

File



STATE OF FLORIDA  
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES

Child Support Enforcement Unit  
State Regional Service Center  
Richard P. Daniel Bldg., Suite 236  
111 Coastline Dr., E., P.O. Box 52239  
Jacksonville, Florida 32201-2239

June 4, 1990

T. J. Greeson, Clerk  
Nassau County Courthouse  
P.O. Box 456  
Fernandina Beach, FL 32034

RE: Contract for Service of Process

Dear Mr. Greeson:

Subsequent to Nassau County signing the above referenced contract with the Department, this office was advised of a change that needs to be made in Attachment II of the contract. The Office of Management and Budget (OMB) has published OMB Circular A-133 which supercedes Attachment F, Subparagraph 2H of OMB Circular A-110. Therefore the reference to that circular in the contract must be updated. Attached are the four (4) copies of the contract which were previously signed. Also enclosed are four copies of the revised Attachment II. Would you please replace each of the old Attachment II's with the new ones I have enclosed and return them to this office.

Please let me know if you have any questions.

Sincerely,

Jean B. Long, Program Specialist

*Contracts updated or returned (1/1/91)*

DISTRICT FOUR

FINANCIAL AND COMPLIANCE AUDITS  
ATTACHMENT II

This attachment is applicable if the provider or grantee, hereinafter referred to as provider, is a local government, university, hospital or other nonprofit entity. The requirements of this attachment shall not apply if the total of all funds received from the department during the provider's fiscal year is less than \$25,000. The provider has "received" funds when it has obtained cash from the department or when it has incurred expenses which will be reimbursed by the department.

The provider agrees to have an annual financial and compliance audit performed by independent auditors in accordance with the current Government Auditing Standards (the "Yellow Book") issued by the Comptroller General of the United States. Local governments shall comply with Office of Management and Budget (OMB) Circular A-128, Audit of State and Local Governments. Universities, hospitals and other nonprofit providers shall comply with the audit requirements contained in Attachment F of OMB Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, except as modified herein. Such audits shall cover the entire organization for the organization's fiscal year, not to exceed 12 months. The scope of audits performed need include only the financial and compliance requirements of the "Yellow Book", and may disregard those related solely to economy and efficiency or to program results. An audit performed by the Florida Auditor General shall satisfy the above requirements.

Compliance findings related to contracts with the department shall be based on the contract requirements, including any rules, regulations, or statutes referenced in the contract. Liabilities due to the department, because of unexpended funds or because funds were not expended in accordance with contract terms, shall be calculated and fully disclosed in the audit report. This requirement does not expand the scope of the audit as prescribed by the "Yellow Book".

Audit reports of audits performed by independent auditors other than the Florida Auditor General shall include, in addition to the basic financial statements: (a) a detailed schedule of all revenues identified by source, such as individual contracts by contract number, client fees, and private donations; and, (b) a schedule of functional expenses which presents the item expenditures such as salaries, travel and supplies by program services and supporting services, with the portion of total supporting services allocable to programs presented as a single line item increasing program services and decreasing supporting services. Where applicable, the audit report shall include a computation showing whether or not matching requirements were met.

Copies of the financial and compliance audit report, management letter, and all other correspondence related to the audit, if any, of audits performed by independent auditors, other than the Florida Auditor General, shall be submitted within 120 days after the end of the provider's fiscal year, unless otherwise required by Florida Statutes, to both:

- a. Office of Audit and Quality Control Services  
1317 Winwood Boulevard, Building 5, Room 116  
Tallahassee, Florida 32399-0700
- b. Contract Manager for the department

The provider shall ensure that audit working papers are made available to the department, or its designee, upon request for a period of five years from the date the audit report is issued, unless extended in writing by the department.

1/1/90

FINANCIAL AND COMPLIANCE AUDITS  
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1/1/90



STATE OF FLORIDA  
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES

Child Support Enforcement Unit  
Richard P. Daniel Bldg., Suite 236  
111 Coastline Drive East  
P. O. Box 52239  
Jacksonville, Florida 32201-2239

May 7, 1990

Mr. Jimmy L. Higginbotham, Chairman  
Nassau County Board of  
County Commissioners  
P.O. Box 456  
Fernandina Beach, Florida 32034

RE: FY 1990-91 Contract for  
Service of Process

Dear Mr. Higginbotham:

As the State's 1989-90 fiscal year is nearing an end, we have started preparing contracts for the upcoming fiscal year. Attached are four (4) copies of the FY 90-91 contract for Service of Process between the Nassau County Board of County Commissioners and the Department of HRS. Also attached are two (2) copies of the Memorandum of Negotiation. All four (4) copies of the contract need to be signed and dated by the Chairman or his designee. Both copies of the Memorandum of Negotiation need to be signed and dated by the Sheriff or his designee. All six (6) signed documents should be returned to this office. Once signed and processed by the Department, an original of each document will be returned for your files.

In order to meet the contract effective date, all signed documents should to be received in this office no later than Friday, May 25th, 1990.

If you have any questions, please feel free to contact me at (904) 359-6739.

Sincerely,

*Jean B. Long*  
Jean B. Long,  
Program Specialist

Attachments

JBL:lc

DISTRICT FOUR



STATE OF FLORIDA  
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES

Child Support Enforcement  
Richard P. Daniel Bldg., Suite 236  
111 Coastline Dr., E., P.O. Box 52239  
Jacksonville, Florida 32201-2239  
(904) 798-4035

July 13, 1990

Jimmy L. Higginbotham, Chairman  
Nassau County Board of  
County Commissioners  
P.O. Box 456  
Fernandina Beach, Florida 32034

RE: FY 1990-91 Contract# DE097  
for Service of Process

Dear Mr. Higginbotham:

Attached for your records is an executed copy of the above-referenced contract with the Department. Also attached is your copy of the Memorandum of Negotiation.

If you have any questions concerning this contract, please feel free to contact me at (904) 359-6739.

Sincerely,

A handwritten signature in cursive script that reads "Jean B. Long".

Jean B. Long,  
Program Specialist

JBL/lc

DISTRICT FOUR



STATE OF FLORIDA  
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES

Child Support Enforcement Unit  
111 Coastline Dr., E., Rm. 236  
P. O. Box 52239  
Jacksonville, FL 32201-2239  
Phone: (904) 359-6735

4DCSE

SUBJECT: Memorandum of Negotiation

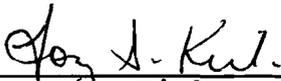
The below indicated representatives of the Department of Health and Rehabilitative Services and the Nassau County Board of County Commissioners, in preparing their contract for Service of Process on Title IV-D cases have agreed to the following points:

1. To promptly attempt service on all Title IV-D child support enforcement actions that are referred by the department, or an agent thereof, and which are identified as Title IV-D cases. If service is not perfected on the initial attempt, additional attempts will be made until service is successful or the sheriff is convinced that service is not possible, pursuant to Section 30.231 (2), F.S.
2. To promptly provide the department or its designee with a copy of the sheriff's return indicating whether service of process has been perfected. Where service of process has not been perfected, the sheriff must specifically state on the return why service of process has not been perfected.
3. To maintain sufficient staff, facilities and equipment to deliver the agreed upon services or to notify the department whenever the sheriff is unable, or is going to be unable, to provide the required quality or quantity of services.
4. Attempt to serve process within five working days of receipt of the request.
5. Attempt to serve process on respondent during employment hours at the respondent's place of employment.
6. Attempt to serve process on respondent at respondent's residence, outside employment hours, when resident's address is given.
7. The reimbursement will be made 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 (FFP), which is currently 64.846%.
8. This contract shall begin on July 1, 1990, or the date on which the contract is signed by both parties, whichever is later.

DISTRICT FOUR

9. This contract shall end on June 30, 1991.

10. Subject to the terms of this contract and the provisions of CFR Part 74, the department shall reimburse the county for no more than a total dollar amount of \$4,202.00 for expenditures made in accordance with this contract. This is based on an estimated 540 services of process reimbursed at \$ 7.78 per service.

  
\_\_\_\_\_  
Tony G. Kirk  
Department of Health and  
Rehabilitative Services

DATE: May 7, 1990

  
\_\_\_\_\_  
Sheriff or his Designee

DATE: 5-14-90



**STATE OF FLORIDA  
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES  
STANDARD CONTRACT**

**THIS CONTRACT** 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 "provider".

The parties agree:

**I. The Provider Agrees:**

**A. To provide services according to the conditions specified in Attachment I.**

**B. Federal Laws and Regulations:**

1. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and other applicable regulations as specified in Attachments I&II.
2. If this contract contains federal funds and is over \$100,000, the provider shall comply with all applicable standards, orders, or regulations issued under Section 306 of the Clean Air Act, as amended (42 USC 1857(h) et seq.), Section 508 of the Clean Water Act, as amended (33 USC 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the department.

**C. Audits and Records:**

1. To maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the department under this contract.
2. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the department, as well as by federal personnel.
3. To maintain and file with the department such progress, fiscal, inventory, and other reports as the department may require within the period of this contract. Such reporting requirement must be reasonable given the scope and purpose of this contract.
4. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
5. To provide a financial and compliance audit to the department as specified in Attachment II. Additional audit requirements are specified in Attachment I, Special Provisions, Section NA.

**D. Retention of Records:**

1. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of this contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings.
2. Persons duly authorized by the department and federal auditors, pursuant to 45 CFR, Part 74.24(a),(b), and (d), shall have full access to and the right to examine any of said records and documents during said retention period.

**E. Monitoring:**

1. To provide progress reports, including data reporting requirements as specified in Attachment   I  . These reports will be used for monitoring progress or performance of the contractual services as specified in Attachment   I  .
2. To permit persons duly authorized by the department to inspect any records, papers, documents, facilities, goods and services of the provider and/or interview any clients and employees of the provider to be assured of satisfactory performance of the terms and conditions of this contract. Following such inspection the department will deliver to the provider a list of its comments with regard to the manner in which said goods or services are being provided. The provider will rectify all noted deficiencies provided by the department within the specified period of time set forth in the comments, or provide the department with a reasonable and acceptable justification for not correcting the noted shortcomings. The provider's failure to correct or justify within a reasonable time as specified by the department may result in the withholding of payments, being deemed in breach or default, or termination of this contract.

**F. Indemnification:**

1. Any provider who is not a state agency or subdivision, as defined in Chapter 768.28, Florida Statutes, or not a private university, agrees:

To be liable for and to defend, to the extent allowed by law, the department, upon receiving timely written notification from the department, against all claims, suits, judgements, or damages, including costs and attorney's fees, arising out of the negligent acts or omissions of the provider in the course of the operation of this contract. Where the provider and the department commit joint negligent acts, the provider shall not be liable for nor have any obligation to defend the department with respect to that part of the joint negligent act committed by the department. In no event shall the provider be liable for or have any obligation to defend the department against such claims, suits, judgements, or damages, including costs and attorney's fees, arising out of the sole negligent acts of the department.

2. Any provider who is a state agency or subdivision, as defined in Chapter 768.28, Florida Statutes, or is a private university, agrees:

To be fully responsible for its acts of negligence, or its agents' acts of negligence, and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by any provider to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

**G. Insurance**

1. To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract. The provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the provider and the clients to be served under this contract. Upon the execution of this contract, the provider shall furnish the department written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program. The department reserves the right to specify additional insurance requirements where appropriate.
2. If the provider is a county, municipality or a state agency as defined by Section 768.28, Florida Statutes, the provider shall furnish the department, upon request, written verification of liability protection in accordance with Section 768.28, Florida Statutes.

**H. Safeguarding Information**

Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with the state regulations and federal regulations (45 CFR, Part 205.50), except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

**I. Client Information**

To submit management, program, and client identifiable data, as specified by the department in Attachment NA, to the department for inclusion in the HRS Client Information System.

**J. Assignments and Subcontracts**

To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the department. No such approval by the department of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the department in addition to the total dollar amount agreed upon in this contract. All such assignments or subcontracts shall be subject to the conditions of this contract (except Section I, Paragraph 0) and to any conditions of approval that the department shall deem necessary.

**K. Financial Reports**

To provide financial reports to the department as specified in Attachments SI&II.

**L. Return of Funds**

To return to the department any overpayments due to unearned funds or funds disallowed pursuant to the terms of this contract that were disbursed to the provider by the department. The provider shall return any overpayment to the department within forty (40) calendar days after either discovery or notification of the overpayment. In the event that the provider or its independent auditors discovers an overpayment has been made, the provider shall repay said overpayment within forty (40) calendar days without prior notification from the department. In the event that the department first discovers an overpayment has been made, the department will notify the provider by letter of such a finding. Should repayment not be made in a timely manner, the department will charge interest of one (1) percent per month compounded on the outstanding balance after forty (40) calendar days after the date of notification or discovery.

For state universities, should repayment not be made within forty (40) calendar days after the date of notification, the department will notify the State Comptroller's Office who will then enact a transfer of the amounts owed from the state university's account to the account of HRS.

**M. Unusual Incident Reporting**

If services to clients will be provided under this contract the provider and any subcontractors shall report to the department unusual incidents in a manner prescribed in HRSR 0-10-1.

**N. Transportation Disadvantaged**

If clients will be transported under this contract, the provider will subcontract with the designated Coordinated Community Transportation Provider, in accordance with the local Memorandum of Agreement, or otherwise comply with the provisions of Chapter 427, Florida Statutes. The provider shall submit to the department the reports required pursuant to Volume 10, Chapter 27, HRS Accounting Procedures Manual.

**O. Purchasing**

It is expressly understood and agreed that any articles which are the subject of, or are required to carry out this contract shall be purchased from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) identified under Chapter 946, Florida Statutes, in the same manner and under the procedures set forth in Section 946.515(2),(4), Florida Statutes. For purposes of this contract, the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for this agency insofar as dealings with PRIDE. This clause is not applicable to any subcontractors, unless otherwise required by law.

**P. Civil Rights Certification**

The provider gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance. The provider agrees to complete the Civil Rights Compliance Questionnaire, HRS Forms 946 A and B, if so requested by the department.

**The provider assures that it will comply with:**

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.

6. All regulations, guidelines, and standards as are now or may be lawfully adopted under the above statutes.

The provider agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the provider, its successors, transferees, and assignees for the period during which such assistance is provided. The provider further assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the provider understands that the Grantor may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

**Q. Requirements of Section 287.058, Florida Statutes:**

1. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof.
2. Where applicable, to submit bills for any travel expenses in accordance with Section 112.061, Florida Statutes. The department may establish rates lower than the maximum provided in Section 112.061.
3. To provide units of deliverables, including reports, findings, and drafts as specified in Attachment I, to be received and accepted by the contract manager prior to payment.
4. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A.2 of this contract.
5. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by the provider in conjunction with this contract. It is expressly understood that substantial evidence of the provider's refusal to comply with this provision shall constitute a breach of contract.

**R. Withholdings and Other Benefits:**

1. The provider is responsible for Social Security and Income Tax withholdings.
2. The provider is not entitled to state retirement or leave benefits except where the provider is a state agency.
3. Unless justified by the provider and agreed to by the department in Attachment I, Special Provisions, Section D the department will not furnish services of support normally available to career services employees (e.g., office space, office supplies, telephone service, secretarial, or clerical support).

**S. Sponsorship**

As required by Section 286.25, Florida Statutes, when sponsoring a program financed wholly or in part by department funds, including any funds obtained through this contract, the provider assures that all notices, informational pamphlets, press releases, advertisements,

descriptions of the sponsorship of the program, research reports, and similar public notices prepared and released by the provider shall include the statement: "Sponsored by the Nassau County Board of County Commissioners

**PROVIDER**

and the State of Florida, Department of Health and Rehabilitative Services". If the sponsorship reference is in written material, the words "State of Florida, Department of Health and Rehabilitative Services" shall appear in the same size letters or type as the name of the organization.

**T. Discounted Invoices**

To allow a NA percent discount on selected invoices which are paid in less than NA days. The provider must clearly mark any invoice with the discount if it is to be allowed. The provider may submit invoices with or without the negotiated discount terms. The department shall comply with Section 215.422(4), Florida Statutes, if a discounted invoice is offered.

**U. Final Invoice**

The provider must submit the final invoice for payment to the department no more than 45 days after the contract ends or is terminated; if the provider fails to do so, all right to payment is forfeited, and the department will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all evaluation and financial reports due from the provider, and necessary adjustments thereto, have been approved by the department.

**II. The Department Agrees:**

**A. Contract Amount**

To pay for contracted services according to the conditions of Attachment I in an amount not to exceed \$ 4,202.00, subject to the availability of funds. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.

**B. Contract Payment**

Pursuant to Section 215.422, Florida Statutes, the voucher authorizing payment of an invoice submitted to the department shall be filed with the State Comptroller not later than twenty (20) days after the receipt of the invoice and receipt, inspection and approval of the goods or services, except that in the case of a bona fide dispute the voucher shall contain a statement of the dispute and authorize payment only in the amount not disputed. Such approval is for the purpose of authorizing payments and does not constitute a final approval of services purchased under this contract. The date on which an invoice is deemed received is the date on which a proper invoice is first received at the place designated by the department. A payment is deemed to be issued on the first working day that payment is available for delivery or mailing to the provider. If a warrant in payment of an invoice is not issued within forty (40) days after the receipt of the invoice and receipt, inspection, and approval of the goods and services, the department shall pay to the provider, in addition to the amount of the invoice, interest at a rate of one (1) percent per month calculated on a daily basis on the unpaid balance from the expiration of such forty (40) day period until such time that the warrant is issued to the provider. The temporary unavailability of funds to make a timely payment due for goods or services does not relieve the department from this obligation to pay interest penalties.

**III. The Provider and Department Mutually Agree:**

**A. Effective Date:**

- 1. This contract shall begin on July 1, 1990 or on the date on which the contract has been signed by both parties, whichever is later.
- 2. This contract shall end on June 30, 1991.

**B. Termination:**

- 1. **Termination at Will**  
This contract may be terminated by either party upon no less than one-hundred eighty (180) calendar days notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
- 2. **Termination Because of Lack of Funds**  
In the event funds to finance this contract become unavailable, the department may terminate the contract upon no less than twenty-four (24) hours notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The department shall be the final authority as to the availability of funds.
- 3. **Termination for Breach**  
Unless the provider's breach is waived by the department in writing, the department may, by written notice to the provider, terminate this contract upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. If applicable, the department may employ the default provisions in Chapter 13A-1, Florida Administrative Code. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the department's right to remedies at law or to damages.

**C. Notice and Contact**

The name and address of the contract manager for the department for this contract is: Tony G. Kirk, Program Administrator, CSE

P. O. Box 52239, 111 Coastline Dr., Jacksonville, FL 32201.

The name and address of the representative of the provider responsible for administration of the program under this contract is:

Jimmy L. Higginbotham, Chairman, Nassau County Board of County Commissioners,

P. O. Box 456, Fernandina Beach, Florida 32034.

In the event that different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.

**D. Renegotiation or Modification:**

- 1. Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed. The parties agree to renegotiate this contract if federal and/or state revisions of any applicable laws, or regulations make changes in this contract necessary.
- 2. The rate of payment and the total dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the appropriations process and subsequently identified in the department's operating budget.

**E. Name, Mailing and Street Address of Payee:**

1. The name and mailing address of the official payee to whom the payment shall be made:  
Nassau County Board of County Commissioners  
P. O. Box 1010, Fernandina Beach, Florida 32034

2. The name of the contact person and street address where financial and administrative records are maintained:  
Cathy Lewis, Finance Director, P.O. Box 456  
416 Centre St., Fernandina Beach, Florida 32034

**F. All Terms and Conditions Included**

This contract and its attachments as referenced, (Attachment I, Parts A,B,C, D and Exhibit A, and Attachment II), contain all the terms and conditions agreed upon by the parties.

**IN WITNESS THEREOF**, the parties hereto have caused this 15 page contract to be executed by their undersigned officials as duly authorized.

**PROVIDER**

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

SIGNED BY: *Jimmy L. Higginbotham*

NAME: Jimmy L. Higginbotham

TITLE: Chairman

DATE: 5-14-90

**STATE OF FLORIDA, DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES**

SIGNED BY: *Lucy D. Hadi*

NAME: Lucy D. Hadi

TITLE: District Administrator

DATE: 6-29-90

FEDERAL ID NUMBER:  
(or SS Number for an individual)

59-186-3042

STATE AGENCY 29 DIGIT SAMAS CODE:

PROVIDER FISCAL YEAR ENDING DATE:

September 30th

07/01/90

CHILD SUPPORT ENFORCEMENT  
CONTRACT FOR SERVICE OF  
PROCESS WITH SHERIFF'S  
DEPARTMENT AND LOCAL  
GOVERNMENT

ATTACHMENT I

**A. Services to be Provided**

Under this contract the county agrees:

Services

1. The sheriff shall promptly attempt service on all Title IV-D child support enforcement actions that are referred by the department, or an agent thereof, and which are identified as Title IV-D cases. If service is not perfected on the initial attempt, additional attempts will be made until service is successful or the sheriff is convinced that service is not possible, pursuant to Section 30.231, F.S.

2. The sheriff shall promptly provide the department or its designee with a copy of the sheriff's return indicating whether service of process has been perfected. Where service of process has not been perfected, the sheriff must specifically state on the return why service of process has not been perfected.

3. The sheriff is to maintain sufficient staff, facilities and equipment to deliver the agreed upon services or to notify the department whenever the sheriff is unable, or is going to be unable to provide the required quality or quantity of services.

4. Under the provisions of the law and the terms of this contract, the sheriff is required to serve the following:

- a. Summonses and complaints
- b. Subpoenas except witness subpoenas
- c. Contempt notice to appear
- d. Orders (when courts ordered to be served by the sheriff)
- e. Notice to absent parent for deemed Income Deduction Order

**B. Manner of Service Provisions**

1. The sheriff shall attempt to serve process within five working days of receipt of the request.

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2. The sheriff shall attempt to serve process on respondent during employment hours at the respondent's place of employment.

3. The sheriff shall attempt to serve process on respondent at respondent's residence, outside employment hours, when resident's address is given.

**C. Method of Payment - Fixed Rate/Contract for Service of Process with Local Government**

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 \$4,202 for expenditures made in accordance with the attached Reimbursement Flow Chart (Attachment 1, Exhibit A), subject to the availability of funds. Reimbursement shall be made on the basis of a monthly itemized report of requests to serve original service of process. The request for reimbursement shall be made on a form provided by the department or an equivalent form developed by the sheriff containing a listing of all Title IV-D cases submitted to the sheriff during the reporting period with a certification by the sheriff that services have been attempted and/or perfected. The county will be reimbursed at the prevailing rate of Federal Financial Participation (64.846%) 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 Service of Process Fee Account.

3. If the court orders the absent parent to pay for the service, the payment should be to the county who will retain the prevailing local match rate (35.154%), of the payment and use the remaining match rate (64.846%), 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 Child Support Enforcement units.

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

5. The sheriff shall maintain copies of the request for service as required for postaudit.

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**D. Special Provisions**

**1. Area of Service**

The services required of the county and sheriff pursuant to this contract shall be provided in Nassau County.

**2. Severability**

If any provision herein or the application thereof is held invalid for any reason, such invalidity shall not affect the validity of other provisions or applications thereof, which can be given effect without the invalid provision of application. To this end, the provisions of this contract are declared to be severable.

**3. Modification of Contract due to a Reduction in Federal Financial Participation (FFP)**

That in the event FFP funding is reduced during the term of this contract all parties agree that reimbursement by the department shall be at the new prevailing rate of FFP. Notification of the change of FFP and its effective date will be reduced to writing and said notification shall be attached to the original contract.

**4. Services to be performed by the Department**

a. To clearly identify all Title IV-D child support enforcement cases referred directly to the sheriff for which service of process is requested.

b. To provide directly to the sheriff the best known address where the person may be served.

c. To promptly reimburse the sheriff for service of process services.

**5. Project Independence**

a. The department has implemented Project Independence, an initiative to assist public assistance recipients to enter and remain in gainful employment. Employment of Project Independence participants is a mutually beneficial goal for the contractor and the department in that it provides qualified entry level employees needed by many contractors and provides substantial savings to the citizens of Florida.

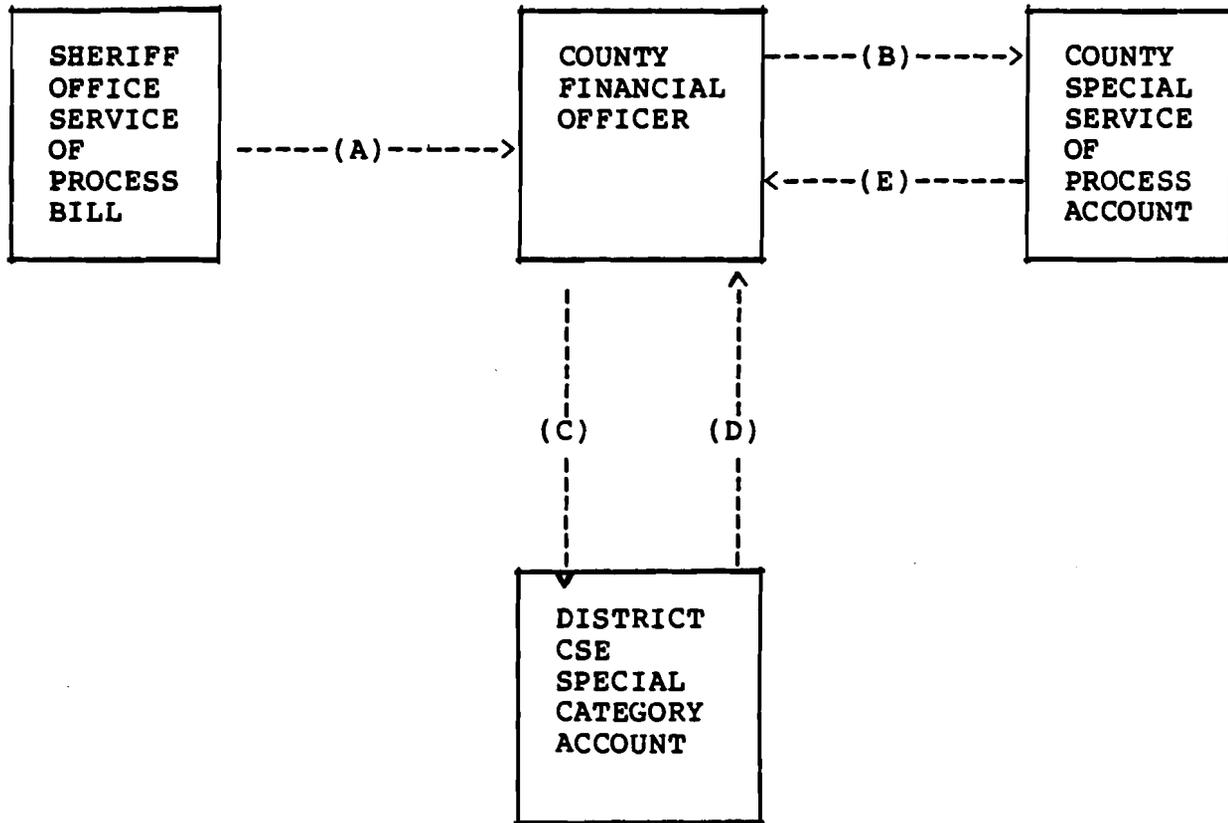
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b. The contractor or its agent agree to notify the department of entry level employment opportunities associated with this contract that require a high school education or less. The department will provide information to the contractor identifying Project Independence clients that are referred to the contractor. In the event that the contractor or its agent employs a person who was referred by the department's Project Independence office, the contractor will notify the department.

## ATTACHMENT 1

## EXHIBIT A

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 Child Support Enforcement supervisor requesting that the prevailing rate of Federal Financial Participation of the total cost be reimbursed.

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(D) The district Child Support Enforcement supervisors will process the bill and forward same to the district administrative services officer who will cause an amount equal to the prevailing rate of federal financial participation 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 the prevailing rate of federal financial participation of the total bill by the department, these funds may also be used as desired by the county.

This attachment is applicable if the provider or grantee, hereinafter referred to as provider, is a local government, university, hospital or other nonprofit entity. The requirements of this attachment shall not apply if the total of all funds received from the department during the provider's fiscal year is less than \$25,000.00. The provider has "received" funds when it has obtained cash from the department or when it has incurred expenses which will be reimbursed by the department.

The provider agrees to have an annual financial and compliance audit performed by independent auditors in accordance with the current Government Auditing Standards ("Yellow Book") issued by the Comptroller General of the United States. Local governments shall comply with Office of Management and Budget (OMB) Circular A-128, Audit of State and Local Governments. Universities, hospitals and other nonprofit providers shall comply with the audit requirements contained in OMB Circular A-133, Audits of Institutions of Higher Learning and Other Nonprofit Institutions, except as modified herein. Such audits shall cover the entire organization for the organization's fiscal year, not to exceed 12 months. The scope of audits performed need include only the financial and compliance requirements of the "Yellow Book", and may disregard those related solely to economy and efficiency or to program results. An audit performed by the Florida Auditor General shall satisfy the above requirements.

Compliance findings related to contracts with the department shall be based on the contract requirements, including any rules, regulations, or statutes referenced in the contract. Liabilities due to the department, because of unexpended funds or because funds were not expended in accordance with contract terms, shall be calculated and fully disclosed in the audit report. This requirement does not expand the scope of the audit as prescribed by the "Yellow Book".

Audit reports of audits performed by independent auditors other than the Florida Auditor General shall include, in addition to the basic financial statements: (a) a detailed schedule of all revenues identified by source, such as individual contracts by contract number, client fees, and private donations; and, (b) a schedule of functional expenses which presents line items expenditures such as salaries, travel and supplies by program services and supporting services, with the portion of total supporting services allocable to programs presented as a single line item increasing program services and decreasing supporting services. Where applicable, the audit report shall include a computation showing whether or not matching requirements were met.

Copies of the financial and compliance audit report, management letter, and all other correspondence related to the audit, if any, of audits performed by independent auditors, other than the Florida Auditor General, shall be submitted within 120 days after the end of the provider's fiscal year, unless otherwise required by Florida Statutes, to both:

- A. Office of Audit and Quality Control Services  
1317 Winewood Boulevard, Building 5, Room 116  
Tallahassee, Florida 32399-0700
- B. Contract Manager for the department

The provider shall ensure that audit working papers are made available to the department, or its designee, upon request for a period of five years from the date the audit report is issued, unless extended in writing by the department.

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**FINANCIAL AND COMPLIANCE AUDITS**  
**ATTACHMENT II**

This attachment is applicable if the provider or grantee, hereinafter referred to as provider, is a local government, university, hospital or other nonprofit entity. The requirements of this attachment shall not apply if the total of all funds received from the department during the provider's fiscal year is less than \$25,000. The provider has "received" funds when it has obtained cash from the department or when it has incurred expenses which will be reimbursed by the department.

The provider agrees to have an annual financial and compliance audit performed by independent auditors in accordance with the current Government Auditing Standards (the "Yellow Book") issued by the Comptroller General of the United States. Local governments shall comply with Office of Management and Budget (OMB) Circular A-128, Audit of State and Local Governments. Universities, hospitals and other nonprofit providers shall comply with the audit requirements contained in Attachment F of OMB Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, except as modified herein. Such audits shall cover the entire organization for the organization's fiscal year, not to exceed 12 months. The scope of audits performed need include only the financial and compliance requirements of the "Yellow Book", and may disregard those related solely to economy and efficiency or to program results. An audit performed by the Florida Auditor General shall satisfy the above requirements.

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1/1/90