

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services held its monthly meeting on November 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. 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 Mr. Owen. Minutes of the meeting held November 19, 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 #5 was approved upon a motion by Mr. Travis and second by Mr. Hamlett. This included an additional CP&L allocation in the amount of \$432.00, increasing Day Care 100% funds by \$353,002.00 to reflect funding authorized following the federal budget shutdown, and receipt of Smart Start/Child Day Care funding in the amount of \$49,475.00 as allocated by the Partnership for Children.

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

The Division of Child Development and Early Education Monitoring report was received. The agency needed to score 95% to be in compliance. We scored 96.7% with only one error resulting in an \$8.00 overpayment. Board Members were informed that a candidate has been selected for our Adult Services vacancy and we are completing the required drug screening. It was also shared that we are proceeding with interviews for our Child Protective Services Social Worker vacancy and we will begin interviewing possible candidates for the Child Protective Supervisor position.

Board Members were informed that we will begin taking LIEAP applications on December 2, 2013. They were also made aware that we are currently providing some heating assistance with CIP (Crisis Intervention Program) funds. It was noted however, that these funds are limited and will need to be designated for crisis situation as we do not expect to receive additional funding. Board Members were also advised that we continue to box records for scanning and hope to be able to remove some of the filing cabinets from the conference room in the near future. There was also discussion related to the Adult Services Unit collecting items for our Guardians/Wards and ongoing struggles by staff with NCFAST.

Supervisors attended the meeting and reported on work within their respective units.

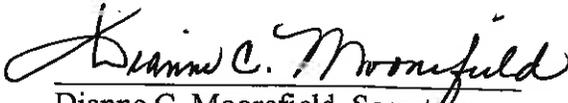
The next regularly scheduled meeting of the Social Services Board was scheduled on December 17, 2013 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. Travis and second by Mr. Owen, the meeting of the Social Services Board was adjourned at 9:35 a.m.

Respectfully Submitted,


Jeremiah Jefferies, Chairman

12/17/13
Date


Dianne C. Moorefield, Secretary

12/17/13
Date

2014 Social Services Board Meetings

January 21, 2014

February 18, 2014

March 18, 2014

April 15, 2014

May 20, 2014

June 17, 2014

July 15, 2014

August 19, 2014

September 16, 2014

October 21, 2014

November 18, 2014

December 16, 2014

BUDGET AMENDMENT #

6

12/10/2013

DSS

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	3,486 \$	424.02	\$3,910.02
Total Expenditures			\$424	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/(Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	1,666,759	\$424	\$1,667,183
Total Revenues			\$424	

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.

Approved by Department of Social Services Director

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

December 17, 2013

I. Overdue Application Report for December 2013- Eight in NCFAST

II. Medicaid Eligibility

December - 2012	December - 2013
Open Cases - 4,055	Open Cases - 3,897
Open People - 4,815	Open People - 4,679
Authorized People - 4,688	Authorized People - 4,579

III. North Carolina Health Choice

December - 2012	December - 2013
Open Cases - 217	Open Cases - 215
Authorized People - 317	Authorized People - 297

IV. SA (REST HOME)

December- 2012

December - 2013

Authorized People - 93

Authorized People - 93

V. Application, Reviews and Changes

	November - 2012	November - 2013
Applications Taken	145	138
Applications Approved	92	72
Applications Denied	39	27
Applications Withdrawn	1	1
Reviews	222	167
Total Changes	910	853
Terminated	107	104

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 – October 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 – October 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 November 2013.**

Mary Harrelson, Supervisor IMSII

November 9, 2013

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
DECEMBER 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:**

	December 2013	December 2012
Total # WFFA Cases	47	54
Caseload Increase/Decrease From Previous Month	(+1) 46	(+2) 52
Child Only Cases	38 (80.85%)	43 (79.63%)
Single-Parent Cases	9 (19.15%)	11 (20.37%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$209.48	\$198.94

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

	December 2013	December 2012
Total # 2-Parent Households	0	1
Caseload Increase/Decrease From Previous Month	(-0-) 0	(0) 1
Benefit Diversion Cases	0	0
Non-Able Bodied Cases	0	0
Cases Meeting Work Requirement	0	1
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:

	November 2013	November 2012
Net Current Month Collections	\$140,039.90	\$151,125.84
Monthly Collection Goal	\$157,603.81	\$157,603.81
Net Previous Month Collections	\$146,207.13	\$154,856.92
Net YTD Collections	\$705,182.90	\$743,788.44
Collections Goal for the Year	\$1,899,737.00	\$1,891,245.70
Percentage of Goal Met YTD	37.12%	39.33%
Target Percentage of Goal Met YTD	(5 mo.) 41.67%	[5 mo.) 41.67%

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

	November 2013	November 2012
Number of Cases Scheduled/Heard	54/50	68/60
New Orders for Support Entered	4	2
New Current Support Payments	\$841.00	\$944.00/mo.
New Frequencies Toward Arrears	1	0
New Frequency Payments	\$629.00	\$0.00/mo.
Orders for Arrest	0	3
Jail Sentences	0	0
Purge Amounts	\$0.00	\$0.00
Total Payments Collected in Court	\$1,740.00	\$1,590.00
New Paternity Cases Established	0	0
Number of Modifications Heard	14	13

CHILD CARE SUBSIDY:

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

October Service Month Paid in November	2012/2013	2011/2012
Total Monthly Payment Amount	\$36,385.00	\$56,519.90
Monthly Unduplicated Child Count	104	154
Total Year-to-Date Expenditures	\$218,455.00	\$296,582.95
YTD Unduplicated Child Count	142	214
Total Allocation Available to Date	\$656,631.00	\$745,375.00
Traditional Spending Coefficient (5 mo.)	79.85%	95.50%

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 December 9, 2013 we have 79-children on the waiting list.

Submitted by: Tonya Breedlove December 9, 2013

Report to the Caswell County DSS Board
Child Protective Services Report
for November 2013

CPS Family & Investigative Assessments

	Nov 2013	Nov 2012
1.Total Number of Reports Accepted for Investigation	17	29
2.Total Number of Reports Screened Out	4	5
3.Total Number of Reports Referred to other Jurisdictions	0	1
4.Total Number of Treatment Cases Transferred In	1	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	21	23
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	3	5
9.Total Number of Malicious Reports Received	0	0

Other Department Information

The Child Protective Services Unit continues to be short staffed due to vacant positions.

Prepared by:
Racquel Hughes
Child Welfare Supervisor
December 9, 2013

**Board Report
December 17, 2013**

- During the month of November 2013 we had no new children to enter care and one child to exit care.

Work Load Report	November 2013	November 2012
Children in DSS Custody	11	10
Foster Care Services for children in custody of another state/county	0	0
Licensure of foster and adoptive homes	1	0
Adoption Assessments	2	0
Home studies for other Courts	6	4
Supervision of foster homes	4	5

Training:

Child Placement Staff did not attend any training during the month of November.

Child and Family Services:

After being placed back in the parent's home for a trial home placement; the Court returned custody of an 8 year old female to the mother on November 5, 2013. DSS still assists the family as needed in efforts to maintain placement in the home and to continue services for the child's mental health diagnoses.

Foster Care Christmas Donations:

Foster Care donations have been extraordinarily better than anticipated with the economy; local Churches, Companies, Schools and families have given monetary gifts to support the children in foster care. The positive response from our community was greatly appreciated and way beyond our expectations.

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

Caswell County Department of Social Services

Adult Services Board Report

December 17, 2013

Programs:

	November 2012	November 2013
Adult Protective Services		
Number of Reports Received	6	5
Number of Reports Accepted	5	4
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	3	6
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	1	3
Number of Evaluation completed	0	2
Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	22	23
Number of New Cases	1	1
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

November 2012

November 2013

In-Home Aide Services

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

Transportation Services

Number of Clients Served	172	169
Number of Trips Provided	707	864

Transportation Costs compared to November 2012 and November 2013

	2012	2013
EDTAP	\$532.00	\$1,174.26
TTAP (5310)	\$560.50	\$0.00
Medicaid	\$9,435.90	\$12,331.40
Totals	\$10,528.40	\$13,505.66

This reflects an increase of \$2,977.26 from the previous year.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

	November 2012	November 2013
Number of Requests Received	2	0
Local Appeal Hearing	2	0
Administrative Disqualification Hearing	0	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
 December 9, 2013

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

EBT Issuance:

November 2013

Issuance \$590,422
Cases 2612
Individuals 5085

November 2012

*Issuance \$634,296
Cases 2723
Individuals 5323*

Workload Report:

November 2013

Applications taken 107
Applications approved 93
Applications denied 17
Overdue applications 0
Redeterminations 352

November 2012

*Applications taken 110
Applications approved 98
Applications denied 12
Overdue applications 1
Redeterminations 213*

Fraud Report:

November 2013 FNS recoupments \$1,153

November 2012 FNS recoupments \$2,563

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 – November \$18,008.18
Available balance to date \$57,770.84
Applications approved 298 – November 95
Applications denied 8 – November 2

New Allocations \$150,956
Total Allocations \$150,956
Available Balance \$119,456
Applications Pending 8
Applications Approved 146
Applications Denied 3

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II