



CONTRACT AMENDMENT

King County

Attachment A
2003.051

DSHS CONTRACT NUMBER: 2110-80581

Amendment No. 5

This Contract Amendment is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.

Program Contract Number

Contractor Contract Number

CONTRACTOR NAME King County		CONTRACTOR doing business as (DBA) Sheriff	
CONTRACTOR ADDRESS 516 Third Avenue W-116 Seattle, WA 98104-2312		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI)	CONTRACTOR'S DSHS INDEX NUMBER 1067
CONTRACTOR CONTACT Sally A. Mendel	CONTRACTOR TELEPHONE (206) 205-7710	CONTRACTOR FAX (206) 296-0913	CONTRACTOR E-MAIL ADDRESS Sally.Mendel@METROK.C.G OV

DSHS ADMINISTRATION ESA	DSHS DIVISION Division of Child Support	DSHS SERVICE CODE
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DSHS CONTACT NAME AND TITLE Charley Barron	DSHS CONTACT ADDRESS 712 Pear Street MS: 45860 Olympia, WA 98507
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DSHS CONTACT TELEPHONE (360) 664-5020	DSHS CONTACT FAX (360) 664-5209	DSHS CONTACT E-MAIL ADDRESS cbarron@dshs.wa.gov
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IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CFDA NUMBERS
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AMENDMENT START DATE January 1, 2003	CONTRACT END DATE December 31, 2003
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PRIOR MAXIMUM CONTRACT AMOUNT \$	AMOUNT OF INCREASE OR DECREASE \$	TOTAL MAXIMUM CONTRACT AMOUNT \$
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REASON FOR AMENDMENT:
CHANGE OR CORRECT PERIOD OF PERFORMANCE

ATTACHMENTS. When the box below is marked with a check (4) or an X, the following Exhibits are attached and are incorporated into this Contract Amendment by reference:
 Additional Exhibits (specify):

This Contract Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Contract. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Contract remain in full force and effect. The parties signing below warrant that they have read and understand this Contract Amendment, and have authority to enter into this Contract Amendment.

CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED
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DSHS SIGNATURE	PRINTED NAME AND TITLE Charley Barron Manager, Fiscal Management Legal Affairs	DATE SIGNED
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This Contract between the State of Washington Department of Social and Health Services (DSHS) and the Contractor is hereby amended as follows:

Statement of Work:

A) Purpose

The King County Sheriff's Office will continue to operate a Special Support Enforcement Unit (SSEU).

The SSEU will consist of four full-time commissioned Sheriff's Detectives, one full-time Administrative Specialist III, and one half-time Sergeant.

The SSEU may access DSHS and DCS programs and resources for the purpose of conducting and supplementing locate activities and investigations relating to the enforcement of IV-D child support cases that DCS and the Family Support Division of the King County Prosecutor's Office have referred to SSEU.

The SSEU's mission is to:

1. Maximize service of civil process associated with the issuance of court ordered child support, including the service of civil contempt warrants issued for non-compliance with court ordered child support.
2. Utilize both traditional and non-traditional law enforcement investigative means to further the interests of children who are not receiving court ordered child support.

B) Duties of SSEU

In order to fulfill its mission the SSEU will:

1. Use DSHS and DCS computer programs and resources only when necessary to perform IV-D child support activities.
2. Maintain daily contact with the DCS Region 4 Seattle Office and the Family Support Division of the King County Prosecutor's Office to coordinate their activities on IV-D child support cases assigned to the SSEU.
3. Coordinate the services of civil process with other King County Sheriff's Office commissioned personnel, as well as with other police agencies throughout the State of Washington.
4. Coordinate information from city, county, state and federal probation services, US Customs and other federal agencies to assist in tracking non-custodial parents with outstanding civil contempt warrants.

5. At the request of the Division of Child Support or the King County Prosecutor's Office, identify, locate and provide information to repudiate apparently false statements made by individuals attempting to avoid court ordered child support.
6. Complete and submit to DCS and the King County Prosecutor's Office Family Support Division a quarterly report within thirty (30) days of each quarter of the calendar year. The first report is due April 30, 2003. Each quarterly report will summarize the SSEU IV-D child support activities. SSEU, DCS and the King County Prosecutor's Office Family Support Division will agree in advance on what the specific contents of the quarterly report shall be.

C) Other Duties of the King County Sheriff's Office

1. The King County Sheriff's Office will assign the SSEU personnel to the Criminal Investigation Division located at the Regional Justice Center, Kent, Washington.
2. The King County Sheriff's Office will submit to DCS monthly billings for reimbursement of direct and indirect costs of the SSEU's IV-D child support activities.
3. The King County Sheriff's Office may temporarily assign SSEU personnel to other functions of the King County Sheriff's Office during unusual occurrences, approved by the Chief of the Criminal Investigation Division or his/her designee. If the SSEU personnel are temporarily assigned to other duties, SSEU personnel time sheets will indicate which activities are not to be paid under this contract amendment.
4. The King County Sheriff's Office will submit to DCS an annual budget proposal for the SSEU to DCS for approval. The Sheriff's Office will also cooperate with DCS in the development of a DCS state biennial budget request for the SSEU. The Sheriff's Office will work with DCS to develop a budget process timeline that meets the needs of both agencies.
5. The King County Sheriff's Office will issue to the SSEU commissioned personnel all standard equipment that is issued to the Sheriff's Office commissioned personnel, including the following items:
 - a) Four leased vehicles and gasoline for use by the Detective. These vehicles will be issued and maintained through the current Sheriff's Office vehicle lease program.
 - b) Four laptop computers for use by the Detectives. These computers will meet the technology standards of DSHS and DCS and the King County Sheriff's Office.
 - c) One desktop computer for use by the SSEU. This computer shall meet technology standards of DSHS and DCS and the King County Sheriff's Office.
6. Each SSEU employee who is authorized access to DSHS and DCS programs will sign a confidentiality statement approved by DCS. The confidentiality statements will be incorporated into this contract amendment.

The King County Sheriff's Office will file the signed confidentiality statements in their employee's personnel records. The supervisor of the SSEU will annually certify to DCS that he/she has reviewed the content of the confidentiality statement with each SSEU employee and that a signed copy of the current version is on file in the employee's personnel records.

7. The SSEU personnel who are granted access to DSHS and DCS computer programs will maintain all DSHS confidentiality safeguards that are required by law, regulations and policy. This includes password protections.

D) Duties of the Division of Child Support (DCS)

1. DCS will provide SSEU personnel with read-only access to SEMS (Support Enforcement Management System) and to the DSHS intranet site. DCS SEMS will be made available to SSEU personnel through an existing Local Area Network (LAN) and an Intergovernmental Network (IGN) interface to the State of Washington intranet, which are administered by the King County Prosecutor's Office.
2. DCS will determine which Employee Function screens within SEMS are activated and authorized for use by the SSEU personnel. DCS may modify Employee Function access after providing notice to the King County Sheriff's Office.
3. DCS will provide SSEU personnel with the security safeguards, training and technical support necessary to operate DSHS and DCS computer programs and to use DCS resources.
4. DCS will process SSEU billings for IV-D reimbursement provided to DCS Fiscal Services by King County. DCS will pay according to those billings for direct and indirect costs which are approved by DCS Fiscal Services personnel.
5. DCS will audit the funds used to fund the SSEU to verify compliance with federal and state laws, regulations and policies.
6. DCS will provide to the King County Sheriff's Office all documents and assistance necessary to complete their annual and biennial budget requests for the SSEU. DCS will work with the Sheriff's Office to develop a budget process timeline that meets the needs of both agencies.

E) Funding of the SSEU

The funding for the SSEU shall be provided in the following manner:

1. DCS will pass through the federal IV-D financial participation rate of 66.0% of the SSEU program costs.
2. King County will provide a local match of 21.5% of the SSEU program costs.
3. DCS will provide an incentive rate of 12.5% of the SSEU program costs.

4. DCS will reimburse the SSEU indirect costs pursuant to the filed King County indirect cost allocation plan.

DCS and the King County Sheriff's Office will meet annually to review the DCS incentive rate and express in writing the DCS incentive rate for the upcoming calendar year.

All other terms and conditions of this Contract remain in full force and effect.