

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services held its monthly meeting on October 15, 2013 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies; Mr. Larry Hamlett; Ms. Marylene McCain; Mr. David Owen; Mr. Kenneth Travis; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jefferies 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 Ms. McCain. Minutes of the meeting held September 17, 2013 were reviewed and approved upon a motion by Mr. Owen and second by Ms. McCain. There was no public address to the Board.

Budget Amendment #4 was approved upon a motion by Mr. Hamlett and second by Ms. McCain. This Amendment included an additional CP&L allocation of \$864.00 to amend funds to \$3,054.00; a reduction in 100% Day Care allocation in the amount of \$349,618.00 leaving a balance of \$205,011.00 and an additional allotment of Smart Start/Child Day Care funds in the amount of \$24,488.00 for a revised total allocation of \$49,143.00. It was noted that the 100% Day Care allocation only amended our initial allocation and did not take into account expenditures paid in July, August and September.

Informational items shared with Board Members included an update on vacancies. The open social work vacancies in Adult Services and Child Protective Services were placed on hold due to the Federal Budget Shutdown. Other services also impacted were discussed with Board Members. Unofficial results from the In-Home Aide monitoring indicated no concerns cited. Recommendations from the State Fiscal Review were discussed. Concerns related to lights in the parking lot were discussed as was the death of one of our foster children. Board Members were also informed that the approved project for scanning closed records would begin the following day.

Supervisors attended the meeting and reported on work within their respective units. Mrs. Anderson and Ms. Hughes were not present for the meeting.

The next regularly scheduled meeting of the Social Services Board was set for November 19, 2013 at 9:00 a.m. in the Conference Room of the Department of Social Services. Board Members discussed the possibility of doing a cookout for staff and requested feedback on a possible date.

Upon a motion by Mr. Travis and second by Mr. Owen, the meeting of the Social Services Board was adjourned.

Respectfully Submitted,

Jeremiah Jefferies
Jefferies, Chairman

11-19-13
Date

Dianne C. Moorefield
Dianne C. Moorefield, Secretary

11/19/13
Date

BUDGET AMENDMENT #

5

DSS

11/5/2013

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>
C P & L Energy Assistance	100.5480.499.100	3,054	\$432	\$3,486.00
Day Care 100%	100.5320.499.120	205,011.00	\$ 353,002.00	\$558,013.00
Smart Start/Child Day Care	100.5310.499.122	49,143	\$49,475	\$98,618.00
Total Expenditures			\$402,909	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Increase/(Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	1,666,327	\$1,666,759
St/FSA/DayCare/Smart Start	100.3541.360.002	254,154	\$656,631
Total Revenues		\$402,909	

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.

Daniel McCrefield
 Approved by Department of Social Services Director

11/5/13
 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

November 19, 2013

I. Overdue Application Report for November 2013 - None

II. Medicaid Eligibility

November - 2012	November - 2013
Open Cases – 4,069	Open Cases – 4,138
Open People – 4,837	Open People – 5,036
Authorized People – 4,506	Authorized People – 4,768

III. North Carolina Health Choice

November - 2012	November - 2013
Open Cases – 210	Open Cases - 210
Authorized People – 312	Authorized People - 303

IV. SA (REST HOME)

November- 2012

November – 2013

Authorized People – 92

Authorized People - 91

V. Application, Reviews and Changes

	October - 2012	October - 2013
Applications Taken	157	127
Applications Approved	119	112
Applications Denied	34	34
Applications Withdrawn	6	1
Reviews	293	204
Total Changes	1,105	1,140
Terminated	102	121

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

EMERGENCY DURING THE MONTH OF October 2013 totaling \$0.00

VII. REPORT CARD – September 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 – September 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 October 2013 County Share -
\$ 21.70**

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

- IX. All Eligibility Workers continue to Cross Train for NC FAST, Work Support Strategies,
And the Affordable Care Act and Open Enrollment which began October 1, 2013.
Mary Harrelson, Audrey Simpson, and Jennifer Holt attended a Duke Energy/Progress
Seminar in Greensboro, North Carolina during this month.**

Mary Harrelson, Supervisor IMSII

November 14, 2013

Caswell County Department of Social Services

Adult Services Board Report

November 19, 2013

Programs:

	October 2012	October 2013
Adult Protective Services		
Number of Reports Received	7	9
Number of Reports Accepted	6	8
Number of Reports for Outreach	1	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	7	12
Number of Complaints Received	2	0
Guardianship Services		
Number of Active Cases	20	21
Number of New Cases	0	0
Number of Terminated Cases	0	0
Multidisciplinary Evaluations		
Number of Requests Received	0	3
Number of Evaluation completed	4	2
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

October 2012

October 2013

In-Home Aide Services

Number of Active Cases	8	6
Number of New Cases	3	0
Number of Terminated Cases	0	0

Transportation Services

Number of Clients Served	196	188
Number of Trips Provided	905	1,036

Transportation Costs compared to October 2012 and October 2013

	2012	2013
EDTAP	\$1,366.01	\$2,202.10
TTAP (5310)	\$742.90	-0-
Medicaid	\$12,055.65	\$13,389.50
Totals	\$14,164.56	\$15,591.60

This reflects an increase of \$1,427.04 from the previous year.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

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

Respectfully submitted by Lisa H. Anderson
Adult Services Supervisor
November 12, 2013

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
NOVEMBER 19, 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:**

	November 2013	November 2012
Total # WFFA Cases	46	52
Caseload Increase/Decrease From Previous Month	(+6) 40	(+1) 51
Child Only Cases	37 (80.43%)	41 (78.84%)
Single-Parent Cases	10 (21.74%)	11 (21.15%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$206.96	\$204.43

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

	November 2013	November 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

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CHILD SUPPORT ENFORCEMENT:

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

	October 2013	October 2012
Net Current Month Collections	\$146,207.13	\$154,856.92
Monthly Collection Goal	\$157,603.81	\$157,603.81
Net Previous Month Collections	\$131,926.79	\$136,537.28
Net YTD Collections	\$565,143.00	\$592,662.60
Collections Goal for the Year	\$1,899,737.00	\$1,891,245.70
Percentage of Goal Met YTD	29.75%	31.34%
Target Percentage of Goal Met YTD	(4 mo.) 33.33%	(4 mo.) 33.33%

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

	October 2013	October 2012
Number of Cases Scheduled/Heard	62/55	64/59
New Orders for Support Entered	4	1
New Current Support Payments	\$795.00	\$100.00/mo.
New Frequencies Toward Arrears	1	5
New Frequency Payments	\$380.00	\$130.00/mo.
Orders for Arrest	2	2
Jail Sentences	0	0
Purge Amounts	\$930.00	\$100.00
Total Payments Collected in Court	\$1,747.00	\$350.00
New Paternity Cases Established	0	0
Number of Modifications Heard	14	21

CHILD CARE SUBSIDY:

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

September Service Month Paid in October	2012/2013	2011/2012
Total Monthly Payment Amount	\$41,727.05	\$50,978.15
Monthly Unduplicated Child Count	99	137
Total Year-to-Date Expenditures	\$182,070.00	\$231,546.55
YTD Unduplicated Child Count	139	196
Total Allocation Available to Date	\$656,631.00	\$618,853.00
Traditional Spending Coefficient (4 mo.)	83.18%	114%

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 November 12, 2013 we have 135-children on the waiting list.

Submitted by: Tonya Breedlove 11/12/13

**Social Services Board Meeting
November 19th, 2013**

EBT Issuance:

October 2013

Issuance \$647,198
Cases 2692
Individuals 5143

October 2012

*Issuance \$643,210
Cases 2613
Individuals 5258*

Workload Report:

October 2013

Applications taken 117
Applications approved 102
Applications denied 15
Overdue applications 0
Redeterminations 352

October 2012

*Applications taken 95
Applications approved 82
Applications denied 11
Overdue applications 1
Redeterminations 163*

Fraud Report:

October 2013 FNS recoupments \$1,392

October 2012 FNS recoupments \$1,995

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2013 thru June 30, 2014

New allocations \$0
Total allocations to date \$100,421
Total CIP money used – October \$1,463.27
Available balance to date \$79,126.73
Applications approved 191 – October 10
Applications denied 5 – October 0

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

LIEAP

LIEAP applications will be accepted December 1, 2013 through March 31, 2014, or until funding is exhausted. Only households containing an elderly person age 60 and above or a disabled person receiving services through the Division of Aging and Adult Services (DAAS) are eligible to potentially receive benefits from December 1st through January 31st or until funds are exhausted. Disabled persons are defined as receiving SSI, SSA, or VA disability. Any household can potentially receive benefits from February 1st through March 31st or until funds are exhausted, if all eligibility requirements are met. Benefits are based on the household's size and income at the time of application. There are three benefit level amounts (\$200, \$300, or \$400) designated according to household size and income.

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

**Board Report
November 19, 2013**

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

Work Load Report	October 2013	October 2012
Children in DSS Custody	10	10
Foster Care Services for children in custody of another state/county	0	0
Licensure of foster and adoptive homes	2	0
Adoption Assessments	2	0
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 October.

Foster Care Christmas Donations:

Foster Care donations have been steadily rolling in, we somewhat anticipated a slower response with the economy; however local Churches, individuals and families are continuing to volunteer and sponsor some of the children in foster care.

Prepared By: Racquel Hughes
Child Placement Supervisor
November 12, 2013

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

CPS Family & Investigative Assessments

	Oct 2013	Oct 2012
1.Total Number of Reports Accepted for Investigation	20	29
2.Total Number of Reports Screened Out	4	5
3.Total Number of Reports Referred to other Jurisdictions	1	1
4.Total Number of Treatment Cases Transferred In	2	4
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	1	1
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	17	23
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

- We are saddened with the loss of our Child Protective Service Supervisor, Jennifer Russell. Words cannot explain the loss we have endured. However we will keep the faith of being great assets to the community as she would have wanted us to be.
- The Child Protective Services Unit continues to be short staffed due to vacant positions.

Prepared by:
Raquel Hughes
Child Placement Supervisor
November 12, 2013