



STATE OF FLORIDA
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES

Child Support Enforcement Unit
111 Coastline Dr., E., Rm. 212
P. O. Box 52239
Jacksonville, FL 32201-2239
Telephone: (904) 359-6735
SC 826-6735

December 2, 1987

Chairman
Nassau County Board of County
Commissioners
P. O. Box 456
Fernandina Beach, FL 32034

RE: First Amendment to
Contract Number DE047

Dear Sir:

Attached for your files is a fully executed copy of the First Amendment to the Service of Process Contract No. DE047 between the Department of Health and Rehabilitative Services and Nassau County. Pursuant to this amendment, the rate of reimbursement has been reduced to 68% effective 10/1/87, and vouchers submitted to the Department for reimbursement should reflect this reduced rate.

If you have any questions, please feel free to contact me at 359-6734.

Sincerely,

A handwritten signature in cursive script that reads 'Tony G. Kirk'.

Tony G. Kirk, Senior Human Services
Program Manager

TGK/js

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DISTRICT FOUR

BOB MARTINEZ, GOVERNOR

STATE OF FLORIDA
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES

CONTRACT FOR SERVICE OF PROCESS
WITH
THE LOCAL GOVERNMENT OF Nassau COUNTY FLORIDA
BY AND THROUGH THE BOARD OF COUNTY COMMISSIONERS

FIRST AMENDMENT TO CONTRACT NO. DE047

THIS CONTRACT AMENDMENT is entered into between the State of Florida, Department of Health and Rehabilitative Services, hereinafter referred to as the "Department" and the Nassau County Board of County Commissioners, hereinafter referred to as the "County".

WITNESSTH:

The above named parties hereby mutually agree that the contract entered into by the said parties on July 1, 1987, is hereby amended effective October 1, 1987.

A. SECTION III, Subsection A, is hereby amended to read:

Reimbursement

1. That reimbursement will be made only for original service of process on Title IV-D case actions. The County will be reimbursed for service of process in IV-D cases only at the prevailing rate of Federal Financial Participation, which is currently 68%.

2. That the County will bill the Department monthly, on a form to be provided by the Department, or an equivalent form developed by the Sheriff and containing all information required by the Department, for 68% of the total fee allowed by law.

B. ATTACHMENT 1, Part D, is hereby replaced with ATTACHMENT 1, Part DD.

C. ATTACHMENT 1, Part E, is hereby replaced with ATTACHMENT 1, Part EE.

D. All provisions in the contract or in attachments to the contract, in conflict with this amendment, shall be and are hereby changed to conform to this amendment.

E. All provisions not in conflict with this amendment are still in effect and are to be performed at the same level as specified in the contract or attachments thereto.

IN WITNESS HEREOF, the parties hereto have caused this five (5) page contract amendment to be executed by their officials thereunto duly authorized.

BOARD OF COUNTY COMMISSIONERS
Nassau, COUNTY FLORIDA

STATE OF FLORIDA, DEPARTMENT
OF HEALTH AND REHABILITATIVE
SERVICES

BY: *Gene R. Blackwell*

TITLE: Chairman

DATE: November 10, 1987

BY: *Thomas W. Weinberg*

TITLE: Dist. Administrative Services Dir.

DATE: 11/20/87

ATTACHMENT 1

PART DD

CONTRACT FOR SERVICE OF PROCESS WITH
LOCAL GOVERNMENT

METHOD OF PAYMENT - FIXED RATE

1. Subject to the terms of this contract and the provisions of 45 CFR Part 74, the Department shall reimburse the County for no more than a total dollar amount of \$ 3,528.00 for expenditures made in accordance with the attached Reimbursement Flow Chart (ATTACHMENT 1, Part EE). Reimbursement shall be made on the basis of a monthly itemized report of requests to serve original service of process. The request of reimbursement shall be made on a form provided by the Department or an equivalent form developed by the Sheriff containing all information required by the Department. The County will be reimbursed 68 % of the \$12.00 fee it pays the Sheriff for original service of process in IV-D cases.

2. Request for reimbursement shall be made monthly by the County with an accompanying certification that a total payment of the \$12.00 fee for each request of service by the Sheriff has been paid to the Sheriff's Service of Process Fee Account. A copy of each request for service of process which was provided to the Sheriff shall be submitted with the request for reimbursement.

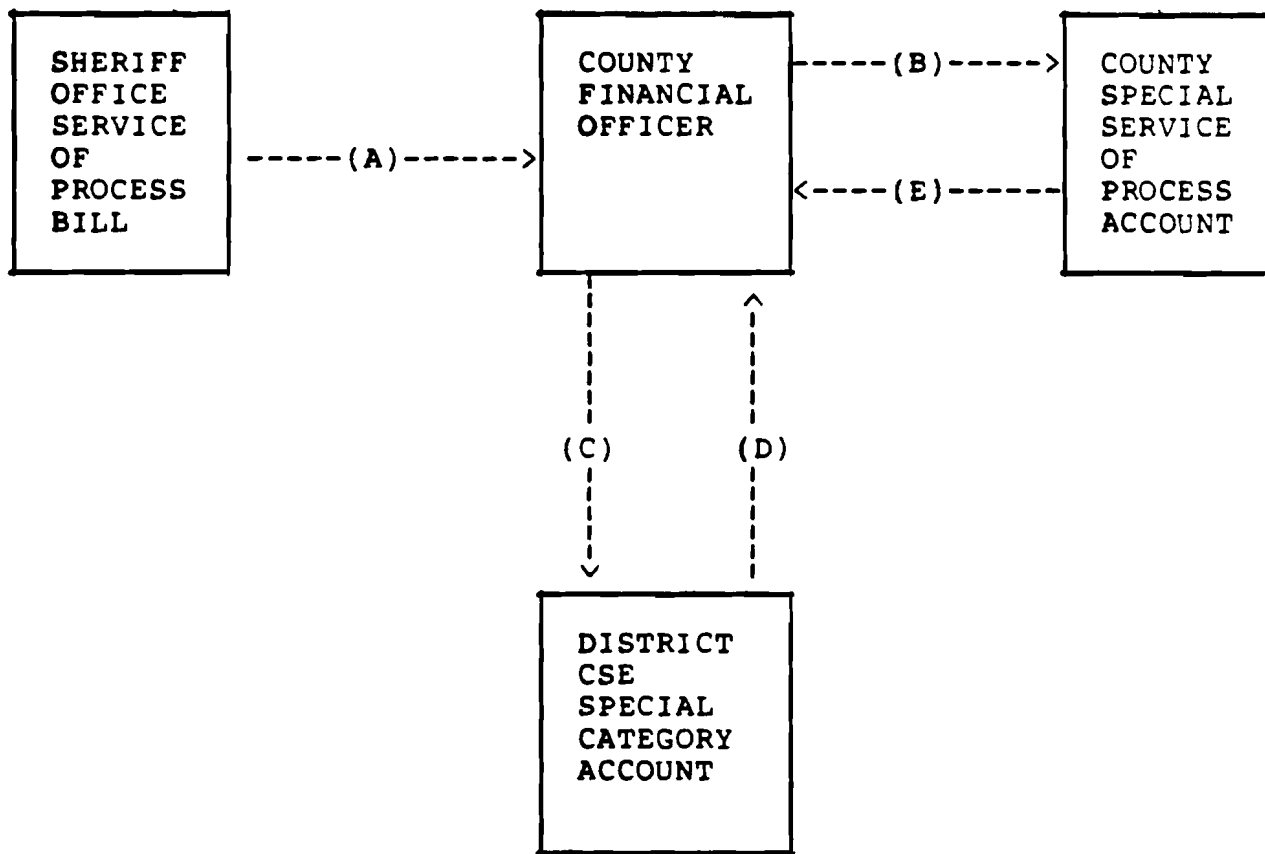
3. If the court orders the absent parent to pay for the service, the payment should be to the County who will retain 32% of the payment and use the remaining 68 % to reduce the total service of process bill to the Department for the month in which the absent parent actually made the payment. The bill must show the names of all absent parents who made payments so that costs records can be updated by district CSE units.

4. Any payment due for services under this contract shall be submitted in detail for a proper preaudit and postaudit.

ATTACHMENT 1

PART EE

FLOW CHART
DEPICTING THE COUNTY BILLING PROCESS
REQUIRED TO CREATE THE NECESSARY
RECORDS FOR AUDITING PURPOSES
TO SHOW COMPLIANCE WITH FEDERAL
REGULATIONS IN USING FEDERAL
FUNDS TO PAY FOR SERVICE OF PROCESS
FEES PURSUANT TO CHAPTER 84-141, LAWS OF FLORIDA



(A). On a monthly basis the Sheriff will certify and forward his bill for service of process fees to the appropriate county financial officer.

(B). The county financial officers will effect a budget transfer to a "Service of Process" special account in an amount equal to 100% of the bill provided by the Sheriff. An audit trail of this transaction must be maintained.

(C). The county financial officers will certify that the bill has been paid and forward it to the District CSE Supervisor requesting that 68 % of the total cost be reimbursed.

(D). The District CSE Supervisors will process the bill and forward same to the District Administrative Service officer who will cause an amount equal to 68 % of the total fee cost to be paid to the County financial officer.

(E). The County financial officer, subsequent to the processing of the bill to the Department, may withdraw the money previously paid into the service of process special account and utilize the funds any time, as seen fit by the County. Additionally, after payment of 68 % of the total bill by the Department, these funds may also be used as desired by the County.