

## CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES

### BOARD MEETING MINUTES

The Caswell County Department of Social Services Board held its monthly meeting on February 27, 2015 at 11:00 a.m. in the Conference Room of the Caswell County Department of Social Services. This meeting was originally scheduled for February 17, 2015 but delayed due to inclement weather, and again rescheduled from February 24, 2015 due to inclement weather. In attendance were: Mr. Jeremiah Jefferies, Chairman; Mr. Kenneth Travis; Mr. David Owen; Ms. Marylene McCain; Mrs. Tammy Paschal, Administrative Assistant and Ms. Dianne Moorefield, Secretary. The seat held by Mr. Hamlett continues to be vacant as the Social Services Commission has not yet made an appointment.

Mr. Jefferies called the meeting to Order at 11:00 a.m. The agenda for the meeting was reviewed and approved upon a motion by Mr. Travis and second by Mr. Owen. Minutes of the meeting held January 20, 2015 were reviewed and approved upon a motion by Ms. McCain and second by Mr. Owen. There was no public address to the Board.

Budget Amendment #7, additional CP&L Energy Assistance allocations of \$1,380 was approved upon a motion by Mr. Travis and second by Ms. McCain. Quarterly Trust Fund Accounts were reviewed and approved upon a motion by Mr. Owen and second by Ms. McCain. Board Members were informed that some accounts are being transferred to line items at the Finance Office based on a recommendation from auditors. These include Christmas Cheer, Foster Care Christmas, Guardianship donations, etc. This current report does not yet reflect the removal of these accounts as this process is not yet completed.

Board Members were informed that 10.25 hours of overtime was paid during the month at a cost of \$155.59. The Board was also informed that an addition \$10,000.00 in LIEAP funds have been requested as unexpended funds are being reallocated to counties that have a need for additional funding. Notice of approval of the additional funds was received this morning but an actual funding authorization has not yet been received so funds will not be used until that is received.

A report was shared with Board Members related to the current status of vacancies. It was reported that a lateral transfer was done for a Social Worker vacancy within the Adult Services Unit thereby leaving another social worker position vacant within that same unit. Interviews are being conducted this week for the Child Protective Services vacancy and a decision on the selected candidate should be made very soon.

There was a brief discussion related to the State's efforts to halt applications received from Turbo Tax until their software is modified. To date we have received 13 of those applications. In contacting these applicants we are learning that some was not aware they were applying, some already have approved cases and some did not want to apply for benefits. Board Members were informed that USDA considers these to be valid applications and they must be completed regardless.

Upon a motion by Mr. Owen and second by Mr. Travis, the Social Services Board entered into Closed Session at 11:15 a.m. to Consider the Competence, Term of Appointment and Performance of an

Individual Public Officer (NCGS 143-318.1(A)(6)). The Board returned to regular session at 12:08 upon a motion by Mr. Owen and second by Mr. Travis.

Supervisors attended the meeting and reported on work within their respective units. All were present except Michelle Waddell who was on leave.

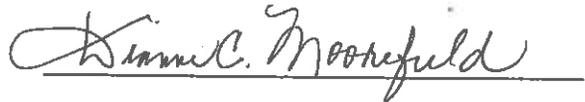
The next regularly scheduled meeting of the Social Services Board was scheduled for March 17, 2015 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. Travis and second by Mr. Owen, the meeting of the Social Services Board was adjourned at 12:13 p.m.

Respectfully Submitted:



Jeremiah Jefferies, Chairman



Dianne C. Moorefield, Secretary

3-17-2015

Date

3-17-15

Date

DSS

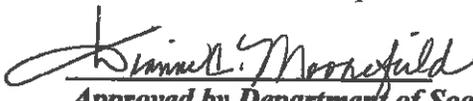
Be it ordained, the FY 2014-2015 Annual Budget ordinance is hereby amended as follows:

<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>
LIEAP/Low Income Asst Energy	100.5480.499.910	\$150,813.00	\$10,000.00	\$160,813.00
CP & L Energy Assist	100.5480.499.100	\$4,787.33	\$448.12	\$5,235.45
<b>Total Expenditures</b>			<b>\$10,448.12</b>	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/(Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	\$1,818,380.33	\$10,448.12	\$1,828,828.45
<b>Total Revenues</b>			<b>\$10,448.12</b>	

*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

3/16/15  
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**  
**March 17<sup>th</sup>, 2015**

**EBT Issuance:**

February 2015

Issuance        \$597,222  
Cases            2616  
Individuals     5078

February 2014

*Issuance        \$581,421*  
*Cases            2612*  
*Individuals     5071*

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**Workload Report:**

February 2015

Applications taken        90  
Applications approved    85  
Applications denied       12  
Overdue applications      0  
Redeterminations        365

February 2014

*Applications taken        106*  
*Applications approved    116*  
*Applications denied       14*  
*Overdue applications      0*  
*Redeterminations        350*

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**Fraud Report:**

February 2015 FNS recoupments \$2,430

*February 2014 FNS recoupments \$3,111*

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**Crisis Intervention Program (CIP) Report:**

**LIEAP**

July 1, 2014 thru June 30, 2015

New allocations                \$0  
Total allocations to date       \$100,383  
Total CIP money used – February   \$13,225.06  
Available balance to date       \$5,290.14  
Applications approved        664 – 80 February  
Applications denied            8 – 1 February

New Allocations                \$10,000  
Total Allocations               \$160,812  
Available Balance               \$8,613  
Applications Pending            0  
Applications Approved        560  
Applications Denied            57

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Respectfully submitted,  
Jennifer Holt  
Income Maintenance Supervisor II

# Caswell County Department of Social Services

## Adult Services Board Report

March 9, 2015

### ***Programs:***

	February 2014	February 2015
<b>Adult Protective Services</b>		
Number of Reports Received	6	5
Number of Reports Accepted	6	4
Number of Reports for Outreach	0	2
Number Referrals to AHS/DFS/Other Services	0	0
<b>Adult Care Homes/Adult Home Specialist</b>		
Number of Adult Care Homes	27	29
Number of Adult Care Homes Monitored	11	9
Number of Complaints Received	3	3
<b>Guardianship Services</b>		
Number of Active Cases	23	24
Number of New Cases	0	0
Number of Terminated Cases	0	0
<b>Multidisciplinary Evaluations</b>		
Number of Requests Received	1	1
Number of Evaluation completed	2	0
<b>Individual and Family Adjustment Services-Representative Payee</b>		
Number of Active Cases	23	24
Number of New Cases	1	0
Number of Cases Terminated	1	0
<b>State/County Special Assistance In-Home (10 Slots)</b>		
Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

<b>In-Home Aide Services</b>	<b>February 2014</b>	<b>February 2015</b>
Number of Active Cases	6	9
Number of New Cases	0	0
Number of Terminated Cases	0	1

**Transportation Services**

Number of Clients Served	186	115
Number of Trips Provided	867	650

Transportation Costs compared to February 2014 and February 2015

	2014	2015
EDTAP	\$1,004.15	\$928.66
Medicaid	\$12,814.00	\$11,321.48
TTAP	-0-	\$615.96
Totals	\$13,818.15	\$12,866.10

This reflects a decrease of \$952.05 from the previous year. This decrease is due to the inclement weather that occurred in the month of February 2015.

***Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):***

	<b>February 2014</b>	<b>February 2015</b>
Number of Requests Received	0	2
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	0	2
Number of Hearings Conducted	0	0
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	0	0

*msw*

Respectfully Submitted by Michelle Waddell  
 Adult Services Supervisor  
 March 9, 2015

# SOCIAL SERVICES BOARD MEETING

March 17, 2015

**I. Overdue Application Report for February - 2015- Applications Processed Beyond Time Standard in NCFAS – Eight Cases.**

**II. Medicaid Eligibility**

March – 2014 - EIS	NC FAST – March 2015
Open Cases – 4,091	Open Cases – 4,941
Open People – 4,949	Open People – 5,238
Authorized People – 4,938	Authorized People – 5,565

**II. North Carolina Health Choice**

March - 2014	March – 2015 – NC FAST MAGI
Open Cases – 129	Open Cases - 133
Authorized People – 184	Authorized People - 158

**IV. SA (REST HOME)**

March - 2014

March – 2015 in EIS

March 2015 in NC FAST

Authorized People – 96

Authorized People - 11

Authorized People - 86

**V. Application, Reviews and Changes**

	February – 2014 - EIS	February – 2015 in NC FAST
Applications Taken	85	289
Applications Approved	65	205
Applications Denied	54	61
Applications Withdrawn	1	15
Reviews	88	447
Total Changes	477	1,278
Terminated	3	75

**VI. AFDC-EA: CASWELL COUNTY DSS SERVED 0 FAMILIES FROM THE EMERGENCY DURING THE MONTH OF February 2015**

**II. REPORT CARD – February - 2014**

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%**

*2/15/2015*

**REPORT CARD – February – 2015 in NC FAST**

**We were at 83% total in all programs: MAD - 80%, AAF – 100%, MAA – 100%**

**MQB - 100%, MAF – 83%, MIC – 100%, MPW – 100% AND NCHC –100%**

**VIII. Cost Calculation Report for the Month of February 2014 County Share -**

**\$ 00.00**

**Cost Calculation Report for the Month of February 2015 County Share -**

**\$ 00.00**

**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. Open enrollment of the ACA ended February 15.**

**Mary Harrelson, Supervisor IMSII**

**March 9, 2015**

**Caswell County Department of Social Services**  
**DSS Board Report - Child Protective Services**

**March 17, 2015**

CPS Family & Investigative Assessments

	<b>February 2015</b>	<b>February 2014</b>
1.Total Number of Reports Accepted for Investigation	15	23
2.Total Number of Reports Screened Out	5	11
3.Total Number of Reports Referred to other Jurisdictions	5	0
4.Total Number of Treatment Cases Transferred In	0	0
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	19	21
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	9	6
9.Total Number of Malicious Reports Received	0	0

Additional Information

There is one vacant social worker position in the Child Protective Services unit. We are in the process of filling the position.

Respectfully submitted by Lisa H. Anderson  
Child Protective Services Supervisor  
March 6, 2015

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT**  
**ECONOMIC INDEPENDENCE UNIT**  
**MARCH 17, 2015**

**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 WFFA Case Profile Summary Comparison:**

	<b>March 2015</b>	<b>March 2014</b>
Total # WFFA Cases	47	47
Caseload Increase/Decrease From Previous Month	(+3) 44	(-3) 50
Child Only Cases	34 (72.34%)	41 (87.23%)
Single-Parent Cases	13 (27.66%)	6 (12.77%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$188.83	\$210.13
Benefit Diversion Cases	3	0
Average Benefit Diversion Payment	\$0.00	\$0.00

**CHILD SUPPORT ENFORCEMENT:**

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

	<b>February 2015</b>	<b>February 2014</b>
Net Current Month Collections	\$144,016.54	\$152,160.18
Monthly Collection Goal	\$153,721.00	\$157,603.81
Net Previous Month Collections	\$124,668.65	\$135,829.08
Net YTD Collections	\$1,091,132.08	\$1,134,085.26
Collections Goal for the Year	\$1,738,864.00	\$1,899,737.00
Percentage of Goal Met YTD	62.75%	59.70%
Target Percentage of Goal Met YTD	(8 mo.) 66.67%	(8 mo.) 66.67%

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

	<b>February 2015</b>	<b>February 2014</b>
Number of Cases Scheduled/Heard	36/34	49/43
New Orders for Support Entered	2	6
New Current Support Payments	\$237.00	\$237.00
New Frequencies Toward Arrears	3	3
New Frequency Payments	\$106.00	\$96.00
Orders for Arrest	2	0
Jail Sentences	1	1
Purge Amounts	\$500.00	\$1,400.00
Total Payments Collected in Court	\$610.00	\$4,986.00
New Paternity Cases Established	0	0
Number of Modifications Heard	10	8

**CHILD CARE SUBSIDY:**

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

<b>January Service Month Paid in February</b>	<b>2014/2015</b>	<b>2013/2014</b>
Total Monthly Payment Amount	\$44,075.45	\$44,546.80
Monthly Unduplicated Child Count	115	137
Total Year-to-Date Expenditures	\$355,728.30	\$338,194.95
YTD Unduplicated Child Count	195	181
Total Allocation Available to Date	\$542,695.00	\$556,631.00
Traditional Spending Coefficient (7 mo.)	98.32%	91.14%

**Child Care Subsidy Waiting List**

The waiting list was reinstated on December 15, 2014, due to a reversion of child care subsidy funds. We currently have 23- children on the Child Care Subsidy waiting list. We will continue closely monitor the funding available and the spending trends, in hopes of lifting the waiting list when it becomes feasible for us to do so.

**Submitted by: Tonya Breedlove March 9, 2015**

**Board Report  
March 17, 2015**

- During the month of February 2015 we had one new child to enter care and no children to exit care.

<b>Work Load Report</b>	<b>February 2015</b>	<b>February 2014</b>
<b>Children in DSS Custody</b>	<b>16</b>	<b>11</b>
<b>Foster Care Services for children in custody of another state/county</b>	<b>1</b>	<b>0</b>
<b>Licensure of foster and adoptive homes</b>	<b>1</b>	<b>2</b>
<b>Adoption Assessments</b>	<b>2</b>	<b>1</b>
<b>Home studies for other Courts</b>	<b>1</b>	
<b>Supervision of foster homes</b>	<b>3</b>	<b>4</b>

**Training:**

On February 3, 2015, Social Worker, Lisa Barnett, attended a webinar on ***Adoption Assistance Eligibility***. Participants have a better understanding of how to determine eligibility for adoption assistance; identify whether a child meets the requirements; successfully determine whether the three part special needs requirements are met; successfully determine eligibility for IV-E and IV-B adoption assistance; identify the five requirements for reimbursement of non-recurring costs for finalizing an adoption and the requirements for accessing vendor payments and requirements for non-recurring costs.

**Child and Family Services:**

On February 12, 2015 Neglect and Dependent petitions were filed on an 8 month old male; the child was placed in a licensed foster home in the neighboring county, Alamance.

Prepared By: Racquel Hughes  
Child Placement Supervisor  
March 9, 2015