

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 16, 2025
TO: JAMES PARAJON, CITY MANAGER
FROM: ROBERT SNYDER, CHIEF INTERNAL AUDITOR
SUBJECT: DCHS VDSS QA QUARTERLY REVIEW (FS26-05)

Background

The Quality Assurance and Accountability (QAA) team of the Virginia Department of Social Services (VDSS) conducts an electronic QA Review for the City of Alexandria's Department of Community and Human Services (DCHS) on a quarterly basis. This report will provide feedback on two separate reports. The review that took place in May 2025 as well as the review that took place in August of 2025.

For the review that took place in May 2025 the months between December 2024 through February 2025 were reviewed for newly opened foster care funding determinations. Additionally, DCHS was also informed that VDSS would also be reviewing foster care funding cases that are classified as ongoing. The period of review for the ongoing cases was October 2024 through March 2025. DCHS was informed that the review would take place on May 1, 2025.

For the review that took place in August 2025 the months between March 2025 through May 2025 were reviewed for newly opened foster care funding determinations. VDSS informed DCHS that they would also review foster care cases that had new funding validation as well. The period of review for these were cases entered into foster care before June 30, 2025. DCHS was informed that the review would take place on August 1, 2025.

Discussion

During the course of the May 2025 review the QAA team reviewed seven (7) new foster care funding and six (6) ongoing cases from the [REDACTED]. Furthermore, it should be noted that one (1) of the new foster care funding cases was removed from the scope of the review because VDSS decided it did not meet their criteria. As for the review of the August 2025 review, the QAA team reviewed six (6) foster care funding cases and none of the cases were eliminated from the scope of the review.

Engagement Results

DCHS was able to submit all the relevant materials for all 12 cases during the scope of the May review. During the review, the QAA team specifically sought information regarding:

- “Reasonable Efforts” and “Contrary to the Welfare” language on the Initial Court Orders;
- Voluntary Placement Agreements that are signed and adjudicated within 180 days;
- Timeliness of Court Hearings and adequacy of “Reasonable Efforts” language to finalize a permanency plan;
- Aid to Families with Dependent Children (AFDC) criteria for relative status, legal custody, and removal homes;
- Licensing and Safety Requirements
- Appropriateness of payments; and
- Adequate documentation in [REDACTED], and the local financial system.

On May 30th, 2025, the QAA team reached out to DCHS to formally inform them that there were no findings in the review and to commend DCHS on their outstanding work.

As for the August review, DCHS was again able to submit all the relevant materials for the six (6) cases during the scope of the review. The QAA team’s review focused on AFDC criteria to include the following for Foster Care cases:

- Court orders
- Eligibility
- Allowable placement(s)
- Funding Verification

On August 26th, 2025, the QAA team reached out to DCHS to formally inform them that there were no findings in the review and to commend DCHS on their outstanding work.

Conclusion

Because there were no errors found in either of the cases reviewed and there is no action required on behalf of DCHS from VDSS we consider this engagement to be closed. Should you have any questions please contact me at internalaudit@alexandriava.gov or via phone at 703.746.4742.

The Quality Assurance and Accountability (QAA) team conducted an electronic Quarterly QA Review for Alexandria City DHS for the review scheduled in August 2025. The purpose of the review was to collaborate with the agency to facilitate compliance with federal, state, and VDSS title IV-E foster care requirements and guidance. These reviews aid the agency in understanding and implementing best practice standards.

New Case Validation Title IV-E QAA Review

Month of the Review	August 2025
Months of Entry date into foster care	March, April, and May 2025
PUR for New Funding Validation Review	Entry date into foster care until June 30, 2025
Number of new foster care funding cases	Six
Number of case(s) eliminated	N/A

The QAA team utilized the title IV-E foster care Federal Review Instrument, and it served as the basis for evaluating compliance with all federal regulations. The review focused on AFDC criteria to include court orders, eligibility, allowable placement(s) and funding verification during a specified Period Under Review (PUR). In addition, OASIS and COMPASS documentation was reviewed to ensure compliance with VDSS standards.

The QAA team found no errors in the cases reviewed and there is no action required at this time on behalf of the agency. The agency should be commended for their commitment to ensure correct title IV-E determinations. The QAA team encourages the agency to continue their efforts in meeting all State and Federal title IV-E requirements.



The Quality Assurance and Accountability (QAA) team conducted an electronic Quarterly QA Review for Alexandria City DHS (ACDHS) for the review scheduled in May 2025. The QAA team conducted a review of the foster care funding determinations of the identified cases that were recently opened for foster care in the months of December 2024, January 2025, and February 2025 and a review of foster care ongoing cases identified as title IV-E foster care eligible in OASIS. The period under review (PUR) for the new foster care funding cases identified as IV-E eligible in [REDACTED] was from the child's date of entry into foster care until March 31, 2025. The PUR for the cases identified as ongoing was October 1, 2024, to March 31, 2025. The purpose of the review was to collaborate with ACDHS in order to facilitate compliance with federal, state and VDSS title IV-E, foster care requirements and guidance. These reviews aid the agency in understanding and implementing the best practice standards.

During the course of the review, the QAA team reviewed seven new foster care funding and six ongoing case records reported as Program Category of title IV-E foster care in [REDACTED]. Please note that one new foster care funding case was eliminated due to not meeting review criteria.

As a result of the review, the QAA team would like to take this time to thank the locality for their excellent documentation and excellent communication during the review process.

The QAA team utilized the title IV-E foster care Federal Review Instrument, and it served as the basis for evaluating compliance with all regulations. The review team specifically sought information related to the following:

- “Reasonable Efforts” and “Contrary to the Welfare” language on the Initial Court Orders;
- Voluntary Placement Agreements that are signed and adjudicated within 180 days;
- Timeliness of Court Hearings and adequacy of “Reasonable Efforts” language to finalize a permanency plan;
- AFDC criteria for relative status, legal custody, and removal homes;
- Licensing and Safety Requirements
- Appropriateness of payments; and
- Adequate documentation in [REDACTED], and the local financial system.

The QAA team found no errors in the cases reviewed and there is no action required at this time on behalf of the agency. Any concerns about future determinations with the CSA cases were discussed at the exit conference. The agency should be commended for their outstanding work, and the QAA team encourages the agency to continue their efforts in meeting all State and Federal IV-E requirements.

[REDACTED]