



COUNTY OF SAN DIEGO

AGENDA ITEM

BOARD OF SUPERVISORS

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DATE: October 21, 2025

02

TO: Board of Supervisors

SUBJECT

AUTHORIZE SINGLE SOURCE PROCUREMENT FOR TITLE IV-E FOSTER CARE CLAIMING SERVICES (DISTRICTS: ALL)

OVERVIEW

Title IV-E of the Social Security Act, administered through the California Department of Social Services (CDSS), provides federal funding to support a broad range of services for eligible children and youth (ages 0-17) who are currently in foster care or at risk of entering foster care or the juvenile justice system. These funds help counties provide prevention services, foster care maintenance and placement support, and related administrative and training activities that improve safety, permanency, and well-being outcomes for vulnerable youth and families.

Since 2015, the County of San Diego has partnered with Justice Benefits, Inc. (JBI), a national leader in Title IV-E claiming, to manage this process. JBI has consistently helped the County maximize federal reimbursement by identifying all eligible expenditures, streamlining documentation and improving operational efficiency. While Title IV-E funding presents a critical opportunity to support youth, the claiming process requires precise documentation, ongoing staff training, and strict adherence to evolving federal and state regulations. To ensure compliance, the Probation Department contracts with JBI for their specialized expertise and technical infrastructure. By utilizing proprietary technology such as their Random Moment Time Study (RMTS) system, JBI helps the Probation Department accurately capture and report staff time spent on federally eligible activities. JBI's extensive specialized experience and unique proprietary systems are unmatched by other contractors, making them the only provider capable of delivering the level of expertise, compliance assurance, and continuity required for this work. JBI's established relationships with federal and state agencies ensure compliance with complex regulations and continuity of effective training and service delivery.

Today's action requests the Board of Supervisors, in accordance with Board Policy A-87, to approve and authorize a single source procurement with Justice Benefits, Inc. for an initial term of one (1) year, with four (4) one-year option periods, and up to an additional six (6) months if needed.

RECOMMENDATION

CHIEF ADMINISTRATIVE OFFICER

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In accordance with Board Policy A-87, Competitive Procurement, approve and authorize the Director of the Department of Purchasing and Contracting to enter into negotiations with, Justice Benefits, Inc. and subject to successful negotiations and a determination of a fair and reasonable price, award a contract for the delivery of Title IV-E claiming services, or an initial term of one (1) year, with four (4) one-year option periods and up to an additional six (6) months if needed, subject to the availability of funds and continued need for the services, and to amend the contract as needed to reflect changes in services and funding, subject to the approval of the Chief Probation Officer.

EQUITY IMPACT STATEMENT

The recommended actions promote equity by ensuring continued federal funding for critical programs that support youth in foster care or those at risk of entering foster care or the juvenile justice system. These programs benefit vulnerable youth and families experiencing systemic inequities, socioeconomic challenges, and historical barriers to accessing services, thereby advancing equitable outcomes across San Diego County.

SUSTAINABILITY IMPACT STATEMENT

The procurement of Title IV-E claiming services supports sustainability by maintaining federal funding streams, which ensures the ongoing delivery of effective and necessary services for at-risk youth and promotes stable, thriving communities. This procurement specifically enhances economic sustainability by optimizing staff efficiency and reducing the need for additional staff resources. Additionally, stable out-of-home placements are critical to long-term success, leading to better employment opportunities and financial stability, for the children and youth. Ensuring continued funding for administrative activities related to housing these extremely vulnerable populations is essential for achieving the goal of eliminating poverty and promoting economic sustainability for all.

FISCAL IMPACT

Funds for this request are included in the Fiscal Year 2025-26 Operational Plan in the Probation Department. If approved, this request will result in estimated costs and revenue of \$200,000 in Fiscal Year 2025-26 to administer the program. Costs and revenue for contract option years and up to an additional six (6) months, if needed, will be included in future years Operational Plans in the Probation Department. The funding source is federal funds for Title IV-E Foster Care of the Social Security Act, administered through the California Department of Social Services. There will be no change in net General Fund cost and no additional staff years.

BUSINESS IMPACT STATEMENT

N/A

ADVISORY BOARD STATEMENT

N/A

BACKGROUND

Title IV-E of the Social Security Act, administered through the California Department of Social Services (CDSS), provides federal funding to support eligible children and youth (ages 0-17) who are currently in foster care or at risk of entering foster care or the juvenile justice system. In Fiscal

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Year 2024-25, Probation received \$4.3 million in federal Title IV-E Administration funding. Counties claim these federal funds through an expenditure reimbursement process managed by CDSS. The Probation Department submits reimbursement claims based on rigorously documented staff time spent on federally eligible Title IV-E activities, captured through detailed time studies.

Since February 2015, the County of San Diego has contracted with Justice Benefits, Inc. (JBI) to leverage their specialized expertise, proprietary technology, and extensive experience supporting counties nationwide in Title IV-E claiming processes. Throughout this partnership, JBI has consistently maximized reimbursement opportunities by identifying all eligible Title IV-E expenditures related to foster care administrative activities.

JBI's use of proprietary technology, such as the Random Moment Time Study (RMTS) system, has enhanced operational efficiency by streamlining documentation processes and allowing Probation Department staff to focus more effectively on direct service delivery. Additionally, JBI has ensured strict compliance with federal and state regulations, policies, and record-keeping requirements. JBI also provides comprehensive and ongoing staff training to ensure accurate implementation of Title IV-E claiming procedures.

Justification for Single Source Procurement

In accordance with Board Policy A-87, 3(A)(3), this procurement qualifies as a Single Source Exception due to JBI's unique capabilities and the critical continuity they provide. JBI's proprietary system, historical familiarity with the County's operations, and ongoing compliance support represent essential, non-substitutable services that cannot be reasonably or adequately provided by another vendor without the risk of disruption, added cost, or loss of institutional knowledge. JBI's specialized expertise and proprietary solutions ensure continued compliance, maximum reimbursements, and tailored service delivery. JBI's consistent record of high-quality service, accountability, and value throughout its longstanding partnership with the County further supports the sole source procurement decision.

LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN

Today's proposed action aligns with the County of San Diego's 2025-2030 Strategic Plan Justice, Equity, Empower, and Community initiatives, by strengthening administrative infrastructure, expanding access to federal funding for at-risk youth, enhancing staff capacity, and sustaining programs that improve overall well-being and outcomes for children and families

Respectfully submitted,



Andrew Strong for

EBONY N. SHELTON
Chief Administrative Officer

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ATTACHMENT(S)
N/A