

## ORANGE COUNTY SOCIAL SERVICES AGENCY

### ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

**Subject:** Compliance Reviews/Audits

**Number:** D 7

**Approved:** Signature on file

**Date:** 01-03-08

### POLICY

Social Services Agency (SSA) is committed to ensuring compliance with County, State, and Federal program and administrative mandates for providing social services. County, State, and Federal compliance review or audit team visitations shall be coordinated within the program/administrative divisions with communication to the Deputy Director, Division Director, SSA Chief Deputy Director and/or SSA Director as needed.

It is the policy of the Social Services Agency to review audits and compliance reports within thirty (30) days and formulate a written response. Under no circumstance shall the County, State, or Federal specified deadline for response pass without the submission of the written response or a formal written request for a time extension.

Corrective action plans shall be prepared for any and all deficiencies identified in the compliance review or audit and, if required by the County, State, or Federal agency, submitted by the required deadline. Lead responsibility for implementation of corrective action plan tasks will be assigned, and progress reports required.

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