

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services held its monthly meeting on December 17, 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. Kenneth Travis; Mr. David Owen; 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 was approved upon a motion by Mr. Travis and second by Ms. McCain. Minutes of the meeting held November 19, 2013 were reviewed and approved upon a motion by Mr. Owen and second by Mr. Hamlett. There was no public address to the Board.

Budget Amendment #6, an additional CP&L allocation of \$424.00 was approved upon a motion by Mr. Travis and second by Ms. McCain.

The proposed schedule of 2014 Board Meetings was presented for review. The schedule was approved upon a motion by Mr. Travis and second by Mr. Owen.

Results from the County Audit were discussed related to our Medicaid program. No errors were cited related to payment amounts but auditors are now required to include information on programmatic errors even though they had been found and corrected prior to the audit being conducted.

Board Members were informed that Bettie Lea Knight had been hired for the Social Worker position in Adult Services. They were also informed that Morgan Hurdle resigned from her Medicaid position to accept a position in Person County due to better insurance benefits and to be closer to her home. The Director also shared that Pat Mise, a Medicaid/Universal worker who has been employed with our agency for 21 years, will be retiring at the end of December.

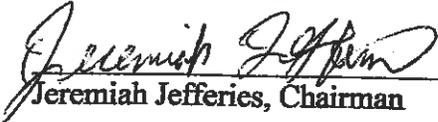
Updates on LIEAP and CIP spending were provided. Board Members were also informed of difficulties experienced in purchasing items for our Christmas Cheer program due to the store's use of Teletek system for check cashing. A different method of payment will need to be explored for next year's purchases. Information was provided on the Christmas packages assembled for the agency's Wards and Representative payees, including some of the donors who made significant contributions for the gift bags.

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

The next regularly scheduled meeting of the Social Services Board was scheduled for January 21, 2014 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 9:45 a.m.

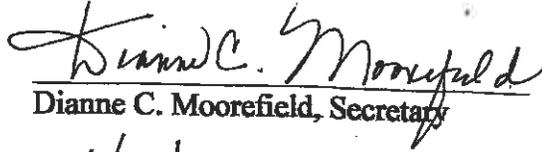
Respectfully Submitted,



Jeremiah Jefferies, Chairman

1/21/14

Date



Dianne C. Moorefield, Secretary

1/21/14

Date

BUDGET AMENDMENT #

7
1/8/2014

DSS

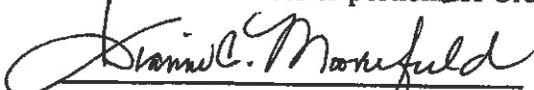
Be it ordained, the FY 2013-2014 Annual Budget ordinance is hereby amended as follows:

<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	3,910	\$ 439.98	\$4,350.00
LIEAP/Low Income Asst Energy	100.5480.499.910	0.00	\$ 150,956.00	\$150,956.00
Day Care 100%	100.5320.499.120	558,013.00	\$ (100,000.00)	\$458,013.00
Total Expenditures			\$51,396	

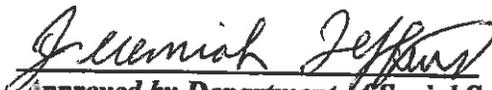
<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/(Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	1,667,183	\$151,396	\$1,818,579
St/FSA/DayCare/Smart Start	100.3541.360.002	656,631	(\$100,000)	\$556,631
Total Revenues			\$51,396	

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

1-13-14
Date


Approved by Department of Social Services Board

1-21-14
Date

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

Date

SOCIAL SERVICES BOARD MEETING

January 21, 2014

- I. **Overdue Application Report for December 2013- Six in NCFAST**
Overdue Application Report for December 2013- Two in EIS

II. **Medicaid Eligibility**

January - 2013	January - 2013
Open Cases - 3,955	Open Cases - 4,152
Open People - 4,729	Open People - 5,037
Authorized People - 4,701	Authorized People - 4,799

III. **North Carolina Health Choice**

January - 2013	January - 2013
Open Cases - 210	Open Cases - 131
Authorized People - 305	Authorized People - 185

IV. **SA (REST HOME)**

January - 2013

January - 2013

Authorized People - 93

Authorized People - 92

V. **Application, Reviews and Changes**

	December - 2013	December - 2013
Applications Taken	104	138
Applications Approved	75	96
Applications Denied	45	42
Applications Withdrawn	3	1
Reviews	325	233
Total Changes	971	732
Terminated	151	62

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

VII. REPORT CARD – December - 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 – December - 2013

We were at 96% total in all programs: MAD - 100%, AAF – 100%, MAA – 77%

MQB - 100%, MAF – 97%, MIC – 95%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of November 2013 County Share -
\$ 00.00**

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

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,
Work Support Strategies, and the Affordable Care Act and Open Enrollment which
Began November 2013**

Mary Harrelson, Supervisor IMSII

January 13, 2014

Caswell County Department of Social Services

Adult Services Board Report

January 21, 2014

Programs:

	December 2012	December 2013
Adult Protective Services		
Number of Reports Received	6	7
Number of Reports Accepted	5	6
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	10
Number of Complaints Received	2	1
Guardianship Services		
Number of Active Cases	20	23
Number of New Cases	0	2
Number of Terminated Cases	0	0
Multidisciplinary Evaluations		
Number of Requests Received	1	1
Number of Evaluation completed	0	3
Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	22	23
Number of New Cases	1	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

December 2012

December 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	164	169
Number of Trips Provided	735	964

Transportation Costs compared to December 2012 and December 2013

	2012	2013
EDTAP	\$485.83	\$1,064.00
TTAP (5310)	\$556.70	\$0.00
Medicaid	\$9,589.20	\$13,566.00
Totals	\$10,631.73	\$14,630.00

This reflects an increase of \$3,998.27 from the previous year.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

	December 2012	December 2013
Number of Requests Received	2	0
Local Appeal Hearing	2	0
Administrative Disqualification Hearing	0	0
Number of Hearings Conducted	2	0
Local Appeal Hearing	2	0
Administrative Disqualification Hearing	0	0

Respectfully submitted by Lisa H. Anderson
Adult Services Supervisor
January 13, 2014

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
JANUARY 21, 2014

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:**

	January 2014	January 2013
Total # WFFA Cases	49	52
Caseload Increase/Decrease From Previous Month	(+2) 47	(-2) 54
Child Only Cases	40 (81.63%)	44 (84.62%)
Single-Parent Cases	9 (18.37%)	8 (15.38%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$207.22	\$201.08

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

	January 2014	January 2013
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	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:

	December 2013	December 2012
Net Current Month Collections	\$140,913.10	\$151,185.51
Monthly Collection Goal	\$157,603.81	\$157,603.81
Net Previous Month Collections	\$140,039.90	\$151,125.84
Net YTD Collections	\$846,096.00	\$894,973.95
Collections Goal for the Year	\$1,899,737.00	\$1,891,245.70
Percentage of Goal Met YTD	44.54%	47.32%
Target Percentage of Goal Met YTD	(6 mo.) 50.00%	[6 mo.) 50.00%

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

	December 2013	December 2012
Number of Cases Scheduled/Heard	72/66	60/57
New Orders for Support Entered	2	1
New Current Support Payments	\$2,150.00	\$282.00/mo.
New Frequencies Toward Arrears	3	2
New Frequency Payments	\$1,278.00	\$20.00/mo.
Orders for Arrest	4	1
Jail Sentences	15	0
Purge Amounts	\$9,500.00	\$0.00
Total Payments Collected in Court	\$2,895.00	\$4,138.60
New Paternity Cases Established	0	0
Number of Modifications Heard	13	18

CHILD CARE SUBSIDY:

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

November Service Month Paid in December	2012/2013	2011/2012
Total Monthly Payment Amount	\$35,611.90	\$55,795.40
Monthly Unduplicated Child Count	103	156
Total Year-to-Date Expenditures	\$254,066.90	\$352,378.35
YTD Unduplicated Child Count	147	229
Total Allocation Available to Date	\$656,631.00	\$745,375.00
Traditional Spending Coefficient (6 mo.)	77.38%	113%

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 January 13, 2014 we have 62-children on the waiting list.

Submitted by: Tonya Breedlove January 13, 2014

**Social Services Board Meeting
January 21st, 2014**

EBT Issuance:

December 2013

Issuance \$595,702
Cases 2609
Individuals 5112

December 2012

*Issuance \$565,110
Cases 2785
Individuals 5323*

Workload Report:

December 2013

Applications taken 111
Applications approved 99
Applications denied 13
Overdue applications 0
Redeterminations 352

December 2012

*Applications taken 100
Applications approved 93
Applications denied 7
Overdue applications 0
Redeterminations 420*

Fraud Report:

December 2013 FNS recoupments \$1,345
2013 fourth quarter food stamp recoupments \$3,891

*December 2012 FNS recoupments \$2,046
2012 fourth quarter food stamp recoupments \$6,604*

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 – December \$12,170.23
Available balance to date \$44,669.78
Applications approved 377 – December 70
Applications denied 10 – December 2

New Allocations \$0
Total Allocations \$150,956
Available Balance \$92,356
Applications Pending 7
Applications Approved 266
Applications Denied 11

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

**Board Report
January 21, 2014**

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

Work Load Report	December 2013	December 2012
Children in DSS Custody	11	8
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	4	4
Supervision of foster homes	4	5

Training:

Child Placement Social Worker, Lisa Barnett, attended a Foster Home Licensing in Child Welfare Services is a three-day **specialized** curriculum which covers the process of licensing foster parents in a county Department of Social Services or licensed private child-placing agency. The curriculum topics include NC licensing procedures, forms, regulations, the roles of a licensing worker, the mutual home assessment process, the family assessment, MEPA, and skills for working with foster parents.

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.

Child Placement Social Worker, Lucinda Wilson; who took the lead role in our collections and expenditures for Christmas and throughout the year of 2013. The staff has agreed to continue to use remaining funds in the special account for next year, in assisting with our children's needs and recognizing our children's birthdays.

Prepared By: Racquel Hughes
Child Placement Supervisor
January 10, 2014

*Report to the Caswell County dss board
child protective services report
for December 2013*

CPS Family & Investigative Assessments

	Dec 2013	Dec 2012
1. Total Number of Reports Accepted for Investigation	17	21
2. Total Number of Reports Screened Out	8	4
3. Total Number of Reports Referred to other Jurisdictions	1	3
4. Total Number of Treatment Cases Transferred In	1	2
5. Total Number of Inter County Investigations	0	0
6. Total Number of Courtesy Interviews/Assists	0	5
7. Total Number of Open Investigative and Family Assessments on the Last Day of the Month	24	24
8. Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	3	7
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 Placement Supervisor
January 14, 2014*