



# Texas Department of Family and Protective Services

**Commissioner**  
*Stephanie Muth*

July 3, 2024

Honorable Judge Tim O'Hare  
100 E Weatherford St, Rm 506  
Fort Worth, Texas 76196

**Re: FY 2025 Title IV-E County Child Welfare Services Annual Review  
Contract Number HHS000285000009**

Dear Honorable Judge Tim O'Hare:

The Texas Department of Family and Protective Services (DFPS) must comply with federal regulations by conducting an annual review of your Title IV-E contract which includes the following contract actions:

- Identifying the budget to be used for the new contract period. This may include obtaining and approving a revised budget or confirmation of the continued use of the currently approved budget; and
- Obtaining a current Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification.

Attached are the documents required to be updated annually:

1. Budget Form 2030CWIVE
  - o Required to be returned if changes are needed to your currently approved budget. Complete and return the updated budget form and the associated budget narrative to support the projected expenditures.
  - o If a revised budget is not necessary, indicate in your return correspondence that the budget will remain as previously submitted.  
If your county claims an indirect cost rate, return a copy of your agency's current approved indirect cost rate certification.
2. FFATA Certification Form 4734.
3. Internal Control Structure Questionnaire: DFPS must assess whether a contractor has accounting systems and procedures in place to reduce incidents of fiscal errors and/or reduce the opportunity for dishonesty. DFPS - Regional CPS Contracting Forms

- o Must include all attachments

701 W. 51<sup>ST</sup> ST. ♦ P.O. BOX 149030 ♦ AUSTIN, TEXAS 78714-9030 ♦ (512) 438-4800

***An Equal Opportunity Employer and Provider***

Please return the above required documents within 30 calendar days of receipt to [Jessica.delgado@dfps.texas.gov](mailto:Jessica.delgado@dfps.texas.gov)

If you have any questions, do not hesitate to contact me via email at [Jessica.delgado@dfps.texas.gov](mailto:Jessica.delgado@dfps.texas.gov) or by telephone at 469-669-1035

Sincerely,

A handwritten signature in black ink that reads "Jessica Delgado". The signature is written in a cursive style with a large initial "J".

Jessica Delgado  
CPS Contract Manager

Enclosures:

- Budget for Title IV-E County Child Welfare Services (Form 2030CWIVE)
- FFATA Certifications (Form 4734)
- Internal Control Structure Questionnaire (Form 9007CLIVE)