit the program with housing in place. Goal is 75% of young adults.</p> <p>2. Prevent literal homelessness amongst young adults as defined under HUD "Category 1" criteria for literally homeless (lacking a primary nighttime residence). Goal is less than 2% of young adults will be literally homeless when they complete/exit the program.</p>	<p>1. Case managers will assist young adults in identifying and/or maintaining stable housing and living conditions to prevent literal homelessness.</p> <p>2. Specific activities include (but are not limited to) assistance with searching for affordable housing, budget planning with young adult, accessing Move-In Stipend funds, providing supplies (which may include a Move-In Kit or other household necessities), making appropriate referrals, and monitoring young adult's ongoing progress.</p>	<p>7/1/24-6/30/25</p>	<p>1. Case managers will maintain a comprehensive "client tracker excel tool" to track housing and homelessness categories. Data will also be inputted in HMIS.</p> <p>2. Case managers, with assistance from office specialist, will compile client records of activities/services provided in case notes and service arrays, which are then inputted into UNITY. The HMIS database will be used to track entry and exit data.</p>	<p>Objectives will be measured monthly from statistics captured on the FAFY Monthly Program Report (which includes a compilation of all case manager "client tracker excel tools"). HMIS "Program Outcome Measures" will be another tool to track progress.</p> <p>Measured data will be provided from HMIS and/or UNITY data entry and reports, where applicable.</p>

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**DIVISION OF CHILD AND FAMILY SERVICES
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Goal 2: (Education) Promote economic self-sufficiency by assisting young adults to enroll, continue and complete their educational goals.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>1. Young adults <u>complete</u> their high school or high school equivalency diploma by the time they complete/exit the program. Goal is 50% of young adults.</p> <p>2. Young adults who have completed their high school or high school equivalency diploma will participate in post-secondary education including college, trade and/or vocational programs. Goal is 25% of young adults.</p>	<p>2. Specific activities include (but are not limited to) individualized case management to meet young adults needs such as navigating the enrollment and financial aid process, educational supplies, providing transportation assistance (such as bus passes), accessing Educational Stipend funds (an incentive upon graduation with a diploma), making appropriate referrals, and monitoring young adult's ongoing progress.</p>	<p>7/1/24-6/30/25</p>	<p>1. Case managers will maintain a comprehensive "client tracker excel tool" to track educational categories.</p> <p>2. Case managers, with assistance from office specialist, will compile client records of activities/services provided in case notes and service arrays, which are then inputted into UNITY. The HMIS database will be used to track entry and exit data. Coordination with Clark County ETV Program to verify post-secondary education.</p>	<p>Objectives will be measured monthly from statistics captured on the FAFFY Monthly Program Report (which includes a compilation of all case manager "client tracker excel tools"). HMIS "Program Outcome Measures" will be another tool to track progress.</p> <p>Measured data will be provided from HMIS and/or UNITY data entry and reports, where applicable.</p>

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**DIVISION OF CHILD AND FAMILY SERVICES
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Goal 3: (Employment Outcomes) Promote economic self-sufficiency by assisting young adults to secure employment.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. Young adults who complete/exit the program will have employment. Goal is 40% of young adults.	1. Case managers will assist young adults in securing and maintaining employment.	7/1/24-6/30/25	<p>1. Case managers will maintain a comprehensive "client tracker excel tool" to track employment outcomes.</p> <p>2. Case managers, with assistance from office assistant, will compile client records of activities/services provided in case notes and service arrays/placements, which are then inputted into the UNITY and HMIS databases where applicable.</p>	<p>Objectives will be measured monthly from statistics captured on the FAFFY Monthly Program Report (which includes a compilation of all case manager "client tracker excel tools"). HMIS "Program Outcome Measures" will be another tool to track progress.</p> <p>Measured data will be provided from HMIS and/or UNITY data entry and reports, where applicable.</p>

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**DIVISION OF CHILD AND FAMILY SERVICES
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Goal 4: (Medical Insurance) Promote health and well-being by assisting young adults to secure and/or maintain medical insurance.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. Young adults will have active medical insurance in place when they complete/exit the program. Goal is 85% of young adults.	<p>1. Case managers will assist young adults in maintaining or applying for "In-Care" Medicaid or "Aged Out" Medicaid, or other forms of medical insurance (example: medical insurance available through a young adult's employer).</p> <p>2. For young adults not eligible for Medicaid or other forms of medical insurance, case managers will make referrals to relevant medical providers such as volunteer clinics or other such programs.</p>	7/1/24-6/30/25	<p>1. Case managers will coordinate with CCFS Eligibility Unit for Medicaid maintenance; case managers will utilize the statewide "Aged-Out" Medicaid form and process with DWSS for FAFFY-only clients and clients who complete/exit the program at age 21</p> <p>2. Case managers will maintain a comprehensive "client tracker excel tool" to track the number of clients insured under Medicaid.</p>	<p>Objectives will be measured monthly from statistics captured on the FAFFY Monthly Program Report (which includes a compilation of all case manager "client tracker excel tools"). HMIS "Program Outcome Measures" will be another tool to track progress.</p> <p>Measured data will be provided from HMIS and/or UNITY data entry and reports, where applicable.</p>

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**DIVISION OF CHILD AND FAMILY SERVICES
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Goal 5: (Communication) Promote and maintain consistent verbal and in-person communication with young adults.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>1. Maintain monthly phone contact between young adult and case manager. Goal is 85% of young adults.</p> <p>2. Maintain quarterly in-person contact between young adult and case manager. Goal is 85% of young adults.</p>	<p>1. Case managers will (or make good-faith attempts to) maintain monthly phone and quarterly in-person contact with young adults.</p> <p>2. Specific activities include (but are not limited to) maintaining a log of communication efforts including the date and the type of communication (or attempt), documenting efforts in case notes, and addressing any barriers to communication utilizing established processes (such as translation services).</p>	7/1/24-6/30/25	<p>1. Case managers will maintain a comprehensive "client tracker excel tool" to track client contacts. This will include date tracking of contact attempts, verbal/phone contacts, and in-person contacts.</p> <p>2. Case managers, with assistance from office assistant, will compile client records of contacts completed in case notes and service arrays/placements, which are then inputted into the UNITY and HMIS databases where applicable.</p>	<p>Objectives will be measured monthly from statistics captured on the FAFFY Monthly Program Report (which includes a compilation of all case manager "client tracker excel tools"). HMIS "Program Outcome Measures" will be another tool to track progress.</p> <p>Measured data will be provided from HMIS and/or UNITY data entry and reports, where applicable.</p>

Goal 6: (Enhanced Data Tracking) Provide enhanced program data tracking by using the statewide Nevada Homeless Management and Information System (HMIS) to provide additional reports and data.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>1. Provide additional program reports and data by inputting young adults into the HMIS database. Goal is 95% of enrolled young adults will be inputted into HMIS.</p> <p><u>Note:</u> Enhanced data tracking will provide additional program reports including a Demographics Report, Program Roster, and Program Outcome Measures.</p>	<p>1. Case managers and other applicable staff will input intake and exit data into HMIS.</p>	7/1/24-6/30/25	<p>1. Report(s) are generated from HMIS and are available in any timeframe format as requested (daily, weekly, monthly, quarterly, annually, etc.).</p>	<p>Ongoing during the grant period supervisor will monitor HMIS Data Quality and completion rates via HMIS Reporting tools. Supervisor will work with staff to address any data needs as necessary.</p>

BUDGET NARRATIVE - SFY25

Total Personnel Costs		Including Fringe	Total:	\$	260,941.60
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.					
	Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
PamelaSraggins Public Service Specialist (Title change only) 10158092 start date June 1, 2024 Duties: Receptionist for Drop In Center, general office and data entry for grant and program statistics and documentation - Assists in the completion of all Goals/Objectives Request increase in level as duties require more skills than prior level.					
	65,981	60%	100%	12	\$ 105,553.72
Vacant ELIGIBILITY SPECIALIST PID#10045264					
	56,544	60%	100%	0	\$ -
Employee: Greer, David ELIGIBILITY SPECIALIST PID#10041636 Since 12/25/2021 Assist Social Workers as directed, determine eligibility of youth for program criteria and outside agency assistance. Assists in the completion of all Goals/Objectives.					
	55,577	52%	100%	12	\$ 84,477.04
Venessa Moore Sr Family Services Specialist (50% for 10 months 100% for last two months) start date 09/2021 Duties: Part time Lead Case Management and Case Planning for Former Foster Youth. Maintain contact and case file documentation, necessary intervention and assistance, case intake & closure. Assists in the completion of all Goals/Objectives					
	\$ 78,936	54%	100%	7	\$ 70,910.84
*Insert new row for each position funded or delete this row.					
Total Fringe Cost \$		93,353.69	Total:	\$	260,941.60

Travel/Training					Total:	\$	-
Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.							
Out-of-State Travel	None requested					\$	-
<u>Title of Trip & Destination such as CDC Conference: San Diego, CA</u>	<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>		\$	-
Airfare: Cost per trip (origin & destination) x # of trips x # of staff						\$	-
Baggage fee: \$ amount per person x # of trips x # of staff						\$	-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff						\$	-

Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff	\$ -
Ground Transportation: \$ per r/trip x # of trips x # of staff	\$ -
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff	\$ -
Parking: \$ per day x # of trips x # of days x # of staff	\$ -

Justification:

Who will be traveling, when and why, tie into program objective(s) or indicate required by funder.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

In-State Travel	None requested					\$ -
<u>Origin & Destination</u>	<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>		
Airfare: cost per trip (origin & designation) x # of trips x # of staff	\$ -					\$ -
Baggage fee: \$ amount per person x # of trips x # of staff						\$ -
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff						\$ -
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff						\$ -
Motor Pool: (\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days						\$ -
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff						\$ -
Parking: \$ per day x # of trips x # of days x # of staff						\$ -

Justification:

Who will travel and why

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

Operating	Total:	\$ 865.00
List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.		
Through MOU with CC Social Services, Administrative Costs to operate Step Up Drop	\$ 865.00	
In Center including rent, utilities, supplies, janitorial, snacks, etc.		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	

Justification:

The Drop In Center maintains a small kitchen for youth who may need a snack during an extended visit. A small amount of purchases may be made from the administrative funds for the use of youth

Equipment	Total:	\$ -
List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.		
Describe equipment	\$ -	

Contractual		Total:	\$ -
Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.			
Name of Contractor/Subrecipient:		\$ -	
Method of Selection:			
Period of Performance:			
Scope of Work: Define Scope of Work-			
*Sole Source Justification: Define if sole source method, not needed for competitive bid			
Method of Accountability:			
Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.			
*Add additional Contractor/Subrecipients here with justification or delete this row.		\$ -	
Other		Total:	\$ 298,193.40
Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.			
Direct to Youth Step Up (18 upto 21 years)		\$ 298,193.40	
Justification: Direct Costs shall include items such as living stipends, rent, educational stipends/incentives, move in stipends, emergency assistance, bus passes, Ubur/Lift gift Cards, hygiene items, etc. necessary to assist youth with meeting transitional goals and maintain self sufficiency. Direct assistance is used to assist in the completion of Goal 1, 2, 3 and 7.			
Justification: Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie budget piece to project deliverables.			
TOTAL DIRECT CHARGES		\$ 560,000.00	
Indirect		8% Applicable for this protams	Total: \$ -
Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. This will be a percentage that cannot exceed 10% of Direct Expenses. Note that the formula in Cell F112 will automatically calculated 10%. Applicants may override this formula only to request a lower indirect rate.			
Identify Indirect Expenses		\$ -	
Add more as necessary and adjust formula in F112		\$ -	
to reflect changes.		\$ -	
TOTAL BUDGET		Total:	\$ 560,000.00



Department of Health and Human Services
Division of Child & Family Services
(hereinafter referred to as the Department)

Budget Account: 325011

Category: 11

GL:

Job Number: 32501125

(FAFFY)
Fund to Assst Form Foster Youth
NOTICE OF SUBAWARD

Program Name: FAFY Clark County Department of Family Services DCFS Grants Management Unit DCFSGrants@dcfs.nv.gov	Subrecipient's Name Clark County Department of Family Services Vicki Malone malonev@clarkcountynv.gov
Address: 4126 Technology Way, 3 rd Floor Carson City, NV 89706-2009	Address: 121 S Martin Luther King Blvd Las Vegas, NV 89106-4309
Subaward Period: July 1, 2024, through June 30, 2025	Subrecipient's: EIN: 88-6000028 Vendor #: T81026920A Unique Entity ID: DF4MDGFT8JB4

Purpose of Award: For the Clark County jurisdiction, Clark County Social Service (CCSS), under an agreement with Clark County Family Services (CCFS), operates the "Step Up" program for young adults who "age-out" of foster care (18 to 21). Step Up is primarily a homeless prevention and independent living program for these young adults. The goal is for young adults to achieve economic self-sufficiency as they make the transition from foster care into adulthood.

Region(s) to be served: ☐ Statewide ☒ Specific County or counties: Clark

Approved Budget Categories:	
1. Personnel	\$342,500.00
2. Travel/Training	\$0.00
3. Operating	\$56,000.00
4. Equipment	\$0.00
5. Contractual/Consultant	\$0.00
6. Other	\$161,500.00
TOTAL DIRECT COSTS	\$560,000.00
7. Indirect Costs	\$0.00
TOTAL APPROVED BUDGET	\$560,000.00

FEDERAL AWARD COMPUTATION:

Total Obligated by this Action:	\$ 560,000.00
Cumulative Prior Awards this Budget Period:	\$
Total State Funds Awarded to Date:	\$ 560,000.00

Match Required ☒ Y ☐ N

Amount Required this Action:

Amount Required Prior Awards:

Total Match Amount Required:

Research and Development (R&D) ☐ Y ☒ N

Federal Budget Period:

October 1, 2023, through September 30, 2025

Federal Project Period:

October 1, 2023, through September 30, 2025

FOR AGENCY USE, ONLY

Source of Funds	% Funds:	CFDA:	FAIN:	Federal Grant #:	Federal Grant Award Date by Federal Agency:
Account to Assist Persons Formerly in Foster Care	100	N/A	N/A	N/A	N/A

Agency Approved Indirect Rate: 0.00%

Subrecipient Approved Indirect Rate: 0%

Terms and Conditions:

In accepting these grant funds, it is understood that

1. This award is subject to the availability of appropriate funds.
2. Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
3. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented.
4. Subrecipient must comply with all applicable Federal regulations.
5. Quarterly progress reports are due by the 15th of each month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator.
6. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.

Incorporated Documents:

- Section A: Grant Conditions and Assurances;
Section B: Description of Services, Scope of Work and Deliverables
Section C: Budget and Financial Reporting Requirements.
Section D: Request for Reimbursement.

Section E: Audit Information Request.

Section F: Current/Former State Employee Disclaimer; and

Section G: DHHS Confidentiality Addendum

Authorized Subrecipient Official's Name and Title	Signature	Date
Lisa M. ...	[Signature]	8/14/24
Michael Guerra Grants and Projects Analyst II	[Signature]	8-14-24
For Maria McDade Williams Administrator, Division of Child & Family Services	[Signature]	8/14/24