

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on March 19, 2013 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman, Mr. David Owen, Mr. Larry Hamlett; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board. Absent from the meeting were Mr. Kenneth Travis and Ms. Marylene McCain.

Mr. Jefferies Called the meeting to Order at 9:00 a.m. The agenda for the meeting was approved upon a motion by Mr. Owen and second by Mr. Hamlett. Minutes of the meeting held February 19, 2013 were reviewed and approved upon a motion by Mr. Hamlett and second by Mr. Owen. There was no public address to the Board.

Budget Amendment #8 was approved upon a motion by Mr. Owen and second by Mr. Hamlett. This included an additional CP&L Energy Assistance allocation of \$486.96 and a reduction of 100% Day Care funds in the amount of \$18,737 due to the State requiring a reversion of funds. The Board also approved a transfer of \$5,000.00 Supportive Services funds to Work First Transportation, upon a motion by Mr. Hamlett and second by Mr. Owen.

Board Members were informed of a request for FMLA and of Nancy Maness' retirement effective the end of March. They were also informed that Megan Allen has been hired to fill the Adult Services Social Worker vacancy.

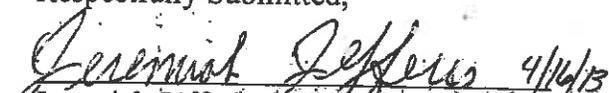
Upon a motion by Mr. Owen and second by Mr. Hamlett, the Board entered into Closed Session to Consider the Competence, Term of Appointment and Performance of an Individual Public Officer (NCGS 143-318.1(a)(6)). The Board returned to Open Session upon a motion by Mr. Hamlett and second by Mr. Owen.

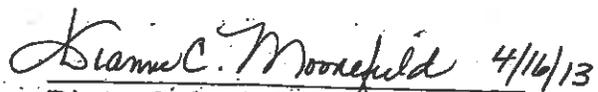
Supervisors attended the meeting and reported on work within their respective units. All Supervisors, except for Mrs. Holt, participated.

The next regularly scheduled meeting of the Social Services Board was scheduled for April 16, 2013 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. Owen and second by Mr. Hamlett, the Board Meeting was adjourned at 9:30 a.m.

Respectfully Submitted,


Jeremiah Jefferies, Chairman


Dianne C. Moorefield, Secretary

BUDGET AMENDMENT #

9

DSS

3/22/2013

Be it ordained, the FY 2012-2013 Annual Budget ordinance is hereby amended as follows:

<i>Expenditures: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/Decrease</i>	<i>Amended Balance</i>
CP&L Energy Assistance	100.5480.499.100	3,160.96	\$ 943.04	\$4,104.00
Total Expenditures			\$943	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/(Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	1,670,446	\$943	\$1,671,389
Total Revenues			\$943	

Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

Kenneth C. Moonfeld
Approved by Department of Social Services Director

3-22-13
Date

Approved by Department of Social Services Board

Date

Paula Seamster, Clerk to the Board
Approved by Caswell County Board of Commissioners

Date

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
APRIL 16, 2013

WORK FIRST EMPLOYMENT SERVICES:

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	April 2013	April 2012
Total # WFFA Cases	50	60
Caseload Increase/Decrease From Previous Month	(-4) 54	(+3) 57
Child Only Cases	40 (80.00%)	42 (70.00%)
Single-Parent Cases	10 (20.00%)	18 (30.00%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$201.22	\$213.53

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

	April 2013	April 2012
Total # 2-Parent Households	0	1
Caseload Increase/Decrease From Previous Month	(-0-) 0	(+1) 0
Benefit Diversion Cases	0	1
Non-Able Bodied Cases	0	0
Cases Meeting Work Requirement	0	0
Cases Not Meeting Work Requirement	0	0
New Application for Assistance	0	0
Average WFFA Payment	\$0.00	\$0.00

Please see reverse for Page 2

CHILD SUPPORT ENFORCEMENT:

- **Collection Information Comparison for the Caswell County IV-D Unit:**

	March 2013	March 2012
Net Current Month Collections	\$220,771.46	\$179,315.42
Monthly Collection Goal	\$157,603.81	\$231,706.02
Net Previous Month Collections	\$135,822.12	\$161,224.73
Net YTD Collections	\$1,391,671.15	\$1,401,034.95
Collections Goal for the Year	\$1,891,245.70	\$1,898,472.00
Percentage of Goal Met YTD	73.58%	73.80%
Target Percentage of Goal Met YTD	(9 mo.) 75.00%	(9 mo.) 75.00%

- **Child Support Enforcement Court Activity Report:**

	March 2013	March 2012
Number of Cases Scheduled/Heard	59/54	80/70
New Orders for Support Entered	3	3
New Current Support Payments	\$424.00	\$601.00/mo.
New Frequencies Toward Arrears	4	2
New Frequency Payments	\$148.00	\$60.00/mo.
Orders for Arrest	2	2
Jail Sentences	0	1
Purge Amounts	\$150.00	\$150.00
Total Payments Collected in Court	\$2,078.00	\$5,071.16
New Paternity Cases Established	0	1
Number of Modifications Heard	17	8

CHILD CARE SUBSIDY:

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

February Service Month Paid in March	2012/2013	2011/2012
Total Monthly Payment Amount	\$45,520.55	\$60,873.35
Monthly Unduplicated Child Count	131	169
Total Year-to-Date Expenditures	\$462,016.35	\$537,937.40
YTD Unduplicated Child Count	222	261
Total Allocation Available to Date	\$649,193.00	\$745,375.00
Traditional Spending Coefficient (9 mo.)	94.89%	96.23%

- **February, 2013 Smart Start Child Care Subsidy Quality Enhancements Paid in March 2013:**

Star Rating	Bonus Amount Per Child	# Eligible Children in Current Mo.	Current Month Total Bonus Amount	Total YTD# Bonuses Paid	Total YTD Bonus Amount
4	\$20	19	\$380.00	166	\$3,083.80
5	\$30	8	\$240.00	108	\$2,753.10
	Totals	27	\$620.00	274	\$5,836.90

*****Bonus amounts per child may vary based on prorated months *****

Child Care Subsidy Waiting List

The waiting list implemented on February 24, 2010 remains in effect at this time. We will be closely monitoring the funding available and the spending trends in the hopes of lifting the waiting list when it becomes feasible for us to do so. We also review our spending monthly with the Division of Child Development Subsidy Services Consultant, Belinda Thomas. As of April 8, 2013 we have 51-children on the waiting list.

Submitted by: Tonya Breedlove 4/8/13

**Social Services Board Meeting
April 16th, 2013**

EBT Issuance:

March 2013

Issuance \$619,333
Cases 2608
Individuals 5219

March 2012

*Issuance \$617,005
Cases 2587
Individuals 5181*

Workload Report:

March 2013

Applications taken 108
Applications approved 88
Applications denied 6
Overdue applications 0
Redeterminations 293

March 2012

*Applications taken 102
Applications approved 85
Applications denied 9
Overdue applications 1
Redeterminations 229*

Fraud Report:

March 2013 FNS recoupments \$2,716
1st Quarter 2013 FNS recoupments \$ 8,841

*March 2012 FNS recoupments \$11,775
1st Quarter 2012 FNS recoupments \$27,560*

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2012 thru June 30, 2013

New allocations \$0
Total allocations to date \$180,749
Total CIP money used – March \$12,640.15
Available balance to date \$1,266.54
Applications approved 976 – March 73
Applications denied 16 – March 0

New Allocations \$0
Total Allocations \$79,831
Available Balance \$241
Applications Pending 0
Applications Approved 340
Applications Denied 22

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

Caswell County Department of Social Services

Adult Services Board Report

April 16, 2013

Programs:

	March 2012	March 2013
Adult Protective Services		
Number of Reports Received	4	5
Number of Reports Accepted	4	4
Number of Reports for Outreach	0	1
Number Referrals to AHS/DFS/Other Services	0	0
Adult Care Homes/Adult Home Specialist		
Number of Adult Care Homes	29	27
Number of Adult Care Homes Monitored	4	4
Number of Complaints Received	1	0
Guardianship Services		
Number of Active Cases	18	19
Number of New Cases	2	0
Number of Terminated Cases	0	0
Multidisciplinary Evaluations		
Number of Requests Received	3	2
Number of Evaluation completed	1	3
Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	21	20
Number of New Cases	0	0
Number of Cases Terminated	0	0
State/County Special Assistance In-Home (10 Slots)		
Number of Active Cases	9	9
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	1	1

March 2012

March 2013

In-Home Aide Services

Number of Active Cases	6	8
Number of New Cases	0	0
Number of Terminated Cases	0	0

Transportation Services

Number of Clients Served	125	169
Number of Trips Provided	1,016	848

Transportation Costs compared to March 2012 and March 2013

	2012	2013
EDTAP	\$1,415.40	\$471.24
TTAP (5310)	n/a	\$568.10
Medicaid	\$11,729.64	\$11,820.32
Totals	\$13,145.04	\$13,330.90

This reflects an increase of \$ 185.86 from the previous year.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

	March 2012	March 2013
Number of Requests Received	1	1
Local Appeal Hearing	0	1
Administrative Disqualification Hearing	1	0
Number of Hearings Conducted	0	0
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	0	0

Respectfully submitted by Lisa H. Anderson
Adult Services Supervisor
April 8, 2013

SOCIAL SERVICES BOARD MEETING

April 8, 2013

I. Overdue Application Report for March 2013 – None

II. Medicaid Eligibility

April - 2012	April - 2013
Open Cases – 4,013	Open Cases – 3,972
Open People – 4,830	Open People – 4,724
Authorized People – 4,749	Authorized People – 4,621

III. North Carolina Health Choice

April - 2012	April - 2013
Open Cases – 223	Open Cases - 214
Authorized People – 317	Authorized People - 310

IV. SA (REST HOME)

April - 2012

April - 2013

Authorized People – 101

Authorized People - 89

V. Application, Reviews and Changes

	March - 2012	March - 2013
Applications Taken	199	179
Applications Approved	141	99
Applications Denied	57	45
Applications Withdrawn	3	1
Reviews	311	245
Total Changes	1,180	939
Terminated	99	99

VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED 0 FAMILIES FROM THE EMERGENCY DURING THE MONTH OF February 2013 totaling \$0.00

VII. REPORT CARD – March 2012

We are at 100% total for all programs: MAD – 100%, AAF – 100% MAA – 100%,
MQB– 100% MAF – 100% MIC – 100%, MPW – 100%, NCHC 100 %

REPORT CARD – March 2013

We were at 100% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%
MQB - 100%, MAF – 100%, MIC – 100%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of March 2013 County Share -
\$ 43.39**

**Cost Calculation Report for the Month of March 2012 County Share -
\$ (3.30)**

**IX. Mary Harrelson, Tonya Breedlove, and Jennifer Holt attended the P 2 & 6 NC Fast
Training at the Department of Social Services in Greensboro, North Carolina during
The month of March 2013.**

**x. *Nancy Maness*, IMCIII retired March 29, 2013, after 30 years of service to
Caswell County Department of Social Services.**

We all wish Nancy well.

Mary Harrelson, Supervisor IMSII

April 8, 2013

Board Report
April 16, 2013

- During the month of March 2013 we had no new children to enter or exit care.

Work Load Report	March 2013	March 2012
Children in DSS Custody	10	11
Foster Care Services for children in custody of another state/county	0	1
Licensure of foster and adoptive homes	0	1
Adoption Assessments	0	1
Home studies for other Courts	4	3
Supervision of foster homes	4	5

Training:

Our LINKS Coordinator, Lisa Barnett, participated in the LINKS telephone Conference call this month. Social Worker, Lucinda Wilson attended a Webinar, an overview of IV-E funding.

Child and Family Services:

The agency has begun preparation for a new MAPP class to begin in mid May on Saturdays, in efforts to have foster to adopt parents here locally to serve our children that come into care.

Prepared By: Racquel Hughes
Child Placement Supervisor
April 9, 2013

REPORT TO THE CASWELL COUNTY DSS BOARD
CHILD PROTECTIVE SERVICES REPORT
FOR MARCH 2013

CPS Family & Investigative Assessments

	Mar 2013	Mar 2012
1.Total Number of Reports Accepted for Investigation	26	18
2.Total Number of Reports Screened Out	04	10
3.Total Number of Reports Referred to other Jurisdictions	0	0
4.Total Number of Treatment Cases Transferred In	1	0
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	3	7
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	27	22
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	4	5
9.Total Number of Malicious Reports Received	0	0

OTHER DEPARTMENT INFORMATION

- The child protective services unit is fully staffed.

Prepared by:
Racquel Hughes
Child Placement Supervisor
April 9, 2013