

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on May 20, 2014 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman, Ms. Marylene McCain; Mr. David Owen; Mr. Larry Hamlett; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board. Absent from the meeting was Mr. Kenneth Travis.

Mr. Jefferies called the meeting to Order at 9:00 a.m. The agenda for the meeting was reviewed and approved upon a motion by Mr. Owen and second by Ms. McCain. Minutes of the meeting held April 15, 2014 were reviewed and approved upon a motion by Mr. Hamlett and second by Mr. Owen. Minutes of the budget meeting held April 30, 2014 were also reviewed and approved upon a motion by Mr. Hamlett and second by Mr. Owen. There was no public address to the Board.

Budget Amendment #12, an additional CP&L Energy Assistance allocation of \$900.64, was approved upon a motion by Ms. McCain and second by Mr. Owen.

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

Board Members were informed that the agency will have a Federal IV-E review on June 11, 2014 and auditors will arrive on June 16, 2014 to begin our annual audit process.

An update was provided on the status of agency vacancies. A candidate has been selected for one of two CPS SW vacancies. A second candidate selected declined our job offer. Board Members were informed that we have re-advertised the CPS Supervisors position and will be ready to move forward in filling that soon.

Letters regarding Board appointments were received and information needs to be submitted to the State. It was confirmed that Ms. McCain was reappointed to the Board by County Commissioners and Mr. Kenneth Travis was also reappointed by County Commissioners as their representative. Upon a motion by Mr. Hamlett and second by Mr. Owen, Mr. Jefferies was reappointed to serve as the Fifth Member of the Board.

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 June 17, 2014 at 9:00 a.m. in the Conference Room of the Department of Social Services. Upon a motion by Ms. McCain and second by Mr. Owen, the Social Services Board meeting was adjourned at 9:30 a.m.

Respectfully Submitted,


Jeremiah Jefferies, Chairman

6/17/14
Date


Dianne C. Moorefield, Secretary

6/17/14
Date

BUDGET AMENDMENT #

13

DSS

6/9/2014

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	6,727 \$	455.36	\$7,182.00
Total Expenditures				\$0.00
			\$455	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/(Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	1,820,520	\$455	\$1,820,975
Total Revenues			\$455	

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

6/9/14
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
JUNE 17, 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:**

	June 2014	June 2013
Total # WFFA Cases	40	50
Caseload Increase/Decrease From Previous Month	(-0-) 40	(-3) 53
Child Only Cases	37 (92.50%)	40 (80.00%)
Single-Parent Cases	3 (7.50%)	10 (20.00%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$210.33	\$201.12

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

	June 2014	June 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	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:

	May 2014	May 2013
Net Current Month Collections	\$144,540.32	\$161,726.17
Monthly Collection Goal	\$157,603.81	\$157,603.81
Net Previous Month Collections	\$151,621.29	\$185,879.94
Net YTD Collections	\$1,583,451.65	\$1,739,277.26
Collections Goal for the Year	\$1,899,737.00	\$1,891,245.70
Percentage of Goal Met YTD	83.35%	91.96%
Target Percentage of Goal Met YTD	(11 mo.) 91.67%	(11 mo.) 91.67%

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

	May 2014	May 2013
Number of Cases Scheduled/Heard	62/57	77/68
New Orders for Support Entered	2	3
New Current Support Payments	\$237.00	\$741.00
New Frequencies Toward Arrears	2	0
New Frequency Payments	\$75.00	\$0.00
Orders for Arrest	3	4
Jail Sentences	1	0
Purge Amounts	\$0.00	\$1,000.00
Total Payments Collected in Court	\$630.00	\$4,314.00
New Paternity Cases Established	0	0
Number of Modifications Heard	10	12

CHILD CARE SUBSIDY:

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

April Service Month Paid in May	2013/2014	2012/2013
Total Monthly Payment Amount	\$50,610.20	\$47,126.35
Monthly Unduplicated Child Count	158	133
Total Year-to-Date Expenditures	\$484,679.20	\$561,101.25
YTD Unduplicated Child Count	213	240
Total Allocation Available to Date	\$556,631.00	\$630,456.00
Traditional Spending Coefficient (11 mo.)	94.99%	97.09%

Child Care Subsidy Waiting List

The waiting list that was implemented on February 24, 2010 was cleared in April 2014 due to the availability of child care subsidy funds. However, that waiting list continues to remain in effect. 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. As of June 9, 2014 we currently have 28-children on the waiting list.

Submitted by: Tonya Breedlove June 9, 2014

SOCIAL SERVICES BOARD MEETING

June 17, 2014

- I. Overdue Application Report for May - 2014- One in NCFAST
Overdue Application Report for May – 2014 Two in EIS
- II. Medicaid Eligibility

June - 2013	June- 2014	NCFAST – May 2014
Open Cases – 3,983	Open Cases – 4,047	Open Cases – 2,627
Open People – 4,769	Open People – 4,897	
Authorized People – 4,682	Authorized People – 4,739	

- III. North Carolina Health Choice

June - 2013	June- 2014
Open Cases – 211	Open Cases - 110
Authorized People – 308	Authorized People - 155

- IV. SA (REST HOME)

June – 2013

June – 2014

Authorized People – 86

Authorized People - 97

- V. Application, Reviews and Changes

	May - 2013	May - 2014	NCFAST May - 2014
Applications Taken	177	139	113
Applications Approved	144	124	93
Applications Denied	47	38	11
Applications Withdrawn	0	0	10
Reviews	239	392	0
Total Changes	1,042	1,282	227
Terminated	101	125	0

- VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED **0** FAMILIES FROM THE EMERGENCY DURING THE MONTH OF May 2014 totaling **\$0.00**

VII. REPORT CARD – May - 2013

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 – May - 2014

We were at 98% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%
MQB - 100%, MAF – 100%, MIC – 71%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of May 2014 County Share -
\$ 00.00**

**Cost Calculation Report for the Month of May 2013 County Share -
\$ 36.80**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,
Work Support Strategies, MAGI application and the Affordable Care Act, and the
Federally Funded Market Place.**

Mary Harrelson, Supervisor IMSII

June 9, 2014

**Social Services Board Meeting
June 17th, 2014**

EBT Issuance:

May 2014

Issuance \$538,862
Cases 2626
Individuals 5107

May 2013

*Issuance \$528,238
Cases 2504
Individuals 5351*

Workload Report:

May 2014

Applications taken 111
Applications approved 105
Applications denied 9
Overdue applications 0
Redeterminations 353

May 2013

*Applications taken 105
Applications approved 85
Applications denied 20
Overdue applications 2
Redeterminations 244*

Fraud Report:

May 2014 FNS recoupments \$2,533

May 2013 FNS recoupments \$1,670

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2013 thru June 30, 2014

New allocations \$0
Total allocations to date \$105,365
Total CIP money used – May \$7,410.10
Available balance to date \$149.70
Applications approved 695 – May 36
Applications denied 12 – May 0

New Allocations \$0
Total Allocations \$150,956
Available Balance \$56
Applications Pending 0
Applications Approved 601
Applications Denied 37

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

Caswell County Department of Social Services

Adult Services Board Report

June 17, 2014

Programs:

	May 2013	May 2014
Adult Protective Services		
Number of Reports Received	5	8
Number of Reports Accepted	4	7
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	27	27
Number of Adult Care Homes Monitored	18	9
Number of Complaints Received	2	1
Guardianship Services		
Number of Active Cases	22	24
Number of New Cases	0	2
Number of Terminated Cases	0	0
Multidisciplinary Evaluations		
Number of Requests Received	0	0
Number of Evaluation completed	1	2
Individual and Family Adjustment Services-Representative Payee		
Number of Active Cases	22	26
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

	May 2013	May 2014
In-Home Aide Services		
Number of Active Cases	6	6
Number of New Cases	0	0
Number of Terminated Cases	2	0

Transportation Services

Number of Clients Served	177	169
Number of Trips Provided	946	1,017

Transportation Costs compared to May 2013 and May 2014

	2013	2014
EDTAP	\$1,484.70	\$2,254.77
Medicaid	\$12,446.31	\$14,682.20
Totals	\$13,931.01	\$16,936.97

This reflects an increase of \$3,005.96 from the previous year.

Changes to Contract: Changes have been made to the contract with Caswell County Area Transportation System (CATS). Because of State cuts, increasing cost of gas, and other expenditures, CATS finds it necessary to increase its rates. There has not been a rate increase with the Medicaid Transportation Program for over nine years. According to CATS, they have used surplus in the past to offset the cost. For the Medicaid Program, the flat rate would increase from \$23.32 per unit to \$33.32 per unit. For EDTAP and special trips, the rate would increase from \$.95 per mile to \$1.18 per mile. In reviewing the proposed transportation budget, there will be funds available to cover the increase in the rates.

Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):

	May 2013	May 2014
Number of Requests Received	1	2
Local Appeal Hearing	1	1
Administrative Disqualification Hearing	0	1
Number of Hearings Conducted	0	1
Local Appeal Hearing	0	1
Administrative Disqualification Hearing	0	0

Respectfully submitted by Lisa H. Anderson
Adult Services Supervisor
June 9, 2014

Board Report
May 20, 2014

During the month of May 2014 we had four new children to enter care. We are pleased to report that on May 5, 2014, a Final Decree of Adoption was obtained on one of our foster care children.

Work Load Report	May 2014	May 2013
Children in DSS Custody	18	11
Foster Care Services for children in custody of another state/county	0	0
Licensure of foster and adoptive homes	2	0
Adoption Assessments	0	
Home studies for other Courts	2	2
Supervision of foster homes	3	4

Training:

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

Child and Family Services:

*On May 7, 2014, Neglect and Dependent petitions were filed on a sibling group; twin 18 month old males and a 17 year old female. The children are placed in licensed foster care homes in the county. DSS was able to place the twins together and the 17 year sees them weekly for visits.

*On May 29, 2014, Neglect petition and non secure custody was filed on a 10 year old female. The child remains in Wake Forest Medical Hospital and upon her release she will be placed in a licensed foster care home in the county.

In mid May we were notified that North Carolina Division of Social Services (NCDSS) will perform a formal monitoring of At Risk Case Management Services, Title IV-E Adoption Assistance, Title IV-E Foster Care and Social Services Block Grant (SSBG) on Wednesday June 11, 2014, at 10:00 am. The review period will cover November 1, 2013 to April 30, 2014. The agency has received the list of cases that will be reviewed and has begun to prepare records for the review. Workers remain in rotation to handle courtesy requests within the Child Protective Services Unit.

Prepared By: Racquel Hughes
Child Placement Supervisor
June 9, 2014

*Report to the Caswell County dss board
Child Protective Services Report
For May 2014*

CPS Family & Investigative Assessments

	May 2014	May 2013
1. Total Number of Reports Accepted for Investigation	20	15
2. Total Number of Reports Screened Out	4	7
3. Total Number of Reports Referred to other Jurisdictions	2	1
4. Total Number of Treatment Cases Transferred In	0	0
5. Total Number of Intercounty Investigations	1	0
6. Total Number of Courtesy Interviews/Assists	3	0
7. Total Number of Open Investigative and Family Assessments on the Last Day of the Month	13	19
8. Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	3	6
9. Total Number of Malicious Reports Received	0	0

Other department information

- Lisa Anderson has been hired as the Child Protective Services Supervisor. Interviews have begun to fill vacant positions within the unit. Foster Care workers continue to assist with doing courtesy interviews from other counties.

*Prepared by:
Racquel Hughes
Child Placement Supervisor
June 10, 2014*