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FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: 1/22/2010

Submitted By: Ed Sturdivant
Department: County Auditor
Telephone: 281-341-3769

Court Date: 1/26/2010

SUMMARY OF ITEM:

Approve amendment to Shared Staff Reimbursement Contracts between Fort Bend County and Texas Department of Family and Protective Services to extend the FY 2010 program from August 31, 2010 until September 30, 2010.

Renewal Agreement/Appointment: YES NO

Reviewed by County Attorney's Office: YES NO

List Supporting Documents Attached:

FINANCIAL SUMMARY:

Budgeted Item: YES NO

Funding Source:

Requires Auditor to Certify Funds: YES NO

Instructions for submitting an Agenda Request:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all information must be provided by Wednesday at 2:00 p.m. to all departments listed below.
- Original back-up must be received in County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office: (✓ when completed)

If by E-Mail to ospindon@co.fort-bend.tx.us

If by Fax to: (281) 341-8609

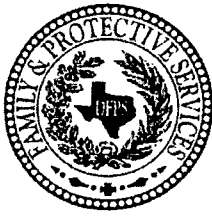
Distribute copies with back-up to all listed below. If by fax, send to the numbers below:

<input checked="" type="checkbox"/> Auditor	(281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1	(281-342-0587)
<input checked="" type="checkbox"/> Budget Officer	(281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2	(281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning	(281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3	(281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent	(281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4	(281-980-9077)
<input checked="" type="checkbox"/> Information Technology	(281-341-4526)	<input checked="" type="checkbox"/> County Clerk	(281-341-8697)
<input type="checkbox"/> Other: _____		<input checked="" type="checkbox"/> County Atty	(281-341-4557)

Recommendation:

Special Handling: Return signed original to the Auditor's Office.

2-1-10 copy received



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER
Anne Heiligenstein

December 16, 2009

TO: COUNTIES PARTICIPATING IN SHARED STAFF REIMBURSEMENT CONTRACTS

As you know, Fort Bend County places a high priority on abused and neglected children by enhancing state services with additional child protection staff to serve this vulnerable population. Your support is making a positive difference in the lives of the children and families of Fort Bend County.

We want to make you aware that the Department of Family and Protective Services (DFPS) is making changes to our current billing process. DFPS will be transitioning to a standardized quarterly billing process that will be based on the federal fiscal year (FFY). This change is necessary so that our billing is in concert with our federally mandated cost allocation process which uses a FFY quarterly time study.

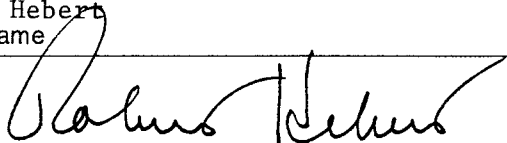
The new billing process will begin in January 2010, the first month of the second FFY quarter. Actual costs for the months of January, February, and March will be sent to you by the end of April, and the subsequent FFY quarters will follow the same process. Following your receipt of each quarterly billing, please remit your payment within 30 days.

Due to this change in our billing cycle, DFPS will move to a FFY contract period as well. Your current state fiscal year 2010 contract will be amended to add the month of September 2010. This amendment will simplify the billing change this year by making it possible to have three full FFY quarters, and will enable the contract period to coincide with the billing process for all future contracts.

These changes will not impact the current contracted participation rate that was shared with you on May 1, 2009. That participation rate will be used for the amendment to add the month of September 2010 to your current contract.

In order to move forward with the January 2010 effective date for the transition to a FFY quarterly billing process, we are asking you to please confirm your agreement with this change in billing by completing the following section and return this letter by mail, fax, or email (requires a scanned pdf document) to your DFPS billing representative within fifteen days of receipt.

Acknowledged and agreed to by:

Fort Bend County Name	
Robert Hebert Printed Name	County Judge Position
 Signature	January 26, 2010 Date

If these changes present a hardship, please contact your DFPS billing representative. We will work with you to ease the transition to the FFY billing process and contract period.

Thank you for the service you provide to the children and families of your county. DFPS values your partnership and we hope you have a wonderful and safe holiday season.

Sincerely,



Cindy Brown
Chief Financial Officer