

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services held its monthly meeting on August 20, 2013 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Larry Hamlett, Vice-Chairman; Mr. Kenneth Travis, Mr. David Owen; Ms. Marylene McCain; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board. Mr. Jeremiah Jefferies was absent from the meeting.

Mr. Hamlett called the meeting to Order at 9:00 a.m. The agenda for the meeting was approved upon a motion by Mr. Travis and second by Mr. Owen. Minutes of the meeting held July 16, 2013 were reviewed and approved upon a motion by Mr. Travis and second by Mr. Owen. There was no public address to the Board.

Budget Amendment #2 was presented to the Board. This included an adjustment in Energy Neighbor funds from \$5,305 to \$2,190. It also included adjusting the Fuel Emergencies/CIP allocation to include an additional allocation of \$85,653 for a total adjusted allocation of \$100,471. These adjustments reflected changes due to actual allocations received versus state estimated allocations used in our budget preparation. The Budget Amendment was approved upon a motion by Mr. Owen and second by Mr. Travis.

Quarterly Trust Fund Accounts were reviewed and approved upon a motion by Mr. Travis and second by Mr. Owen.

A revision to our In-Home Aide policy, to include the establishment of a Waiting List, was presented to Board Members. This revision was approved upon a motion by Mr. Travis and second by Mr. Owen.

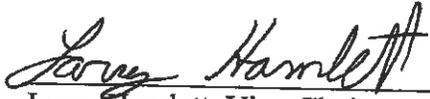
In other business, Board Members were advised that we received approval from the Office of State Personnel this morning for the job description for our new Adult Services Social Worker. We are now able to move forward with filling the position. Board Members were also informed that we received the official, written report from our Single Audit Report outlining the two issues identified, i.e. incorrect Medicaid type approved for one case and noncompliance with new policy regarding the priority population in one case for the LIEAP program. Upcoming Medicaid and NCFASST implementation issues and training were discussed with the Board as well as staffing issues.

Supervisors attended the meeting and reported on work within their respective units. Racquel Hughes and Tonya Breedlove were not present due to their attendance at another meeting.

The next regular meeting of the Social Services Board was scheduled for September 17, 2013 at 9:00 a.m. in the Conference Room of the Department of Social Services.

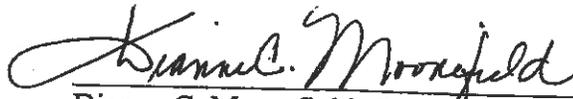
Upon a motion by Mr. Travis and second by Ms. McCain the meeting of the Social Services Board was adjourned at 9:45 a.m.

Respectfully Submitted,



Larry Hamlett, Vice-Chairman

9.17.2013
Date



Dianne C. Moorefield, Secretary

9-17-13
Date

1/1

BUDGET AMENDMENT #

DSS

3
9/9/2013

Be it ordained, the FY 2013-2014 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>
Day Care 100%	100.5320.499.120	\$535,107	\$19,522	\$554,629.00
Smart Start/Child Day Care	100.5310.499.122	\$98,618	(\$73,963)	\$24,655.00
Duke Energy Merger Funds	100.5480.499.400	0	\$18,588	\$18,588.00

Total Expenditures (\$35,853)

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/ (Decrease)</i>	<i>Balance</i>
Duke Energy Merger Funds	100.3538.360.400	0	\$18,588	\$18,588
ST/FSA/DayCare/Smart Start	100.3541.360.002	633,725	(\$54,441)	\$579,284
<i>Total Revenues</i>			<i>(\$35,853)</i>	

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.

Kelvin C. Mornfield
Approved by Department of Social Services Director

9/9/13
Date

Approved by Department of Social Services Board

Date

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

Date

SOCIAL SERVICES BOARD MEETING

September 17, 2013

I. Overdue Application Report for August 2013 - None

II. Medicaid Eligibility

September - 2012	September - 2013
Open Cases – 3,988	Open Cases – 3,931
Open People – 4,792	Open People – 4,706
Authorized People – 4,754	Authorized People – 4,632

III. North Carolina Health Choice

September - 2012	September - 2013
Open Cases – 221	Open Cases - 210
Authorized People – 326	Authorized People - 303

IV. SA (REST HOME)

September - 2012

September - 2013

Authorized People – 96

Authorized People - 94

V. Application, Reviews and Changes

	August - 2012	August - 2013
Applications Taken	190	185
Applications Approved	127	121
Applications Denied	58	49
Applications Withdrawn	1	2
Reviews	368	252
Total Changes	1,199	1,028
Terminated	98	160

VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED 0 FAMILIES FROM THE

EMERGENCY DURING THE MONTH OF August 2013 totaling \$0.00

VII. REPORT CARD – August 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 – August 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 August 2013 County Share -
\$ 18.40)**

**Cost Calculation Report for the Month of August 2012 County Share -
\$ 21.70**

**IX. We all are continuing to train for NC FAST, Work Support Strategies, and the
Affordable Care Act and Open Enrollment beginning October 1, 2013**

Mary Harrelson, Supervisor IMSII

September 6, 2013

**Board Report
September 17, 2013**

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

Work Load Report	August 2013	August 2012
Children in DSS Custody	11	9
Foster Care Services for children in custody of another state/county	0	0
Licensure of foster and adoptive homes	1	1
Adoption Assessments	0	1
Home studies for other Courts	2	3
Supervision of foster homes	4	5

Training:

Child Placement Social Workers, Lucinda Wilson and Lisa Barnett, participated in the MRS/SOC Telephone Conference call in August.

Child and Family Services:

Child Placement Workers are in preparation for teaching a 3 hour training to our foster parents in efforts to keep their foster care licensing & a CPR/First Aid class. The state mandates foster families have 10 hours of additional training that relates to children in foster care.

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

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

CPS Family & Investigative Assessments

	Aug 2013	Aug 2012
1.Total Number of Reports Accepted for Investigation	10	16
2.Total Number of Reports Screened Out	5	4
3.Total Number of Reports Referred to other Jurisdictions	1	1
4.Total Number of Treatment Cases Transferred In	2	0
5.Total Number of Inter County Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	2	0
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	17	19
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	6	6
9.Total Number of Malicious Reports Received	0	0

OTHER DEPARTMENT INFORMATION

- The Child Protective Services Unit is short one staff member. Melissa Berry gave the agency her two week notice on August 23, 2013. Her new employment will be with Guilford County DSS. We hope her much success on her new job.
- The Community Child Protection Team met for its quarterly meeting on August 20, 2013. Two child protective services cases were presented to the team.

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

Caswell County Department of Social Services

Adult Services Board Report

September 17, 2013

Programs:

	August 2012	August 2013
Adult Protective Services		
Number of Reports Received	6	6
Number of Reports Accepted	5	4
Number of Reports for Outreach	1	1
Number Referrals to AHS/DFS/Other Services	0	1
Adult Care Homes/Adult Home Specialist		
Number of Adult Care Homes	29	27
Number of Adult Care Homes Monitored	5	9
Number of Complaints Received	0	0
Guardianship Services		
Number of Active Cases	17	21
Number of New Cases	0	0
Number of Terminated Cases	0	0
Multidisciplinary Evaluations		
Number of Requests Received	5	3
Number of Evaluation completed	2	0
Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	21	22
Number of New Cases	0	0
Number of Cases Terminated	0	0
State/County Special Assistance In-Home (10 Slots)		
Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

Caswell County Department of Social Services

Adult Services Board Report

September 17, 2013

Programs:

	August 2012	August 2013
Adult Protective Services		
Number of Reports Received	6	6
Number of Reports Accepted	5	4
Number of Reports for Outreach	1	1
Number Referrals to AHS/DFS/Other Services	0	1
Adult Care Homes/Adult Home Specialist		
Number of Adult Care Homes	29	27
Number of Adult Care Homes Monitored	5	9
Number of Complaints Received	0	0
Guardianship Services		
Number of Active Cases	17	21
Number of New Cases	0	0
Number of Terminated Cases	0	0
Multidisciplinary Evaluations		
Number of Requests Received	5	3
Number of Evaluation completed	2	0
Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	21	22
Number of New Cases	0	0
Number of Cases Terminated	0	0
State/County Special Assistance In-Home (10 Slots)		
Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

Annual In-Home Aide Services Report

The Caswell County Department of Social Services continues to provide the Caswell County In-Home Aide Program. This program assists individuals and their families with essential home management tasks, or supervision for the purpose of attaining and maintaining self-sufficiency and improving quality of life. The purpose of the program is to assist, but not replace family members' efforts to provide care and support. Our overall goal is to enable adults, children, and their families, to remain and function effectively in their own home as long as possible.

The agency is certified by the Department of Health and Human Services to provide In-Home Aide Home Management Level I, II, III, and IV. Services are provided to adults and children. We are monitored by the Division of Aging and Adult Services. Our certification period is January 1, 2011 through December 31, 2013. A program compliance monitoring is scheduled for September 23 – 26, 2013.

We have one in-home aide assigned to provide these services. At this time, the aide is providing in-home aide services to six disabled and elderly adults. The amount of time assigned for each client per week ranges from one and a half to six hours. Some tasks include but not limited to grocery shopping, cooking, cleaning, laundry, and transporting to medical appointments. The agency has a waiting list and there are two individuals on this list. There continues to be a need for the services.

Respectfully submitted by Lisa H. Anderson
Adult Services Supervisor
September 6, 2013

**Social Services Board Meeting
September 17th, 2013**

EBT Issuance:

August 2013

Issuance \$655,101
Cases 2656
Individuals 5578

August 2012

*Issuance \$614,768
Cases 2570
Individuals 5162*

Workload Report:

August 2013

Applications taken 140
Applications approved 120
Applications denied 10
Overdue applications 0
Redeterminations 353

August 2012

*Applications taken 117
Applications approved 84
Applications denied 14
Overdue applications 0
Redeterminations 319*

Fraud Report:

August 2013 FNS recoupments \$1,445

August 2012 FNS recoupments \$1,981

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2013 thru June 30, 2014

New allocations \$85,603
Total allocations to date \$100,421
Total CIP money used – August \$6,389.85
Available balance to date \$84,868.77
Applications approved 134 – August 60
Applications denied 5 – August 4

New Allocations \$0
Total Allocations \$0
Available Balance \$0
Applications Pending 0
Applications Approved 0
Applications Denied 0

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
SEPTEMBER 17, 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:**

	September 2013	September 2012
Total # WFFA Cases	38	54
Caseload Increase/Decrease From Previous Month	(-2) 40	(-6) 60
Child Only Cases	30 (78.95%)	44 (81.48%)
Single-Parent Cases	8 (21.05%)	10 (18.52%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$203.37	\$205.02

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

	September 2013	September 2012
Total # 2-Parent Households	0	0
Caseload Increase/Decrease From Previous Month	(-0-) 0	(0) 0
Benefit Diversion Cases	0	0
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

CHILD SUPPORT ENFORCEMENT:

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

	August 2013	August 2012
Net Current Month Collections	\$136,748.96	\$161,542.57
Monthly Collection Goal	\$157,603.81	\$157,603.81
Net Previous Month Collections	\$150,260.12	\$139,725.83
Net YTD Collections	\$287,009.08	\$301,268.40
Collections Goal for the Year	\$1,899,737.00	\$1,891,245.70
Percentage of Goal Met YTD	15.11%	15.93%
Target Percentage of Goal Met YTD	(2 mo.) 16.67%	[2 mo.) 16.67%

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

	August 2013	August 2012
Number of Cases Scheduled/Heard	74/70	72/68
New Orders for Support Entered	2	5
New Current Support Payments	\$1,200.00	\$524.00/mo.
New Frequencies Toward Arrears	9	0
New Frequency Payments	\$1,296.00	\$104.00/mo.
Orders for Arrest	4	2
Jail Sentences	1	0
Purge Amounts	\$930.00	\$7,150.00
Total Payments Collected in Court	\$3,080.00	\$6,125.00
New Paternity Cases Established	0	1
Number of Modifications Heard	18	11

CHILD CARE SUBSIDY:

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

July Service Month Paid in August	2012/2013	2011/2012
Total Monthly Payment Amount	\$51,012.35	\$61,590.95
Monthly Unduplicated Child Count	125	160
Total Year-to-Date Expenditures	\$99,223.05	\$122,019.10
YTD Unduplicated Child Count	131	178
Total Allocation Available to Date	\$603,519.00	\$618,853.00
Traditional Spending Coefficient (2 mo.)	98.64%	118%

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 September 9, 2013 we have 129-children on the waiting list.

Submitted by: Tonya Breedlove 9/9/13