

Legislative Oversight Committee
South Carolina House of Representatives
Post Office Box 11867
Columbia, South Carolina 29211
Telephone: (803) 212-6810 • Fax: (803) 212-6811



Program Evaluation Report Guidelines

April 21, 2015

OVERVIEW: COMMITTEE INFORMATION

Committee Information

House Legislative Oversight Committee

Post Office Box 11867
Columbia, South Carolina 29211

Telephone 803-212-6810

Fax 803-212-6811

Also, the agency may visit the South Carolina General Assembly Home Page (<http://www.scstatehouse.gov>) and click on "*Citizens' Interest*" then click on "*House Legislative Oversight Committee Postings and Reports*". This will list the information posted online for the Committee; click on the information the agency would like to review.

<http://www.scstatehouse.gov/citizens.php> (Click on the link for "*House Legislative Oversight Committee Postings and Reports*.")

OVERVIEW: PROGRAM EVALUATION REPORT

Background

Section 2-2-20 requires oversight studies and investigations on all agencies at least once every seven years. Pursuant to Section 2-2-20(b), the purpose of a study is to:

- “determine if agency laws and programs within the subject matter jurisdiction of a standing committee: (1) are being implemented and carried out in accordance with the intent of the General Assembly; and (2) should be continued, curtailed, or eliminated.”

Additionally, Legislative Oversight Committee Standard Practice 9 recognizes “that a legislative oversight study and investigation of an agency serves the purposes of informing the public about the agency.”

Pursuant to Section 2-2-20(c), each study must consider the following,

- “(1) the application, administration, execution, and effectiveness of laws and programs addressing subjects within the standing committee's subject matter jurisdiction;
- (2) the organization and operation of state agencies and entities having responsibilities for the administration and execution of laws and programs addressing subjects within the standing committee's subject matter jurisdiction; and
- (3) any conditions or circumstances that may indicate the necessity or desirability of enacting new or additional legislation addressing subjects within the standing committee's subject matter jurisdiction.”

When conducting an oversight study, Section 2-2-50(D) states an investigating committee may acquire evidence or information by any lawful means, including, but not limited to:

- “requiring the agency to prepare and submit to the investigating committee a program evaluation report by a date specified by the investigating committee.”

The questions and instructions in this Program Evaluation Report Guidelines are provided for the purpose of specifying the agency programs and operations the Committee is studying and the information the agency must include in the program evaluation report. **Please note the agency's response will be published on the General Assembly's website.**

Section 2-2-60 outlines what an investigating committee's request for a program evaluation report must contain. It also provides a list of information an investigating committee may request. Section 2-2-60 does not state any information that an investigating committee is prohibited from requesting.

OVERVIEW: PROGRAM EVALUATION REPORT

Submission Process

Please complete the information and answer the questions included on the following pages. Please note at the end there is a request to complete an Excel document with the name of all personnel at the agency who were consulted or performed work to obtain the information utilized when answering the questions in this report. Therefore, for efficiency purposes, the agency may want to keep track of this information while answering the questions instead of waiting until the end. In addition, having a copy of the Fiscal Year 2013-2014 Accountability Report submitted to the Executive Budget Office and Fiscal Year 2015 Restructuring and Seven-Year Plan report submitted to the House Legislative Oversight Committee will be helpful while answering the questions.

All forms should be submitted by **May 22, 2015 (i.e. 30 days after receiving these Guidelines)**, to the House Legislative Oversight Committee (HCommLegOv@schouse.gov). The report should be submitted in the following formats:

- Electronic Copy
 - Completed Word Document;
 - For all questions in the Word document that ask the agency to complete an Excel chart, the agency should type “See Excel Chart,” and then provide the appropriate information in the cells in the Excel Chart. For all other questions, please provide the agency’s response in the Word document.
 - Completed Excel Document; and
 - PDF copy of the Word Document (on signature line type “See Original Copy,” do not provide actual signature) and Excel Charts, attached at the end.
- Hard Copy
 - Completed Word Document, with original signatures, and Excel Charts.

The agency is receiving these Guidelines in Word and Excel Format so the agency can type its answers directly into the correct format. The signed copy of the Submission Form with a hard copy of the forms and attachments should be mailed to: House Legislative Oversight Committee, Post Office Box 11867, Columbia, South Carolina 29211.

OVERVIEW: PROGRAM EVALUATION REPORT

Looking Ahead

The Program Evaluation Report and Oversight Study process are new for 2015. It is the Committee's goal that each Oversight Study result in recommendations for how the agency can continue to improve, and in order to make these recommendations, the Committee is asking agencies to conduct a self-analysis.

Each year the Committee will review information sought from agencies, the methods through which it is sought and any feedback received from agencies. Through this review, it is the Committee's goal to continually improve its processes and obtain greater effectiveness and efficiency for agencies and the Committee through revisions and updates both in the information it receives and way in which it is collected. The Committee looks forward to working with agencies to provide the most effective and efficient state government for the people of South Carolina.

PROGRAM EVALUATION REPORT

Insert Agency Name

Date of Submission: *Insert Date*

Please provide the following for this Program Evaluation Report

	Name	Date of Hire	Email
Agency Director			
Previous Agency Director			

	Name	Phone	Email
Primary Contact:			
Secondary Contact:			

The following information is provided by the Legislative Oversight Committee to comply with Section 2-2-60(A)

Agency Program or Operations the Legislative Oversight Committee intends to Investigate:	All current agency programs
Information the agency must include in the Program Evaluation Report:	Information contained on the following pages in the Program Evaluation Report Guidelines.
Date the agency must submit the Program Evaluation Report to the House Legislative Oversight Committee:	May 22, 2015 (i.e. 30 days after receiving the Program Evaluation Report Guidelines)

PROGRAM EVALUATION REPORT

Testimony Provided in Effort to Build Greater Confidence in State Government

In an effort to build greater confidence in state government, I am signing my name below to affirm that I have reviewed and approve this report and the information contained in it. In addition, I affirm I am wilfully submitting the information in this report as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100. I understand that providing false, materially misleading, or materially incomplete information is a criminal offense.

In addition, by way of their signature on the attached Personnel Involved Chart, each person listed on that sheet(s) affirms they are wilfully submitting the information, which appears in response to the question which is typed by their name in the Personnel Involved Chart, as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100. Each person understands that providing false, materially misleading, or materially incomplete information is a criminal offense.

Current Agency Director
(Sign/Date):

(Type/Print Name):

If applicable, Board/Commission Chair
(Sign/Date):

(Type/Print Name):

PROGRAM EVALUATION REPORT

Standard Questions

If any question asks for information in a certain format and the agency already has the same information in another format, please contact Committee staff to discuss potential options.

General¹

1. Please complete the **Agency Glossary Chart**. In the Excel document attached, there is a template to complete under the tab labeled, "Agency Glossary." In this chart please list terms, phrases or acronyms used by the agency, or in industry, to ensure the Committee and general public understand all terminology used by the agency.
2. Please complete the **Personnel Involved Chart** while completing this Report. In the Excel document attached, there is a template to complete under the tab labeled, "Personnel Involved." By way of their signature on the attached Personnel Involved Chart, each person listed on that sheet(s) affirms they are wilfully submitting the information, which appears in response to the question which is typed by their name in the Personnel Involved Chart, as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100.
3. The Appropriations Act includes "Major Program Areas." Individual programs are often grouped together within one or more of these major areas. When thinking about the individual programs, how does the agency define the term "program" (i.e, what is an individual program mean at the agency)?
 - a. Anytime the agency sees the term "program" used in any questions in this report, it refers to an individual program and means the same as the agency has defined it in response to this question.
4. Explain how the budget is broken down for agency management (including the director and deputy directors), outside of the way it is grouped for the Appropriations Act. If it is easier to simply provide a copy of the budget, in its most detailed version, the agency may do so.
5. Provide a list of the types of searches the agency can perform within the electronic version(s) of its budget, maintained at the agency (i.e. budget by year, office, department, program, etc.)

¹ 2-2-60(B)(12) - any other relevant information specifically requested by the investigating committee.

PROGRAM EVALUATION REPORT

Performance, Organizational Structure and Responsibilities²

1. Does the agency have a strategic plan other than the one it provided in the Strategic Plan Template of the FY 2013-14 Accountability Report? If yes, please provide the Committee a copy and state the date it was last updated (if that information is not included on the printed version of the strategic plan).
2. Please complete the **Funding Sources Chart**. In the Excel document attached, there is a template to complete under the tab labeled, "Funding Sources." In this chart please list all sources of funding for the agency in 2013-14, 2014-15, and anticipated funding sources in 2015-16; as well as the amounts available from each and any restrictions on the use of the funds. Examples of funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc. As for anticipated funds from the General Assembly in 2015-16; the agency can type the amount it submitted originally in its requests to the Governor when the budget process began.
3. Please complete the **Strategic Plan Investment Chart** and **Performance Measures Status Chart**. In the Excel document attached, there is a template to complete under the tab labeled, "Strategic Plan Investment" and a template labeled, "Performance Measures Status."
4. Please complete the **Program Effectiveness Ranking Chart**. In the Excel document attached, there is a template to complete under the tab labeled, "Program Effectiveness Ranking." In this chart please list all of the agency's programs and put them in order from most effective and efficient to least effective and efficient.
5. Please complete a separate **Program Details Chart** for each individual agency program. In the Excel document attached, there is a template to use under the tab labeled, "Program Details." In this chart, please provide the details about each program. It is recommended that the agency copy and paste the data in this tab into multiple other tabs or into a separate excel workbook, while it is still blank. The agency will then have a blank version to complete for each separate program.
6. Are there any reports or reviews based on an audit or investigation of the agency during the last ten years that are not linked under Legislative Audit Council, or the agency, on the publications page of www.statehouse.gov? If so, please provide the Committee a copy of these reports.

² 2-2-60(B)(2) (a)-(c) - a description of each program administered by the agency identified by the investigating committee in the request for a program evaluation report, including the following information: (a) established priorities, including goals and objectives in meeting each priority; (b) performance criteria, timetables, or other benchmarks used by the agency to measure its progress in achieving its goals and objectives; (c) an assessment by the agency indicating the extent to which it has met the goals and objectives, using the performance criteria. When an agency has not met its goals and objectives, the agency shall identify the reasons for not meeting them and the corrective measures the agency has taken to meet them in the future; 2-2-60(B)(3) - organizational structure, including a position count, job classification, and organization flow chart indicating lines of responsibility; 2-2-60(B)(6) - identification of the constituencies served by the agency or program, noting any changes or projected changes in the constituencies;

PROGRAM EVALUATION REPORT

Public³

1. Please complete the **Paperwork Filed by the Public Chart**. In the Excel document attached, there is a template to complete under the tab labeled, "Paperwork Filed by the Public."
2. Are there any other agency policies for collecting, managing, and using personal information over the Internet, which were not described in the Paperwork Filed by the Public Chart? If so, please explain.
3. Are there any other agency policies for collecting managing, and using personal information non-electronically, which were not described in the Paperwork Filed by the Public Chart? If so, please explain.
4. Please complete the **Agency Information Available to the Public Chart**. In the Excel document attached, there is a template to complete under the tab labeled, "Agency Info Available to Public." In this chart please list all locations where the public can view different annual, quarterly and other reports produced by the agency, as well as other information about the agency.

Cooperative Arrangements and Alternative Delivery⁴

1. Do the agency's strategies or objectives reflect specific activities by the agency to ensure coordination of its efforts with other agencies that share a similar goal? If not, please explain why. If yes, please list which strategies and/or objectives.
2. Please identify other areas where the agency could establish cooperative arrangements, including, but not limited to, cooperative arrangements to coordinate services and eliminate redundant requirements, which were not identified in the Paperwork Filed by the Public Chart.
3. Please provide a summary of all efforts by the agency regarding the use of alternative delivery systems, including privatization, in meeting its goals and objectives, outside those identified in the individual Program Details Chart and in the Paperwork Filed by the Public Chart.

³ 2-2-60(B)(11) - a list of reports, applications, and other similar paperwork required to be filed with the agency by the public. The list must include: (a) the statutory authority for each filing requirement; (b) the date each filing requirement was adopted or last amended by the agency; (c) the frequency that filing is required; (d) the number of filings received annually for the last seven years and the number of anticipated filings for the next four years; (e) a description of the actions taken or contemplated by the agency to reduce filing requirements and paperwork duplication; 2-2-60(B)(10) - agency policies for collecting, managing, and using personal information over the Internet and non-electronically, information on the agency's implementation of information technologies;

⁴ 2-2-60(B)(5) - identification of areas where the agency has coordinated efforts with other state and federal agencies in achieving program objectives and other areas in which an agency could establish cooperative arrangements including, but not limited to, cooperative arrangements to coordinate services and eliminate redundant requirements; 2-2-60(B)(7) - a summary of efforts by the agency or program regarding the use of alternative delivery systems, including privatization, in meeting its goals and objectives;

PROGRAM EVALUATION REPORT

Laws⁵

1. Please complete the **Evaluation of Legal Standards Chart**. In the Excel document attached, there is a template to complete under the tab labeled, "Evaluation of Legal Stds." The Chart already includes information from the Legal Standards Chart the agency submitted in its 2015 Restructuring and Seven-Year Plan Report. There are two added columns, "Recommend Further Evaluation" and "Basis for Further Evaluation," for the agency to complete.

⁵ 2-2-60(B)(1) - enabling or authorizing law or other relevant mandate, including any federal mandates; 2-2-60(B)(9) - a comparison of any related federal laws and regulations to the state laws governing the agency or program and the rules implemented by the agency or program;

Agency Glossary

INSTRUCTIONS: Please list the terms, phrases or acronyms the agency uses which the Committee or general public may not know, along with the meaning of the term, phrase or acronym and the department which most often utilizes the term, if there is one. If the entire agency uses the term, type "Entire Agency" in the last column. **NOTE:** Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Term, Phrase or Acronym	Meaning of the Term, Phrase or Acronym	Department which often utilizes the term (if the entire agency uses it, type "Entire Agency")
Department of Social Services			
Department of Social Services			
Department of Social Services			

Funding Sources

INSTRUCTIONS: Please list all sources of funding in 2013-14, 2014-15, and anticipated funding sources in 2015-16. List each year the agency had (or anticipates) funds available from an individual funding source on a separate row. Examples of funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc. In the column labeled, "Is this source an appropriated or outside source?" type "appropriated" for funds from the General Assembly or Federal Government and "outside source" for all others. As for anticipated funds from the General Assembly in 2015-16; the agency can type the amount included in its original requests submitted to the Governor when the budget process began. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Year	Funding Source	Is this source, an appropriated or outside source?	Amount Available	Restrictions on use of funds (List any restrictions; If no restrictions, type "None")
Department of Social Services					
Department of Social Services					

Performance Measures Status

INSTRUCTIONS: Below is the information from the Performance Measurement template the agency submitted in its 2013-14 Accountability Report, if it was required to submit an Accountability Report. Please fill in the column labeled, "Most Current Value (as of 4/30/15)" and the column labeled, "New Target Value (as of 6/30/16)." In addition, please add any additional performance measures the agency has adopted since submitting its 2013-2014 Accountability Report. If the agency did not previously complete an Accountability Report, please refer to the attached Accountability Report Guidelines, follow the instructions related to the Performance Measurement Template and provide the information requested below.

Agency Submitting Report	Item	Performance Measure	Old Last Value (as of 6/30/13)	Old Current Value (as of 6/30/14)	Old Target Value (Target the agency set for 6/30/15)	Most Current Value (as of 4/30/15)	New Target Value (as of 6/30/16) *Make sure to use quantifiable #s, %s, etc., not "increase" or "decrease"	Time Applicable	Data Source and Availability	Reporting Freq.	Calculation Method	Associated Objectives
Department of Social Services	1	CPS assessments initiated timely	97.00%	93.30%	100%			July 1 - June 30	CAPSS	Monthly	The number of CPS assessments initiated timely divided by the total number of assessments. The target value complies with the state standard.	1.1.1
Department of Social Services	2	CPS assessments completed timely	98.50%	94.50%	100%			July 1 - June 30	CAPSS	Monthly	The number of CPS assessments completed timely divided by the total number of assessments. The target value complies with the state standard.	1.1.1
Department of Social Services	3	Monthly visits in Family Preservation	93.65%	90.73%	95%			July 1 - June 30	CAPSS	Monthly	The number of visits made in Family Preservation each month divided by the total number of visits that were needed.	1.2.1
Department of Social Services	4	No repeat maltreatment within 12 months of the closure of a Family Preservation service	90.20%	89.50%	90.40%			July 1 - June 30	CAPSS	Monthly	The percentage of children with a repeat maltreatment within 12 months of the closure of a Family Preservation service.	1.2.2
Department of Social Services	5	Monthly visits in Foster Care	97.66%	96.00%	100%			July 1 - June 30	CAPSS	Monthly	The number of visits made in Foster Care each month divided by the total number of visits that were needed. The target value complies with the state standard.	1.3.1
Department of Social Services	6	Placement stability in Foster Care (<=2 placements)	85.40%	83.50%	86%			July 1 - June 30	CAPSS	Monthly	The number of Foster Care cases that have less than or equal to two placements divided by the total number of cases. The target value complies with the federal target.	1.3.2
Department of Social Services	7	Children placed in county of origin	62.50%	57.00%	70%			July 1 - June 30	CAPSS	Monthly	The number of children placed in their county of origin in Foster Care divided by the total number of children in Foster Care.	1.3.2
Department of Social Services	8	Sibling groups placed together	44.66%	43.97%	50%			July 1 - June 30	CAPSS	As needed	The number of sibling groups placed together in Foster Care divided by the total number of sibling groups.	1.3.2
Department of Social Services	9	Timely Completed Merits Hearings	88.10%	85.50%	86.36%			July 1 - June 30	DSS Court Report	Monthly	The number of merits hearings completed timely divided by the total number of merits hearings completed.	1.3.3
Department of Social Services	10	Absence of Child Abuse and/or Neglect in Foster Care	99.57%	99.50%	99.68%			July 1 - June 30	CAPSS and ACF Data Profiles	Semi-annual	The number of children served in foster care during the SFY minus the number that were victims of abuse or neglect divided by the number served. The target value complies with the federal target.	1.3.4
Department of Social Services	11	Of children reunified, reunifications that took place within 12 months of entering Foster Care	79.80%	82.80%	83.63%			July 1 - June 30	CAPSS	Monthly	The number of children reunified within twelve months of entering Foster Care divided by the total number of children reunified after entering Foster Care. The current federal target is 75.20%.	1.4.1
Department of Social Services	12	Children discharged from Foster Care to reunification do not re-enter foster care within 12 months of the date of their discharge	93.50%	94.10%	95.04%			July 1 - June 30	CAPSS	Monthly	The number of children discharged from Foster Care to reunification that do not re-enter Foster Care within 12 months of the date of their discharge divided by the total number of children discharged from Foster Care to reunification. The current federal target is 90.10%.	1.4.1
Department of Social Services	13	Of children adopted, adoptions that took place within 24 months from the date of their latest removal from the home.	29.80%	34.30%	36.60%			July 1 - June 30	CAPSS	Monthly	The number of children whose adoption took place within 24 months from the date of their latest removal from the home divided by the number of children adopted. The target value complies with the federal target.	1.4.2
Department of Social Services	14	APS assessments initiated timely	92.00%	89.20%	100%			July 1 - June 30	CAPSS	Monthly	The number of APS assessments initiated timely divided by the total number of assessments.	1.5.1

INSTRUCTIONS: Please provide the information requested below for each program. It is recommended that the agency copy and paste the data in this tab into multiple other tabs or into a separate excel workbook, while it is still blank. The agency will then have a blank version to complete for each separate program.

General							
INSTRUCTIONS: Please copy and paste the individual row applicable for this program from the Program Effectiveness Ranking Chart.							
Agency Submitting Report	Individual Program Name	Brief description of the public benefit provided or public harm prevented by the individual program	Ranking (#1 = most effective and efficient)	Total Program Budget in FY 2014-15 (from all funding sources)	Amount of Total Program Budget in FY 2014-15 from funds appropriated by General Assembly	Associated Major Programs Area (as identified in the 2013-14 Accountability Report)	Associated Agency Objective #(s) (as identified in the 2013-14 Accountability Report)
Department of Social Services							

Potential Negative Impact	
INSTRUCTIONS: Please list what the agency considers the most potential negative impact on the public that may occur as a result of the program not performing well and provide the information requested in each of the other cells below.	
Most potential negative impact on the public that may occur as a result of the program not performing well	
Level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen	
Any additional information the agency would like to provide for clarity, context, explanation, etc.	

Budget Information				
INSTRUCTIONS: Please list the total budget for the program (from all funding sources), total expenditures and total number of constituents served, for each year from 2004-05 to the present. If a program name changed, was dropped, merged into another program, etc., please indicate that in the Notes/Explanation column. The agency can also provide any further explanation in the Notes/Explanation column. Remember, funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc.				
Total Program Budget (from all sources of funding)	Total Program Expenditures	Total number of constituents served	Notes and/or further Explanation	Year
				2004-05
				2005-06
				2006-07
				2007-08
				2008-09
				2009-10
				2010-11
				2011-12
				2012-13
				2013-14
				2014-15

Alternative Delivery System
INSTRUCTIONS: Please provide a summary of all efforts by the agency regarding the use of alternative delivery systems, including privatization, in meeting the agency objectives associated with this program.

INSTRUCTIONS: Please list each report, application, and other similar paperwork the agency requires the public file with the agency and, for each, provide the applicable information requested in the cells below. NOTE: Responses are not limited to the number of columns below that have borders around them, please list all that are applicable.

Agency Submitting Report	Department of Social Services	Department of Social Services	
Name of Report, Application or Similar Paperwork Required to be Filed with the Agency by the Public			
Reason the agency needs the information in the report, application or paperwork			
Statutory Authority for the Filing Requirement			
Date Each Filing Requirement was Adopted or Last Amended by the Agency			
Frequency the Filing is Required			
Number of Filings Received Annually for the Last 7 Years			
Number of Anticipated Filings for the Next 4 Years			
Description of the Actions Taken or Contemplated by the Agency to Reduce Filing Requirements and Paperwork Duplication			
Summary of efforts by the agency regarding use of alternative delivery system, including privatization or cooperative arrangement with other agencies, to obtain information sought by the paperwork			
Agency policies for collecting, managing and using personal information, included in the paperwork, over the internet?			
Agency policies for collecting, managing and using personal information, included in the paperwork, non-electronically?			

Agency Information Available to the Public

INSTRUCTIONS: Please list all locations where the public can view the agency reports below. List locations online as well as locations where the public can obtain hard copies. List any other reports or information the public can obtain about the agency and where the public may obtain that information in the rows at the end.

Agency Submitting Report	Report/Information	Where the public can view this information online	Where the public can view this information in hard copy
Department of Social Services	Accountability Report		
Department of Social Services	Strategic Plan		
Department of Social Services	Performance Measures		
Department of Social Services	Agency's current status in regards to its performance measures		
Department of Social Services	Insert any other information about the agency, including, but not limited to, other agency reports. Please put each on a separate row.		

Evaluation of Legal Standards Chart

INSTRUCTIONS: Below is the information from the Legal Standards Chart the agency submitted in its 2015 Restructuring and Seven-Year Plan Report. Two new columns are included at the end. In the first new column, titled "Recommend Further Evaluation," please put a Y beside any laws the agency would like the Committee to review for further discussion and/or possibly recommend revision or elimination of in the Committee's Oversight Report. In the second new column, titled "Basis for Further Evaluation," please provide a brief explanation/basis for any laws which the agency would like the Committee to review (i.e. by practice the requirements in the law are no longer performed by the agency; the requirements in the law are performed by another agency; the Committee should consider adding to the law standard qualifications for certain positions within the agency; the law prohibits or makes it more difficult to implement ideas or plans which may decrease administrative costs, increase efficiency, allow the agency to focus more on its mission, etc.)

Agency Submitting Report	Item #	Statute/Regulation/Provisos	State or Federal	Summary of Statutory Requirement and/or Authority Granted	Agency Recommends Further Evaluation	Basis for Further Evaluation
Department of Social Services	1	SC Code Title 43, Chapter 1	State	Creates the State Department of Social Services and provides for appointment of State Director of Social Services who is appointed by and subject to removal by the Governor. Provides for agency's authority to supervise and administer public welfare and child protective services activities of the State and to administer federal funds granted in furtherance of the agency's duties. Requires agency to administer federal Social Services Block Grant Program. Requires the State Director to submit to the Governor and the General Assembly an annual budget with consideration given to federal funds allotted to the State for the agency's purposes and once every five years, to conduct a substantive quality review of the child protective services and foster care programs in each county and each adoption office. Provides for the selection of the directors of the county departments of social services by the State Director who serve at the pleasure of the State Director and requires that State Department of Social Services supervise and administer activities of all county departments of social services.		
Department of Social Services	2	SC Code Title 43, Chapter 3	State	Provides for the establishment of county departments of social services and county boards of social services in each county and specifies the duties, powers, and responsibilities of county directors of the county departments of social services, to include the submission of annual reports and budget estimates to the State Director.		
Department of Social Services	3	SC Code Title 43, Chapter 5	State	Requires the agency to implement and administer a public welfare program. Specifies the means for obtaining child support payments from absent parents. Authorizes the agency to enter into cooperative agreements to reimburse county officials for cost of developing and implementing a child support collection and paternity determination program.		
Department of Social Services	4	SC Code Title 43, Chapter 35	State	Requires the agency to operate an Adult Protective Services Program, to investigate noncriminal reports of alleged abuse, neglect, and exploitation of vulnerable adults, and to participate as a member of the Vulnerable Adults Fatalities Review Committee.		
Department of Social Services	5	SC Code Title 63, Chapter 7	State	Identifies agency responsibilities related to child protection and permanency planning to include responsibilities for identification, investigation, and intervention of reported cases of child abuse and neglect. Sets forth processing standards and requirements for child abuse and neglect cases brought in the family court, to include specification of required components of treatment plans and standards for terminating parental rights. Specifies confidentiality requirements for records maintained by the agency in child welfare matters. Also sets forth the requirements for protection and nurture of children placed in foster care and standards to be used to evaluate foster care placements for children in the agency's custody.		
Department of Social Services	6	SC Code Title 63 Chapter 9	State	Identifies agency responsibilities under the South Carolina Adoption Act, for establishment and maintenance of the Responsible Father Registry, and for operation of the State Adoption Services and the Statewide Adoption Exchange programs. Provides agency authority to administer the South Carolina Adoption Supplemental Benefits Act, and to serve as the State compact administrator for the Interstate Compact for Adoption and Medical Assistance and the Interstate Compact on the Placement of Children.		
Department of Social Services	7	SC Code Title 63 Chapter 11	State	Sets forth the agency's responsibility to administer licensing and oversight of Child Welfare Agencies.		
Department of Social Services	8	SC Code Title 63 Chapter 13	State	Sets forth the agency's responsibilities for the regulation and oversight of childcare facilities, group childcare homes, and family childcare homes.		
Department of Social Services	9	SC Code Title 63 Chapter 17	State	Sets forth responsibilities incumbent upon the agency for the establishment of paternity and child support obligations and the specifies the means by which paternity and support obligations may be judicially and administratively established. Identifies means by which established support obligations may be administratively collected by the agency, to include income withholding in cooperation with the clerks of court. Requires the agency to create and maintain an Employer New Hire Reporting program. Specifies agency duties under the Uniform Interstate Family Support Act.		

Evaluation of Legal Standards Chart

Department of Social Services	10	SC Administrative Code of Regulations Chapter 114, Regulation 114-550	State	Sets forth agency responsibility for licensing of foster homes.		
Department of Social Services	11	SC Administrative Code of Regulations Chapter 114, Regulation 114-590	State	Sets forth agency responsibility for licensing of Residential Group Care facilities for children.		
Department of Social Services	12	SC Administrative Code of Regulations Chapter 114, Regulation 114-590	State	Sets forth agency responsibility for licensing of Child Placing agencies.		
Department of Social Services	13	Title IV-A of the Social Security Act (42 U.S.C. 601 et seq.)	Federal	Authorizes block grants to states for the funding of Temporary Assistance for Needy Families (TANF), allowing flexibility to states in the usage of federal funding to operate a program designed to (1) provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; (2) end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; (3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and (4) encourage the formation and maintenance of two-parent families. Requires State to contribute funds based on a maintenance-of-effort (MOE) requirement. Authorizes funding for child care through the Child Care and Development Block Grant.		
Department of Social Services	14	Title IV-B of the Social Security Act (42 U.S.C. 621 et seq.)	Federal	Authorizes formula grant funds to states for the provision of child welfare-related services to children and their families, including funding under the Stephanie Tubbs Jones Child Welfare Services program (Subpart 1) and the Promoting Safe and Stable Families Program (Subpart 2). The agency uses the Subpart 1 funds in its efforts to prevent the neglect, abuse, or exploitation of children; support at-risk families through services which allow children, where appropriate, to remain with their families or return to their families in a timely manner; promote the safety, permanency, and well-being of children in foster care and adoptive families; and provide training, professional development, and support to ensure a well-qualified workforce. The agency uses the Subpart 2 funds to support programs and services related to family support and preservation, safe and timely reunification, and adoption support services.		
Department of Social Services	15	Title IV-D of the Social Security Act (42 U.S.C. 651 et seq.)	Federal	Creates the Child Support Enforcement (CSE) program, a federal-state program, designed to help strengthen families by securing financial support for children from their noncustodial parent on a consistent and continuing basis and by helping some families to remain self-sufficient and off public assistance by providing the requisite CSE services. Families receiving TANF benefits, foster care payments under Title IV-E, or Medicaid coverage under Title XIX of the Social Security Act, are automatically referred for CSE services at no charge. Collections on behalf of families receiving TANF benefits are used, in part, to reimburse state and federal governments for TANF payments made to the family. The CSE program provides seven major services on behalf of children: (1) parent location, (2) paternity establishment, (3) establishment of child support orders, (4) review and modification of child support orders, (5) collection of child support payments, (6) distribution of child support payments, and (7) establishment and enforcement of medical support.		
Department of Social Services	16	Child Abuse Prevention and Treatment Act of 2010 (42 U.S.C. 5101 et seq. and 42 U.S.C. 5116 et seq.)	Federal	Amends the Child Abuse Prevention and Treatment Act (CAPTA) which provides for federal funding to the states in support of prevention, assessment, investigation, prosecution, and treatment activities and also provides grants to public agencies for demonstration programs and projects. Also identifies the federal role in supporting research, evaluation, technical assistance, and data collection activities; establishes the federal Office on Child Abuse and Neglect; and sets forth a minimum definition of child abuse and neglect.		

Evaluation of Legal Standards Chart

Department of Social Services	17	Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.)	Federal	Creates the Supplemental Nutrition Assistance Program (SNAP), formerly called the Food Stamp Program, which is designed to increase the food purchasing power of low-income households to obtain a nutritionally adequate low-cost diet. Recipients of TANF, Supplemental Security Income (SSI), or state-funded General Assistance programs are categorically eligible for SNAP benefits. The agency administers the SNAP program for South Carolina families by certifying applicant households and issuing Electronic Benefit Transfer (EBT) cards to approved households.		
Department of Social Services	18	Title 45 Code of Federal Regulations, Part 98-99	Federal	Sets forth requirements for states' administration of Child Care and Development Fund.		
Department of Social Services	19	Title 45 Code of Federal Regulations, Part 205	Federal	Sets forth requirements for states' administration of federally funded public assistance programs		
Department of Social Services	20	Title 45 Code of Federal Regulations, Part 233	Federal	Sets forth provisions regarding coverage and eligibility for participation in federally funded public assistance programs.		
Department of Social Services	21	Title 45 Code of Federal Regulations, Parts 260-285	Federal	Sets forth the requirements for states' administration of the TANF program.		
Department of Social Services	22	Title 45 Code of Federal Regulations, Parts 301-308	Federal	Sets forth the requirements for states' administration of the Child Support Enforcement program.		
Department of Social Services	23	Title 45 Code of Federal Regulations, Part 1340	Federal	Implements the Child Abuse Prevention and Treatment Act and seeks to assist states in efforts to improve and expand child abuse and neglect prevention and treatment activities by making grants available to states to improve and expand child abuse and neglect prevention and treatment programs.		
Department of Social Services	24	Title 45 Code of Federal Regulations, Part 1355	Federal	Sets forth the general requirements for federal financial participation in state programs operated under Titles IV-B and IV-E of the Social Security Act.		
Department of Social Services	25	Title 45 Code of Federal Regulations, Part 1356	Federal	Sets forth the requirements for states to be eligible to receive federal financial participation in the costs of foster care maintenance payments and adoption under Title IV-E of the Social Security Act.		
Department of Social Services	26	Title 45 Code of Federal Regulations, Part 1357	Federal	Sets forth the requirements for states to submit and have approved a consolidated, five-year Child and Family Services Plan (CFSP) In order to receive funding under title IV-B of the Social Security Act.		
Department of Social Services	27	Title 7 Code of Federal Regulations, Parts 271-280	Federal	Sets forth policies and procedures governing state agencies participating in the SNAP program, formerly known as the food stamp program.		
Department of Social Services	28	33.10 DHHS: Medicaid Eligibility Transfer	SC Proviso	Transfers DSS employees engaged full-time in determining the eligibility of applicants for the South Carolina Medicaid Program to DHHS.		
Department of Social Services	29	33.35 DHHS: Child Support Enforcement System	SC Proviso	Directs DHHS to transfer up to three million dollars to DSS for the Child Support Enforcement System.		
Department of Social Services	30	34.44 DHEC: Obesity	SC Proviso	Directs DSS to work with DHEC to reduce obesity.		

Evaluation of Legal Standards Chart

Department of Social Services	31	34.49 DHEC: Abstinence Until Marriage Emerging Programs	SC Proviso	Directs DSS to receive quarterly reports within 15 days of the end of each quarter.		
Department of Social Services	32	38.1 DSS: Fee Retention	SC Proviso	Allows DSS to retain all state funds above \$800,000 collected under the Child Support Enforcement Program from refunds and identified program overpayments.		
Department of Social Services	33	38.2 DSS: Recovered State Funds	SC Proviso	Directs DSS to withhold a portion of State Funds recovered under Title IV-D Program in order to allow full participation in the federal "set off" program offered by the IRS. This proviso further provides for the use of these funds.		
Department of Social Services	34	38.3 DSS: Foster Children Burial	SC Proviso	Allows DSS to expend up to \$1,500 for the burial of foster children.		
Department of Social Services	35	38.4 DSS: Battered Spouse Funds	SC Proviso	Appropriations shall be allocated through contractual agreement to providers of battered spouse services and may also be used for public awareness and contracted services for victims of this social problem including the abused and children accompanying the abused.		
Department of Social Services	36	38.5 DSS: Court Examiner Service Exemption	SC Proviso	Exempts DSS employees from serving as court examiners.		
Department of Social Services	37	38.6 DSS: TANF Advance Funds	SC Proviso	Establishes guidelines for allowing DSS to advance TANF funds.		
Department of Social Services	38	38.7 DSS: Fee Schedule	SC Proviso	Establishes the fee schedule to be used during the fiscal year for Day Care, Central Registry Checks, Other Children's Services, Licensing Residential Group Homes, Licensing Child Care Institutions, and Licensing Child Placing Agencies.		
Department of Social Services	39	38.8 DSS: Food Stamp Fraud	SC Proviso	Allows DSS to retain the state portion of funds recouped for the collection of recipient claims in TANF and Food Stamp programs.		
Department of Social Services	40	38.9 DSS: TANF - Immunization Certificates	SC Proviso	Requires TANF applicants and/or recipients to provide proof of age appropriate immunizations for children.		
Department of Social Services	41	38.11 DSS: County Director's Pay	SC Proviso	Provides guidelines for the allocation of pay increases to county director and regional director staff.		
Department of Social Services	42	38.12 DSS: Use of Funds Authorization	SC Proviso	Authorizes the department to receive and expend funds awarded to investigative units of the department as a result of a donation, contribution, prize, grant or court order. Sets guidelines and requires a report to the Senate Finance Committee and House Ways & Means by January 30th.		
Department of Social Services	43	38.13 DSS: Use of Funds Authorization	SC Proviso	When DSS is directed to provide funds to a not-for-profit or 501(c)(3) organization they must use these funds to serve persons who are eligible for one or more DSS program.		
Department of Social Services	44	38.14 DSS: Grant Authority	SC Proviso	Authorizes the department to make grant to community-based not-for-profit for local projects that further the objectives of DSS programs. Sets guidelines for these grants.		
Department of Social Services	45	38.15 DSS: Family Foster Care Payments	SC Proviso	Establishes monthly amounts by age for the basic needs of foster children.		
Department of Social Services	46	38.16 DSS: Penalty Assessment	SC Proviso	Authorizes the department to impose monetary penalties for violations of statutes or regulations other than foster home licensing that DSS regulates. Establishes guidelines and a hearing process for these penalties.		
Department of Social Services	47	38.17 DSS: Child Support Enforcement Automated System Carry Forward	SC Proviso	Authorizes DSS to carry forward unexpended Child Support automated system and related penalties for the same purpose.		
Department of Social Services	48	38.18 DSS: Child Support Enforcement System	SC Proviso	Requires a report detailing the status of the Child Support Enforcement System. This report is due to the General Assembly by August 31st.		
Department of Social Services	49	38.19 DSS: Child Care Voucher	SC Proviso	Requires DSS to use child care vouchers for providers that exceed the state's minimum child care licensing standards.		
Department of Social Services	50	38.21 DSS: Meals in Emergency Operations	SC Proviso	Allows DSS to provide meals to employees not permitted to leave their stations and are required to work during actual emergencies.		

Evaluation of Legal Standards Chart

Department of Social Services	51	38.22 DSS: Day Care Facilities Supervision Ratios	SC Proviso	Suspends for one year child care ratios		
Department of Social Services	52	38.23 DSS: Foster Care Goals	SC Proviso	Establishes the maximum number of Title IV-E funded children who will remain in foster care greater than 24 months will not exceed a total of 2,617 during the fiscal year.		
Department of Social Services	53	38.24 DSS: Comprehensive Teen Pregnancy Prevention Funding	SC Proviso	Establishes the comprehensive teen pregnancy prevention program.		
Department of Social Services	54	38.25 DSS: SNAP Coupons	SC Proviso	Establishes a program for SNAP recipients to obtain additional fresh fruits and vegetables.		
Department of Social Services	55	38.26 DSS: Federally Certified Child Support Enforcement System Project	SC Proviso	Abolishes the CFS Project Executive Committee effective July 1, 2014		
Department of Social Services	56	38.27 DSS: New SNAP Debit Card Accountability Features	SC Proviso	Report to Chairman of W&M and Senate Finance by December 1, 2014 on recommendations for new accountability features to SNAP debit cards.		
Department of Social Services	57	38.28 DSS: Contracting Best Practices	SC Proviso	By December 1, 2014, the Department of Social Services shall submit a written report to the Chairman of the House Ways and Means Committee and Chairman of the Senate Finance Committee describing the actions taken to ensure that contracting by the department uses best practices		
Department of Social Services	58	61.2 INDEF: State Employee Compensation Prohibited	SC Proviso	Prohibits the compensation of state employees appointed by the court as examiners, guardians ad litem or attorneys.		
Department of Social Services	59	91.20 LEG: LAC Matching Federal Funds	SC Proviso	Authorizes the LAC to use funds appropriated in this act as state matching funds for federal funds available for audits and reviews.		
Department of Social Services	60	91.22 LEG: Suspend LAC Evaluation	SC Proviso	Proviso to suspend the provisions of Section 43-5-1285 SC Family Independence Act of 1995 Evaluation and Reports.		
Department of Social Services	61	101.2 BCB: Procurement of Art Objects	SC Proviso	Requires Purchasing Agency head to provide written justification of the need and benefit to the State for objects above \$1,000. Justification must be reviewed and approved prior to acquisition.		
Department of Social Services	62	101.5 BCB: Compensation - Reporting of Supplemental Salaries	SC Proviso	Establishes guidelines and reporting requirements for supplemental salaries. The employing agency must report this information on or before August thirty-first of each year and must include the total amount and source of the salary supplement received by the employee during the preceding fiscal year (July first through June thirtieth). The Human Resources Division of the Budget and Control Board shall formulate policies and procedures to ensure compliance with the reporting provisions of this proviso.		
Department of Social Services	63	101.6 BCB: Compensation Increase - Appropriated Funds Ratio	SC Proviso	Requires that compensation increases for classified, unclassified, and agency heads be at the same ratio as the employee's base salary.		
Department of Social Services	64	101.7 BCB: Vacant Positions	SC Proviso	Authorizes the B&C Board to delete any permanent positions in an agency that remains vacant for more than one year.		
Department of Social Services	65	101.13 BCB: Military Service	SC Proviso	Allows full-time employees who served on active duty as a result of "Operation Enduring Freedom" or "Operation Noble Eagle" may use up to 45 days annual leave and up to 90 days of sick leave as if it were annual leave.		
Department of Social Services	66	101.21 BCB: Employee Compensation	SC Proviso	Establishes the cost of living increase for the current fiscal year and directs its distribution.		

Evaluation of Legal Standards Chart

Department of Social Services	67	101.23 BCB: Sale of Surplus Real Property	SC Proviso	Directs the distribution of proceeds from the sale of surplus real property.		
Department of Social Services	68	101.24 BCB: Compensation - Agency Head Salary	SC Proviso	The appointing authority must have the prior favorable recommendation of the Agency Head Salary Commission to set, discuss, offer, or pay a salary for the agency head or technical college president at a rate that exceeds the minimum of the range established by the Agency Head Salary Commission.		
Department of Social Services	69	101.32 BCB: Cyber Security	SC Proviso	All state agencies must adopt and implement cyber security policies, guidelines and standards developed by the Division of State Technology. The Division of State Technology may conduct audits on state agencies except public institutions of higher learning, technical colleges, political subdivisions, and quasi-governmental bodies as necessary to monitor compliance with established cyber security policies, guidelines and standards.		
Department of Social Services	70	102.1 BCB/AUD: Annual Audit of Federal Programs	SC Proviso	Each state agency receiving federal funds subject to the audit requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations shall remit to the State Auditor an amount representing an equitable portion of the expense of contracting with a nationally recognized CPA firm to conduct a portion of the audit of the State's federal financial assistance.		
Department of Social Services	71	112.2 EBO: Other Fund Authorization Increase	SC Proviso	The Executive Budget Office is directed to review Executive Branch agencies to determine whether their budgets warrant an other fund authorization increase due to the two percent compensation increase for all full-time employees granted in proviso 101.21.		
Department of Social Services	72	113.4 RFAO: SC Health & Human Services Data Warehouse	SC Proviso	Establishes the SC Health & Human Services Data Warehouse and sets reporting requirements.		
Department of Social Services	73	117.1 GP: Revenues, Deposits Credited to General Fund	SC Proviso	Directs the remittance of revenues to the General Fund.		
Department of Social Services	74	117.3 GP: Fiscal Year Definitions	SC Proviso	Sets the dates for the Fiscal Year.		
Department of Social Services	75	117.6 GP: Case Service Billing Payments Prior Year	SC Proviso	Authorizes agencies receiving case services to pay with current years funds obligations received after the close of the old fiscal year. This does not apply to billings on hand at the close of the old fiscal year.		
Department of Social Services	76	117.7 GP: Fee Increases	SC Proviso	No state agency may increase existing fees and provides exceptions.		
Department of Social Services	77	117.9 GP: Transfers of Appropriations	SC Proviso	Establishes guidelines for the transfer of appropriations during the fiscal year.		
Department of Social Services	78	117.10 GP: Federal Funds - DHEC, DSS, DHHS - Disallowances	SC Proviso	Allows DSS to cover program operations of prior fiscal years where adjustment of such prior years are necessary under federal regulations or audit exceptions.		
Department of Social Services	79	117.14 GP: Discrimination Policy	SC Proviso	Establishes guidelines for the state discrimination policy and requires agencies to report to State Human Affairs Commission by October 31 of each year.		
Department of Social Services	80	117.15 GP: Personal Service Reconciliation, FTEs	SC Proviso	Provides guidelines for the establishment, management, and reconciliation of FTE's. Allows the B&C Board to delete positions determined to be unfunded.		
Department of Social Services	81	117.16 GP: Allowance for Residences & Compensation Restrictions	SC Proviso	Provides guidelines for the compensation of state employees.		
Department of Social Services	82	117.18 GP: Replacement of Personal Property	SC Proviso	Allows DSS to replace personal property damaged or destroyed by a client while in the custody of the agency. Establishes guidelines.		

Evaluation of Legal Standards Chart

Department of Social Services	83	117.19 GP: Business Expense Reimbursement	SC Proviso	Establishes guidelines for the reimbursement of business expenses for agency heads and deputy directors.		
Department of Social Services	84	117.20 GP: Per Diem	SC Proviso	Establishes the per diem rate for boards, commissions, and committees at \$35 per day and forbids per diem for employees of the state.		
Department of Social Services	85	117.21 GP: Travel - Subsistence Expenses & Mileage	SC Proviso	Establishes the travel subsistence and mileage rates for the fiscal year and provides guidelines.		
Department of Social Services	86	117.22 GP: Organizations Receiving State Appropriations Report	SC Proviso	Requires organizations receiving contributions to provide the state agency making the contribution an accounting of how the funds will be spent, copy of the current year adopted budget, and a copy of the most recent financial statement.		
Department of Social Services	87	117.24 GP: Carry Forward	SC Proviso	Authorizes agencies to carry forward up to 10% of unspent general fund appropriations to the current fiscal year. Establishes guidelines.		
Department of Social Services	88	117.25 GP: TEFRA-Tax Equity and Fiscal Responsibility Act	SC Proviso	Establishes guidelines to amend the State Medicaid Plan to provide benefits for disabled children as allowed by the Tax Equity and Fiscal Responsibility Act.		
Department of Social Services	89	117.27 GP: Prison Industries	SC Proviso	State agencies must first consider contracting for services or purchasing goods and services through SDCD Prison Industries Program.		
Department of Social Services	90	117.28 GP: Travel Report	SC Proviso	Establishes guidelines and requires state agencies to report to the Comptroller General travel expenditures for the prior fiscal year.		
Department of Social Services	91	117.30 GP: State Operated Day Care Facilities Fees	SC Proviso	Requires state agencies operating day care facility to charge at a minimum fees that are comparable to those charged by private day care facilities in the local community.		
Department of Social Services	92	117.31 GP: Base Budget Analysis	SC Proviso	Requires state agencies to make public their Annual Accountability Report on or before September 15th and sets guidelines for the report.		
Department of Social Services	93	117.32 GP: Collection on Dishonored Payments	SC Proviso	Allows state agencies to collect a service charge to cover the costs associated with the processing and collection of dishonored or electronic payments where any amount is not paid due to insufficient funds.		
Department of Social Services	94	117.35 GP: Voluntary Separation Incentive Program	SC Proviso	State agencies may implement voluntary separation incentive programs with the consultation of B&C Board OHR. Establishes guidelines and reporting requirements.		
Department of Social Services	95	117.37 GP: Debt Collection Reports	SC Proviso	Requires state agencies to report to SFC and W&M by the end of February the amount of outstanding debt and all methods used to collect it.		
Department of Social Services	96	117.44 GP: South Carolina Recycling Initiative	SC Proviso	Requires state agencies to purchase recycled steel unless the item cannot be acquired competitively at a reasonable price.		
Department of Social Services	97	117.46 GP: Sole Source Procurements	SC Proviso	Requires the B&C Board to evaluate all sole source and emergency procurements.		
Department of Social Services	98	117.48 GP: Parking Fees	SC Proviso	Forbids state agencies from imposing additional parking fees or increasing the current fees during the fiscal year. This does not apply to college or universities.		
Department of Social Services	99	117.51 GP: Insurance Claims	SC Proviso	Requires any insurance reimbursement to an agency may be used to offset expenses related to the claim.		
Department of Social Services	100	117.52 GP: Organizational Charts	SC Proviso	Requires state agencies to submit to OHR a current organization chart by September 1st.		
Department of Social Services	101	117.53 GP: Agencies Affected by Restructuring	SC Proviso	Establishes guidelines for agencies affected by restructuring.		

Evaluation of Legal Standards Chart

Department of Social Services	102	117.54 GP: Agency Administrative Support Collaboration	SC Proviso	Encourages agencies to combine administrative support functions with other agencies in order to maximize efficiency and effectiveness.		
Department of Social Services	103	117.58 GP: ISCEDC Funding Transfer	SC Proviso	Directs DMH, DDSN, and DJJ to transfer \$1,199,456 to DSS for support of the Interagency System for Caring for Emotionally Disturbed Children. Transfer of funds shall be accomplished by September 30th.		
Department of Social Services	104	117.59 GP: Employee Bonuses	SC Proviso	State agencies may use state, federal , and other funds to provide bonuses not to exceed three thousand dollars. Employees earning \$100,000 or more are not eligible. Establishes guidelines for bonuses.		
Department of Social Services	105	117.60 GP: FEMA Flexibility	SC Proviso	Provides flexibility in providing for the state share for any federally declared disaster funds.		
Department of Social Services	106	117.62 GP: Year-End Financial Statements - Penalties	SC Proviso	Establishes guidelines for the submission of year-end financial statements by state agencies and provides for penalties.		
Department of Social Services	107	117.63 GP: Purchase Card Incentive Rebates	SC Proviso	Allows agencies to retain any purchase card incentive rebate premiums and used to support operations.		
Department of Social Services	108	117.69 GP: Attorney Dues	SC Proviso	Agencies are authorized to pay mandatory dues to SC Bar Assoc. for employed attorneys.		
Department of Social Services	109	117.73 GP: Voluntary Furlough	SC Proviso	Allows agencies under certain circumstances to implement voluntary furlough programs and establishes guidelines.		
Department of Social Services	110	117.75 GP: Reduction in Force Antidiscrimination	SC Proviso	In the event of a reduction in force implemented by a state agency or institution, the state agency or institution must comply with Title VII of the Civil Rights Act of 1964 or any other applicable federal or state antidiscrimination laws.		
Department of Social Services	111	117.76 GP: Reduction in Force/Agency Head Furlough	SC Proviso	In the event a reduction in force is implemented by a state agency or institution, the agency head shall be required to take five days furlough in the current fiscal year.		
Department of Social Services	112	117.78 GP: IMD Operations	SC Proviso	Requires that IMD funds be used for out of home placement providers. Requires an annual report to be submitted.		
Department of Social Services	113	117.79 GP: Fines and Fees Report	SC Proviso	Requires a report of the fines and fees charged and collected in the prior fiscal year by September 1st.		
Department of Social Services	114	117.80 GP: Mandatory Furlough	SC Proviso	Establishes guidelines for a mandatory furlough.		
Department of Social Services	115	117.81 GP: Reduction In Force	SC Proviso	Establishes guidelines for a reduction in force.		
Department of Social Services	116	117.82 GP: Cost Savings When Filling Vacancies Created by Retirement	SC Proviso	Whenever classified FTEs become vacant because of employee retirements, it is the intent of the General Assembly that state agencies should realize personnel costs savings of at least 25% in the aggregate when managing these vacant positions.		
Department of Social Services	117	117.83 GP: Information Technology for Health Care	SC Proviso	HHS shall advance the use of health information technology and health information exchange to improve quality and efficiency of health care and to decrease the costs of health care.		
Department of Social Services	118	117.85 GP: Reduction in Compensation	SC Proviso	No state agency or political subdivision of this state may decrease the compensation of an employee, including dismissal, suspension, or demotion, solely because the employee gave sworn testimony regarding alleged wrongdoing to a standing committee, subcommittee of a standing committee, or study committee of the Senate or the House of Representatives.		
Department of Social Services	119	117.86 GP: Deficit Monitoring	SC Proviso	If an agency determines the likelihood of a deficit for the current fiscal year exists, the agency shall submit to the Office of State Budget within fourteen days, a plan to minimize or eliminate the projected deficit.		

Evaluation of Legal Standards Chart

Department of Social Services	120	117.87 GP: Commuting Costs	SC Proviso	State government employees who use a permanently assigned agency or state owned vehicle to commute from their permanently assigned work location to and from the employee's home must either reimburse the agency in which they are employed for the cost of fuel or the personal use of the vehicle must be considered income and as such reported by the Comptroller General in accordance with IRS regulations.		
Department of Social Services	121	117.88 GP: Bank Account Transparency and Accountability	SC Proviso	Each state agency, except state institutions of higher learning, which has composite reservoir bank accounts or any other accounts containing public funds which are not included in the Comptroller General's Statewide Accounting and Reporting System or the South Carolina Enterprise Information System shall prepare a report for each account disclosing every transaction of the account in the prior fiscal year.		
Department of Social Services	122	117.89 GP: Websites	SC Proviso	Agencies shall be responsible for providing on its Internet website a link to the Internet website of any agency, other than the individual agency, department, or institution, that posts on its Internet website that agency, department, or institution's monthly state procurement card statements or monthly reports containing all or substantially all the same information contained in the monthly state procurement card statements.		
Department of Social Services	123	117.92 GP Civil Conspiracy Defense Costs	SC Proviso	For any claim that has not reached a judgment, if a state or local government employee or former state or local government employee ("government employee") is personally sued for civil conspiracy based in part upon a personnel or employment action or decision regarding an employee, the court must, prior to trial, make a final determination whether the action or decision giving rise to the suit was made by the government employee within the scope of their official duty.		
Department of Social Services	124	117.93 GP: Recovery Audits	SC Proviso	The Budget and Control Board shall contract with one or more consultants to conduct recovery audits of payments made by state agencies included in this act to vendors. The audits must be designed to detect and recover overpayments and erroneous payments to the vendors and to recommend improved state agency accounting operations.		
Department of Social Services	125	117.97 GP: Agency Reduction Management	SC Proviso	Encourages state agencies, if they are assessed a base reduction, to try to realize savings through: 1) payroll management, including, but not limited to, furloughs, reductions in employee compensation, and hiring freezes; 2) eliminate administrative overhead that doesn't directly impact the agency's mission; and as a final option 3) reduce program funding.		
Department of Social Services	126	117.104 GP: First Steps - BabyNet	SC Proviso	First Steps to School Readiness, the School for the Deaf and Blind, the Department of Disabilities and Special Needs, the Department of Health and Human Services, the Department of Mental Health and the Department of Social Services shall each provide on a common template developed by the agencies, a quarterly report to the Chairman of the House Ways and Means Committee and the Chairman of Senate Finance outlining all programs provided by them for BabyNet; all federal funds received and expended on BabyNet and all state funds expended on BabyNet. Each entity and agency shall report on its share of the state's ongoing maintenance of effort as defined by the US Department of Education under IDEA Part C.		
Department of Social Services	127	117.105 GP: Single Audit Schedule of Federal Expenditures	SC Proviso	To ensure timely completion of the of the Statewide Single Audit, state agencies which do not receive a separate audit of federal expenditures, must submit to the Office of the State Auditor a schedule of federal program expenditures in a format prescribed by the Office of the State Auditor, no later than August fifteenth of each year.		
Department of Social Services	128	117.113 GP: Technology and Remediation	SC Proviso	The funds appropriated to the Budget and Control Board for the Division of Information Security shall be used to develop and implement a statewide information security program. A portion of the non-recurring funds may be used for enterprise technology and remediation, and distributed to state agencies to address the State's most serious information security vulnerabilities as determined by the Division of Information Security and the Division of State Information Technology.		
Department of Social Services	129	117.117 GP: Data Breach Notification	SC Proviso	An agency of this State owning or licensing computerized data or other data that includes personal identifying information shall disclose any breach of the security of the system following discovery or notification of the breach in the security of the data to any resident of this State whose personal identifying information was, or is reasonably believed to have been, acquired by an unauthorized person.		
Department of Social Services	130	117.127 GP: Continuation of Teen Pregnancy Prevention Project Accountability	SC Proviso	Qualifying organizations applying for General Funds provided as a special item in this act and titled Continuation of Teen Pregnancy Prevention must include in its application a proposed annual budget and agreement to provide quarterly reports to the grantor state agency detailing the expenditure of funds and the project's accomplishments.		

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Department of Social Services	131	117.131 GP: Information Technology Disaster Recovery Plan	SC Proviso	The Budget and Control Board shall perform, or issue a Request for Proposals (RFP) for purposes of selecting a vendor to perform, a study to develop recommendations for a statewide information technology disaster recovery plan. A report of recommendations and estimated costs for implementation of a statewide disaster recovery plan shall be submitted to the Governor, the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee by March 1, 2015.		
Department of Social Services	132	117.132 GP: Information Technology and Information Security Plans	SC Proviso	By October 1, 2014, all state agencies must submit an information technology plan and an information security plan for Fiscal Year 2014-15 to the Budget and Control Board's Division of Technology.		
Department of Social Services	133	118.1 SR: Year End Expenditures	SC Proviso	Establishes guidelines for year end expenditures and sets the date for the end of FM15.		
Department of Social Services	134	118.3 SR: Contingency Reserve Fund	SC Proviso	Creates a contingency Reserve Fund and establishes guidelines.		
Department of Social Services	135	118.8 SR: Prohibits Public Funded Lobbyists	SC Proviso	Prohibits state agencies and institutions from using General Fund Appropriations to hire private or contract lobbyists.		
Department of Social Services	136	118.10 SR: Agency Deficit Notice	SC Proviso	Directs the Comptroller General or the Office of State Budget provide each member of the General Assembly with written notification when it reports to the B&C Board on any agency, department, or institution that is spending authorized appropriations at a rate that predicts or projects a general fund deficit and to make monthly progress reports on the entity's plan to reduce or eliminate the deficit.		
Department of Social Services	137	118.16 SR: Non-recurring Revenue	SC Proviso	(a) Phillis Wheatley Center-Let's Move Summer Camp and After School Program \$100,000; (b) Pendleton Place for Children \$50,000; (c) Pleasant Valley Connection Community Center \$25,000; (d) C. R. Neal Center \$100,000;		

Personnel Involved Chart

INSTRUCTIONS: Please list the name of all personnel at the agency who can verify the information utilized when answering the questions in this report, their title, the **specific question they affirm the answer to which is wilfully submitted by them as testimony before the Committee, as those terms are used in S.C. Code Section 2-2-100** and the individual's handsigned signature. The agency will need to provide a hard copy with the original signatures and a .pdf. To avoid the agency needing to pass around the same sheet to multiple individuals who may be in separate offices, the Committee will allow signatures to appear on multiple sheets, as long as all of the information about the individual and question to which he/she is affirming, is included. NOTE: Responses are not limited to the number of columns below that have borders around them, please list all that are applicable.

Agency Submitting Report	Department of Social Services	Department of Social Services	
Name			
Phone			
Email			
Department/Division			
Title			
Question			
Individual's Signature which indicates the individual understands he/she is affirming the answer(s) provided to the specific question(s) listed above their name, are wilfully being submitted by them as testimony before the Committee, as those terms are used in S.C. Code Section 2-2-100			