



WARREN COUNTY YOUTH BUREAU
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK
12845-9803

Margaret Sing Smith, Director (smithm@warrencountyny.gov)

Phone: (518) 761-6498
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SOCIAL SERVICES COMMITTEE
Youth Programs

March 23, 2012

1. FUNDING UPDATE: WARREN COUNTY YOUTH COURT

Fundraising Results

\$1,000. NYS Bar Foundation grant
\$ 500. Town of Thurman
\$ 148. Lake George Winter Carnival youth activities

Budget Status

From January – March, Youth Court has run using funds from the City of Glens Falls and Warren Washington Victim Impact Panel. These funds will be spent as of 3/31/12.

2. RESOLUTION REQUEST: WARREN COUNTY YOUTH COURT CONTRACT

A resolution is requested to authorize a contract with Council for Prevention and Warren County for up to \$18,735. Funds are in the adopted 2012 County Budget. The County Attorney will be consulted to approve contract terms, amounts to be reimbursed per month, required reports, etc.

2012 STATE YOUTH DEVELOPMENT FUNDS

It is anticipated that state funds for youth programs will be released after the state budget is passed. The Warren County Youth Board will review youth program applications from municipal and non-profit programs for state funds. Funding amounts per program will be recommended in the 2012 Resource Allocation Plan. This Committee will present the plan for county approval. The Youth Court contract would be amended to include additional state youth funds.

3. RESOLUTION REQUEST: JUNIOR TENNIS FOUNDATION GRANT APPLICATION

A resolution is requested to apply for this private grant for up to \$2,000. to get more youth involved in the active game of tennis.

- 52 children in Chester and Lake Luzerne gained tennis skills through this grant in 2011.
- The application is due April 14, 2012
- When grant funds are awarded, I will request county approval to put funds into the County budget.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Youth Bureau

DATE: March 23, 2012

- (a) Is this a Result of a Bid or Request for Proposal? No.

- (b) Purpose of Contract: To continue funding for /operation of Warren County Youth Court (# 150 & 151 of 2011)

- (c) Name of Contractor: Council for Prevention of Alcohol & Substance Abuse, Inc.

- (d) Address of Contractor: 10 LaCrosse Street, Hudson Falls NY 12839

- (e) Contractor's Contact Person and Telephone Number: David Saffer 518-746-1527

- (f) Has or will the Contract be provided, if so, please attach: n/a

- (g) Commencement Date of Contract: January 1, 2012

- (h) Termination Date of Contract: December 31, 2012

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Monthly per agreement

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A7313 470 Youth Court \$18,735.

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Warren County Board of Supervisors

RESOLUTION NO. 150 OF 2011

Resolution introduced by Supervisors Goodspeed and McCoy

WAIVING THE RULES OF THE BOARD REQUIRING A RESOLUTION BE IN WRITING REGARDING CONTINUATION OF FUNDING FOR AND THEREFORE OPERATION OF YOUTH COURT

RESOLVED, that the rules of the Board be waived requiring a resolution be in writing regarding continuation of funding for and therefore operation of Youth Court.

Warren County Board of Supervisors

RESOLUTION NO. 151 OF 2011

Resolution introduced by Supervisors Merlino and Goodspeed

CONTINUING FUNDING FOR AND OPERATION OF YOUTH COURT

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the continuation of funding of Youth Court and therefore operation of and execution of any agreements concerning the same using 2011 budgeted County funds, until exhausted and if the same should become available using State funds, expressly authorized for Youth Court until such funds are exhausted with the understanding that funding for Youth Court will be monitored by the County Administrator and reconsidered at a future date.

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Youth Bureau

DATE: March 23, 2012

- (a) Purpose of Grant: Approval is requested to apply for a Junior Tennis Foundation grant in the total amount of up to \$2000. to expand tennis opportunities for Warren County Youth. (Resolution 198 of 2011)
- (b) Name of Grantor: Junior Tennis Foundation
- (c) Address of Contractor: 4W Red Oak Lane, 4th Floor, White Plains, NY 10604
- (d) Grantor's Contact Person and Telephone Number: Elaine Viebranz, 914-325-2465
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Yes, when the grant is written.
- (f) Effective Date of Grant: June 1, 2012
- (g) Termination Date of Grant: December 31, 2012
- (h) Total Dollar Amount Involved (not to exceed): \$2000.
- (i) Deadline to Submit Grant Application and/or Grant Agreement: April 14, 2012
- (j) Is a Budget amendment required? NO. If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? NO. If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? NO If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Canital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

SOCIAL SERVICES COMMITTEE AGENDA
Countryside Adult Home

Action Agenda

1. **Request:** Permission to create a part time Institutional Aide position (32 hours) and abolish a full time Institutional Aide position (40 hours) due to retirement, and permission to back fill any positions left open if filled in house.

Rationale:

Eliminating a full time position and creating a part time position would eliminate the health insurance costs, in the amount of between \$2,886 - \$8,077 (this is the 50% local share).

2. **Request:** Permission to fill a part time Institutional Aide position due to retirement.

Rationale: DOH regulations state that we must have (1) aide per 40 residents on at all times. This will help us fulfill this requirement. Annual cost savings of approximately \$5,183.90 (this is the 50% local share).

Old Business/Pending Items

1) Mr. Dusek to contact Washington County pertaining to the information they received from their consultant and to release an RFP for a consultant to research the possibility of privatizing Warren County's nursing homes, in order to determine the cost. (07.28.11)

2) County Attorney to determine whether the County has the ability to enter into a legally binding contract for private payment of County portion of residency costs for a non-Warren County resident. (09.23.11)

3) Committee authorized Deanna Park to obtain updated quote for laundry services at Countryside and report back to Committee. (02.24.12)

Topics for Discussion

3. Overtime – 80.5 hours for the past pay cycle (including a holiday), 146.7 hours overall from last year's figures.
4. Current Census: 39 Residents
 - a. 13 Men, 26 Women
5. Monthly Statistics:
 - a. Long Term Residents
 1. Referrals: (1), 1 from another county, we are currently working on 4 referrals from last month
 2. Admissions/Discharges: (0) admission, (1) discharges
 - b. Day Care
 1. Referrals: (0) new referrals
6. Meal Site Relocation
 - a. DOH requested that the MOU between OFA and Countryside be signed before proceeding. The MOU was signed and faxed to DOH this morning.
7. Laundry
 - a. Updated quotes were obtained for doing our laundry (including pick up and delivery of such). Please see attached spreadsheet.

- b. Westmount Health Facility currently does all of our laundry at a cost of approximately \$27,952/yr. They did not wish to submit a quote.
 - c. If we go with the lowest bidder, we will save approximately \$10,802.00/yr, as well as the time we spend transporting the laundry back and forth, and the wear and tear on the vehicle.
8. Authorization to purchase a 100' cable drum machine auger (power snake).
- a. Currently, we rent a snake each time there is a clogged drain at a cost of between \$50-\$100, depending on how long it takes to clear the drain.
 - b. We have rented this snake at least 4 times within the last 24 months, and Westmount has already rented the snake twice this year.
 - c. We can purchase the snake for a one time fee of \$400.00, plus \$40.00 for accessories, which would be a cost savings to the County.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Countryside Adult Home Payroll Dept. No. 6030
Title of Position Institutional Aide Part Time Annual Salary \$24,215.00 Grade 3
Budget code and title A.6030.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No. To Be Determined
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50% Other %
Impact to Budget: Savings of \$10,367.80 (Salaries)
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date _____
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 3/23/12
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature William Lamb

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

Week Ending	2012 OT Hours	2011 OT Hours	2010 OT Hours	2009 OT Hours	Includes Holiday	Net Difference from 2011	Difference to Date from 2011	1st Shift Hours [OT]	2nd Shift Hours [OT]	3rd Shift Hours [OT]
1/1/2012	75.5	91.5	101.7	126	New Years	↓16	↓16	[34.5]	[23]	[18]
January 15, 2012	4.5	12.5	10.9	21.2		↓8	↓24	1373.5[1]	317[3.5]	267.5
January 29, 2012	81.4	84.6	126.5	136.4	Martin Luther King	↓3.2	↓27.2	1295[47.5]	324.5[14.9]	272.5[19]
February 12, 2012	0	3	27.8	3.3		↓3	↓30.2	1317	351.9	267.5
February 26, 2012	80.5	89	169.1	139.8	Washington's	↓8.5	↓38.7	1346.5[39.5]	329.3[23]	281.5[18]
March 11, 2012	0	8	4.5	12.8		↓8	↓46.7	1331.5	334	265
March 25, 2012		7	34.3	38.9						
April 8, 2012		0.9	11.5	38.1						
April 22, 2012		13	23	42						
May 6, 2012		10.4	9.5	11.5						
May 20, 2012		0.4	13	45.4						
June 3, 2012		95	118.3	117	Memorial Day					
June 17, 2012		3.5	55	14.7						
July 1, 2012		9.5	95.5	112.1						
July 15, 2012		114	56	14.8	Independence Day					
July 29, 2012		8	4.9	29.9						
August 12, 2012		12.5	13.5	57.3						
August 26, 2012		41.9	39.5	5.4						
September 9, 2012		114.3	102.5	120.9	Labor Day					
September 23, 2012		0	10.5	23.8						
October 7, 2012		0	22							
October 21, 2012		89.9	89.5	144.9	Columbus Day					
November 4, 2012		23.5	15	27						
November 18, 2012		88.2	122	152.4	Veteran's Day					
December 2, 2012		101	129.8	110.5	Thanksgiving					
December 16, 2012		0	70.3	27						
December 30, 2012			128.5	???	Christmas					
TOTAL	241.9	1021.6	1604.6	1573.1						

SOCIAL SERVICES COMMITTEE

AGENDA

Friday, March 23, 2012

10:45 am

1. **Committee Meeting called to order by Chairman.**
2. **Motion to approve minutes of prior Committee meeting.**

I. ANNOUNCEMENTS

- A. DSS Team Leader and Team Players for the month of February
 1. Julie Montero – Team Leader, Fiscal Manager
 2. Ana Kerst – Provisional Social Welfare Examiner – Keyboard Specialist

II. ACTION ITEMS

A. TRAININGS

1. **Request:** Permission for Case Supervisor B Tammy Breen and staff: Kristy Neel, Andrea Corbin, Denice Spinosa, Melissa Wilkins, Penny Barlow, Betsey Johnson, Katie Lambert, Meaghan Gorman Pam Parker and Lauren Berry to attend Penal Code Training at Washington County DSS on April 5, 2012.

Rationale: This training is sponsored by the CARE Center and will focus on penal codes that are CPS related. This training is free.

2. **Request:** Permission for CPS Caseworkers Denice Spinosa and Meaghan Gorman to attend Helping People Change: Techniques for Engaging & Motivating training at Saratoga County DSS on April 10, 2012.

Rationale: Caseworkers who attend this training will receive credentials in CASAC, CPP, CPS or OCFS annual in-service training requirements. The funds are in the Budget.

3. **Request:** Permission for Caseworkers Penelope Barlow, Melissa Wilkins, Liana Depew and Rachel Johnson to attend Working with Child Welfare Clients Diagnosed with Co-Occurring Disorders at Saratoga County DSS on April 12, 2012.

Rationale: Caseworkers attending this training will focus on the impact and implications for delivering services to families who are affected by mental illness and substance abuse. The funds are in the budget.

4. **Request:** Permission for Caseworkers Diane Coughlin and Cindy Mulcahy, and Social Service Fraud Investigators Sharon Walter, Elizabeth Burke and Lisa Zulauf to attend Child Care Subsidy training in Albany on April 23-24, 1012.

Rationale: This training provides a framework for understanding the role and functions of child care subsidy staff and child care subsidy requirements, policies and procedures. The funds are in the Budget.

5. **Request:** Permission for Principal Social Welfare Examiner Kelly Barker and Senior Social Welfare Examiner Mary Wilcox to attend HEAP 2012-2013 Heap Coordinators Statewide Meeting in Albany on April 26-27, 2013.

Rationale: This meeting is soliciting input from local Social Service districts on revisions to the HEAP policies and procedures for the upcoming 2012-2013 HEAP season. Those attending this meeting are eligible for *free* hotel accommodations and meals.

6. **Request:** Permission for Caseworker B Supervisor Christian Hanchett to attend two days of Supervisory Training at Saratoga County DSS during the months May – November 2012.

Rationale: The purpose of this training is to provide new supervisors with the essential management skills they need to perform their specific responsibilities within their agencies. The funds are in the Budget.

7. **Request:** Permission for Caseworkers Rachael DuRose and Christina Mastrianni to attend GPSII/MAP Leader Certification Training in Albany on May 21-24, 2012 and June 4 – 8, 2012.

Rationale: This training prepares leaders to the Group Preparation & Section II Model Approach to partnerships in Parenting program for prospective foster/adoptive parents. The funds are in the Budget.

8. **Request:** Permission for Social Welfare Examiners Josette Kill, Ashley McKinney, Ann Hayden, Genevieve O'Brian, Linda Pechette, Ana Kerst and Heidi Knickerbocker to attend Welfare to Work Core Training in Albany on June 12-14, 2012 and June 26-28, 2012.

Rationale: This training is designed for all eligibility staff who perform Welfare-to-Work and Employment functions. The funds are in the Budget.

9. **Request:** Permission for Social Services Investigators Elizabeth Burke, Sharon Walter and Lisa Zulauf to attend the NYWFIA 2012 Regional Meeting in Albany on October 18, 2012.

Rationale: This meeting is for all fraud unit staff, supervisors and social service staff that interact with the FEDS/fraud programs. The funds are in the Budget.

10. **Request:** Permission for John Lord, Kristy Neel, Maureen Taylor, Patricia Martin, Doris Gonnely & Julie Montero to attend Leadership Training in Albany on October 18, 2012.

Rationale: This course is a comprehensive OTDA HSLI management and leadership development initiative that will provide extensive follow-up technical assistance to participants as they work with the ongoing challenges they face as leaders in their organization. The funds are in the Budget..

III. OVERTIME REPORT

IV. BUDGET STATUS REPORT

V. SOCIAL SERVICES COMMITTEE DSS PROGRAM INFORMATION AND EDUCATION

1. DSS Fiscal Manager – Julie Montero
 - Processing of Checks

Team Player of the Month

Some reasons for nominating an individual as Team Player of the Month.

1. Willingness to assist subordinates, co-workers and supervisors.
2. Recommends new initiatives to benefit the department/unit/county.
3. Offers to go above and beyond job responsibilities for the benefit of the unit/department/county.
4. Follows the department chain of command to address questions and concerns.
5. Adheres to department policies and procedures.
6. Is always kind and courteous to subordinates, supervisors, peers and consumers.
7. Always has a positive attitude about the unit/department/county.
8. Never is found gossiping or talking negatively about consumers, subordinates, peers, supervisors, unit, department, county.
9. All staff are eligible for the award except the Commissioner and Deputy Commissioner

Awards

1. Designated Parking Spot for one month
2. Announcement E-mailed to all staff recognizing selection.
3. Announcement at BOS Committee Mtg
4. Poster on all Department Bill Boards
5. Certificate of Recognition presented at monthly staff supervisors mtg.
6. All nominations will be recognized by Administration
7. Gift Certificate

See attached nomination form due by the last Wednesday of the month sent to the Commissioner through inter office mail in a sealed used inter office courier envelope.

In the event there is a tie, there will be a vote by the department supervisors.

Please join me in congratulating Julie Montero and Ana Kerst, Team Leader and Team Player of DSS for the Month of March 2012.

Julie Montero, DSS Fiscal Manager, Team Leader

“Julie took over a very difficult position with a lot of issues that went with the job. Julie met the challenge of the job and issues with the utmost professionalism and with a positive attitude.” “Julie is never anything but cheerful and pleasant, even when faced with tremendous stress and adversities.” “In my dealings with Julie, I needed her help by the use of one of her employees. Even though her department is a very busy place, she was more than willing to help me and my unit out.”

“Julie exemplifies the meaning of Team Leader because she is a very positive, upbeat and cheerful leader.” “She always tries to help out her staff, peers and Supervisor’s alike. She is a good example for all of us to follow.”

Ana Kerst, DSS TA/Employment (out of title) Social Welfare Examiner, Team Player

“Since Ana has been temporarily working out of title as a SWE, she still continues to pick up many of the tasks that she performed as clerk even though not necessary.” “She is never negative and always is one of the first to offer help.” “Ana is one of the most helpful and pleasant employees in DSS.” “She accepts interruptions graciously and willingly shares her knowledge.” “She is extremely organized and always has a smile and a greeting.” “She is very deserving of recognition!”

“Ana is a very hard working individual who is always ready to assist her supervisors or fellow team mates whenever she can.” “Without even asking her she will sort the authorizations in the morning and pass out to the appropriate examiner.” “Even though she has been working out of title as an Examiner she will still assist with clerical duties when needed, again many times without even asking her to.” “Her knowledge of the computer is extensive and she has personally helped me many times with a new application.” “She has created many forms that the unit uses for various tracking thereby making monthly / quarterly reports much easier to accomplish.” “She never complains when asked to do something out of the ordinary but rather smiles and says I will do it as quick as I can.” “She is truly a pleasure to have as part of the TA/WTW unit and deserves to be recognized as TEAM PLAYER OF THE MONTH.”

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- [X] In-State (needs Supervisory Committee authorization)
[] Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Tammy Breen, Kristy Neel, Andrea Corbin, Denice Spinosa, Melissa Wilkins, Penny Barlow, Betsey Johnson, Katie Lambert, Meaghan Gorman, Pam Parker and Lauren Berry (Supervisory Committee) (Employee Name)

to attend PENAL CODE TRAINING (Name of meeting or organization)

at WASHINGTON COUNTY DSS, 383 Broadway, Fort Edward, New York (Address)

on 4/5/12. Mode of transportation to be used n/a (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- [] Notice of meeting or convention including cost.

For Overnight Travel

- [] Room rate \$ GSA * Rate \$
[] Meal costs - GSA *per diem rate \$

*www.gsa.gov

Date: 3/19/12
Date:

Signature of Department Head and Committee Chairman

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Schreiber, Debra (DFA4-A52)

From: Breen, Tammy (DFA4-A52)
Sent: Thursday, March 15, 2012 12:06 PM
To: Barlow, Peneiopo (DFA4-A52); Berry, Lauren (DFA4-A52); Corbin, Andrea (DFA4-A52); Coulman, Stephanie (DFA4-A52); Gorman, Meaghan (DFA4-A52); Johnson, Betsey (DFA4-A52); Lambert, Katherine (DFA4-A52); Lord, John (DFA4-A52); Neel, Kristina (DFA4-A52); Parker, Pamela (DFA4-A52); Smith, Jennifer (DFA4-A52); Spinosa, Denice (DFA4-A52); Wilkins, Melissa (DFA4-A52)
Cc: Schreiber, Debra (DFA4-A52); Schmidt, Maureen (DFA4); Wheeler, Suzanne (DFA4-A52)
Subject: training

The CARE Center is sponsoring a training at Wash Co DSS on the Penal Codes. The training is free to us and will be provided by Dave Willis. He is Jeannine Bickford's father and has many years experience in law enforcement. The training will focus on penal codes that are CPS related (EWOC, DV, sexual/physical abuse, etc). The training will be held twice so all staff can attend. I have split our group up below. Please plan on attending.

Thurs April 5th 8:30-12pm

Tammy Breen
Kristy Neel
Andrea Corbin
Denice Spinosa
Melissa Wilkins
Penny Barlow

Thurs April 5th 1-4:30pm

Betsey Johnson (Betsey you will be coverage day on this date)
Katie Lambert
Meaghan Gorman
Pam Parker
Lauren Berry

There will be no in-day on this date. John and Jen will hold down the fort! John and Kristy can request fleet vehicles for the training. If you have any questions let me know. Thanks.

Tammy Breen

*Warren Co. DSS
CPS Supervisor
518-761-6287*

tammy.breen@dfa.state.ny.us

This email and its contents are confidential. If you are not the intended recipient, please do not disclose or use the information within this email or its attachments. If you have received this email in error, please delete it immediately. Thank you.

⚠ please do not print this e-mail unless necessary

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Denice Spinosa and Meaghan Gorman
(Supervisory Committee) (Employee Name)

to attend Helping People Change: Techniques for Engaging & Motivating
(Name of meeting or organization)

at Saratoga County DSS, 152 West High Street, Ballston Spa, New York 12020
(Address)

on 4/10/12. Mode of transportation to be used n/a
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA * Rate \$ _____
- Meal costs - GSA *per diem rate \$ 13.00/pp
*www.gsa.gov

Date: 3/9/12
Date: _____


Department Head Signature

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Cost Analysis

Training

Date(s)

Helping People Change:

4/10/2012

**Techniques for Engaging &
Motivating**

Cost of Training/Person	\$	14.00
# of staff attending	\$	2.00
	\$	<u>28.00</u>

	Fleet Car	
X	0.105	\$ 6.51

# of miles - round trip	31
X # of days attending	<u>2</u>
Total # of Miles	62

	Personal Car	
X	0.555	\$ 34.41

Overtime Costs

	Salary	Hr. Rate	x1.5	# of hrs	Total	
#1	<u>40,800.00</u>	19.62	29.42	<u>0.75</u>	22.07	
#2	<u>40,800.00</u>	19.62	29.42	<u>0.75</u>	22.07	Total Salaries w/OT
#3	<u> </u>	0.00	0.00	<u> </u>	0.00	44.13
#4	<u> </u>	0.00	0.00	<u> </u>	0.00	
#5	<u> </u>	0.00	0.00	<u> </u>	0.00	

Totals

Fleet Car + Training + OT **\$ 78.64**

Personal Car + Training + OT **\$ 106.54**

Training Announcement

Training Title

Helping People Change: Techniques for Engaging and Motivating

Attachments - click to view

[232138_Registration_Form.pdf](#)

Provider

SUNY Albany - PDP

Date & Time	Location	Registration Deadline
04/10/2012 9:00AM to 4:30PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000	03/27/2012

Training Description

Helping clients change behavior is an important role for child welfare professionals. Identifying the need for change in families and individuals affected by substance use disorders appears logical; motivating the client for change is challenging. This six hour training will provide participants with an understanding of the complexity of intentional behavior change and skills based techniques to identify client readiness to make change and to address barriers to change. Participants will be introduced to strategies for reducing resistance as well as learning strategies to enhance motivation and engage the substance affected client and their family for improved child welfare outcomes.

Objectives: At the conclusion of this workshop, participants will be able to:

- Describe the philosophy of motivational interviewing
- Demonstrate the ability to use motivational interviewing techniques in assessing a client's needs
- Describe the Stages of Change and be able to demonstrate the ability to identify client's readiness to change
- Discuss the concept of counter-motivation
- Describe ways to manage counter motivation
- Demonstrate skills for using Elements of Change to increase positive motivation in the substance affected client

CREDITS: This course is approved by NYS OASAS for 6 clock hours toward initial or renewal credentialing in CASAC, CPP & CPS programs.

This course may be used to meet OCFS annual in-service training requirements.

Target Population	Additional Information
This program is for NYS Office of Children and Family Services or local department of social services staff who work with children and their families - foster care and child protective caseworkers, supervisors, and discharge planners. Voluntary agency staff are also eligible to attend.	For additional information on this training contact: Edward Perka - 518/956-7899 - eperka@pdp.albany.edu Register through STARS or for assistance with registration contact: Corinne Kovatchitch - 518/956-7871 - ckovatch@pdp.albany.edu
Course Prerequisites	
Basic understanding of substance use disorders.	
Pre-registration Required	

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Penelope Barlow, Melissa Wilkins, Liana Depew and Rachel Johnson
 (Supervisory Committee) (Employee Name)

to attend Working w/ Child Welfare Clients Diagnosed with Co-Occuring Disorders
 (Name of meeting or organization)

at Saratoga County DSS, 152 West High Street, Ballston Spa, New York 12020
 (Address)

on 4/12/12. Mode of transportation to be used n/a
 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA * Rate \$ _____

Meal costs - GSA *per diem rate \$ 13.00/pp

*www.gsa.gov

Date: 3/19/12

Date: _____

Supreme Wheeler
 Department Head Signature
William Cook
 Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Cost Analysis

Training

Date(s)

Helping People Change:

4/10/2012

Techniques for Engaging &
Motivating

Cost of Training/Person \$ 14.00
of staff attending \$ 4.00
\$ 56.00

Fleet Car

X 0.105 \$ 6.51

of miles - round trip 31
X # of days attending 2
Total # of Miles 62

Personal Car

X 0.555 \$ 34.41

Overtime Costs

	Salary	Hr. Rate	x1.5	# of hrs	Total		
#1	<u>40,800.00</u>	19.62	29.42	<u>0.75</u>	22.07		
#2	<u>40,800.00</u>	19.62	29.42	<u>0.75</u>	22.07	Total Salaries w/OT	86.02
#3	<u>40,800.00</u>	19.62	29.42	<u>0.75</u>	22.07		
#4	<u>36,634.00</u>	17.61	26.42	<u>0.75</u>	19.81		
#5	<u> </u>	0.00	0.00	<u> </u>	0.00		

Totals

Fleet Car + Training + OT \$ 148.53

Personal Car + Training + OT \$ 176.43

Training Announcement

Training Title

Working with Child Welfare Clients Diagnosed with Co-Occurring Disorders

Attachments - click to view

232143_Registration_Form.pdf

Provider

SUNY Albany - PDP

Date & Time	Location	Registration Deadline
04/12/2012 9:00AM to 4:30PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000	03/29/2012

Training Description

Research supports the fact that many clients diagnosed with substance use disorders are also diagnosed with at least one mental health disorder. The coordination of services to provide such clients with the maximum benefit can be a significant challenge. This six-hour training presents participants with information on specifics of working with clients affected by both a substance use and mental health disorder. This program focuses its impact on the family and the implications for delivering services to families who are affected by mental illness and substance use.

Objective: At the conclusion of this workshop participants will be able to:

- Recognize the characteristics/dynamics of co-occurring disorders
- Identify and work with the strengths of individuals and families affected by co-occurring disorders
- Effectively support the efforts of family members affected by co-occurring disorders to maintain their own needs in the recovery process
- Work in partnership with families affected by co-occurring disorders in making informed decisions to meet their needs
- Work effectively with collateral contacts involved with families affected by co-occurring disorders

CREDIT: This course is approved by NYS OASAS for 6 clock hours toward initial or renewal credentialing in CASAC, CPP & CPS programs.

This course may be used to meet OCFS annual in-service training requirements.

Target Population	Additional Information
This program is for NYS Office of Children and Family Services or local department of social services staff who work with children and their families - foster care and child protective caseworkers, supervisors, and discharge planners. Voluntary agency staff are also eligible to attend.	For additional information on this training contact: Edward Perka - 518/956-7899 - eperka@pdp.albany.edu Register through STARS or for assistance with registration contact: Corinne Kovatchitch - 518/956-7871 - ekovatch@pdp.albany.edu
Course Prerequisites	
Basic understanding of substance use disorders.	
Pre-registration Required	

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- [X] In-State (needs Supervisory Committee authorization)
[] Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Diane Coughlin, Cindy Mulcahy, Sharon Walter, Liz Burke and Lisa Zulauf (Supervisory Committee) (Employee Name)

to attend Child Care Subsidy Training (Name of meeting or organization)

at SUNY Albany, 22 Corporate Woods Boulevard, Albany, New York 12211 (Address)

on 4/23-4/24/12. Mode of transportation to be used n/a (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

- [] Room rate \$ GSA * Rate \$
[X] Meal costs - GSA *per diem rate \$ 15.00 pp

*www.gsa.gov

Date: 3/29/12
Date:

Department Head Signature
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

[] REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Personal Car + Training + Hotel + OT	\$	552.45
Personal Car + Training + Overtime	\$	366.48

Training Announcement

Training Title

Child Care Subsidy Training Program

Attachments - click to view

[231482_2012 Accomodations Policy.pdf](#)

[231482_2012Travel Policy.pdf](#)

Provider

SUNY Albany - PDP

Date & Time	Location	Registration Deadline	Hotel
04/23/2012 - 04/24/2012 9:00AM to 4:30PM	Professional Development Program 22 Corporate Woods Blvd 3rd Floor Room: 3rd Floor , Albany 12211-	04/09/2012	Best Western Airport-Albany Wolf Rd 200 Wolf Road, Albany 12205-0000 Phone: (518) 458-1000

Training Description

The program is designed to cover the following topics:

- Screening and Application
- Programmatic and Income Requirements
- Legally-Exempt Provider Enrollment Process and Local District Responsibilities
- Verification and Documentation of Eligibility and Redetermining Eligibility
- Processing and Monitoring Payments and Handling Child Care Overpayments

Participants will gain a framework for understanding the role and functions of child care subsidy staff and child care subsidy requirements, policies, and procedures. A variety of practices, interactive activities, and case studies that simulate the job will allow participants to apply relevant regulations, policy and demonstrate skills in content areas.

Target Population	Additional Information
The eligible trainee population includes local district caseworkers and supervisors who are involved in the child care subsidy process and staff under contract with the local district who have not yet attended this training. This includes staff in Services, Temporary/Public Assistance, Employment, or other units. This population also includes new or existing staff that may be inexperienced or need a refresher.	Lunch will no longer be provided. Self-payment options will be made available. Travel and overnight for eligible participants only. Please see attached policy documents for further information. Please request your hotel room through STARS. You will be contacted by training staff with reservation details. For questions about this training, travel, and overnight accommodation requests please contact Lalkia Green at 518.320.3725 or by email at lgreen@pdp.albany.edu

Course Prerequisites

Read the Child Care Subsidy section (Appendix K-U located in the administrative component) of your county's Child and Family Services Plan. Your district's plan can be found by going to the New York State Office and Children Family Services internet site at <http://www.ocfs.state.ny.us/main/> select child care from the left hand column and navigate to child care subsidy program. Bring a copy of the Child Care Subsidy section {Appendix K-U) of your county's Child and Family Services Plan to training.

Child and Family Services Plan to training.
Pre-registration Required
Yes
Reimbursement
Mileage & Hotel
Training Fees
Training Fees will not be charged
Meets In-Service CPS Requirements
No
For Additional Course Information Contact
Torie Seeger Phone: (518) 443-5940 3724 Email: tseeger@pdp.albany.edu

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Kelly Barker and Mary Wilcox
(Supervisory Committee) (Employee Name)

to attend HEAP 2012 - 2013 HEAP COORDINATORS STATEWIDE MEETING
(Name of meeting or organization)

at SUNY Albany - PDP, 660 Albany-Shaker Road, Albany, New York 12211
(Address)

on 4/26 - 4/27/12. Mode of transportation to be used n/a
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA* Rate \$ _____

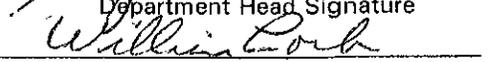
Meal costs - GSA*per diem rate \$ _____

* www.gsa.gov

Date: 3/8/12

Date: _____



Department Head Signature


Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Training Announcement

Training Title

HEAP 2012 - 2013 HEAP Coordinators Statewide Meeting

Attachments - click to view

232007_Meeting Registration Form.pdf

232007_Travel & Accommodation Policies.pdf

Provider

SUNY Albany - PDP

Date & Time	Location	Registration Deadline	Hotel
04/26/2012 - 04/27/2012 12:00PM to 5:00PM	Desmond Hotel & Conference Center 660 Albany-Shaker Road, Albany 12211-0000	04/03/2012	Desmond Hotel & Conference Center 660 Albany-Shaker Road, Albany 12211-0000 Phone: (518) 869-8100

Training Description

Please see Course Description.

Target Population

Additional Information

Local Social Service HEAP Coordinator and one additional Social Services District staff member.

Registration Time:
4/26/12 at 11:30 am
4/27/12 at 8:00 am
Meeting times and meals provided include:
4/26/12 - 12:00 pm - 5:00 pm - a working lunch (served at noon) and an afternoon snack will be provided.
4/27/12 - 9:00 am - 12:00 pm - continental breakfast will be provided. Lunch will not be provided on this day.
Overnight single room accommodations and a \$12 dinner meal reimbursement will be provided on April 26th for eligible participants.
Please refer to the "Dear HEAP Coordinator" letter as well as the attached Travel & Accommodation Policies for more information.
For additional Course Information, contact the HEAP Bureau at (518) 473-0332.

Course Prerequisites

No

Pre-registration Required

Yes

Reimbursement

Mileage & Hotel

Training Fees

Training Fees will not be charged

Meets In-Service CPS Requirements

No

For Additional Course Information
Contact

Patricia O'neill

Phone: (518) 956-7854

Email: poneill@pdp.albany.edu

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Christian Hanchett
(Supervisory Committee) (Employee Name)

to attend Supervisory Training Certificate Program (STCP)
(Name of meeting or organization)

at Saratoga County DSS, 152 West High Street, Ballston Spa, New York 12020
(Address)

on 5/1-5/2, 6/12-6/13, 7/18-7/19, 8/1-8/2, 9/19-9/20, 10/16-10/17 and 11/14-11/15/12. Mode of transportation to be used n/a
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA* Rate \$ _____

Meal costs - GSA*per diem rate \$ 13.00

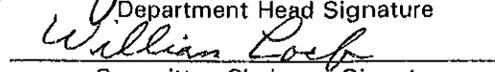
*www.gsa.gov

Date: 3/2/12

Date: _____



Department Head Signature



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

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2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Cost Analysis

Training	Date(s)
SUPERVISORY TRAINING	5/1-11/15/12
CERTIFICATION PROGRAM	
Cost of Training/Person	\$ 196.00
# of staff attending	\$ 1.00
	<u>\$ 196.00</u>

# of miles - round trip	62
X # of days attending	14
Total # of Miles	<u>868</u>

Fleet Car
X 0.105 \$ 91.14

Personal Car
X 0.345 \$ 299.46

Overtime Costs

	Salary	Hr. Rate	x1.5	# of hrs	Total		
#1	<u>45,287.00</u>	21.77	32.66	<u>7</u>	228.61		
#2	<u> </u>	0.00	0.00	<u> </u>	0.00	Total Salaries w/OT	228.61
#3	<u> </u>	0.00	0.00	<u> </u>	0.00		
#4	<u> </u>	0.00	0.00	<u> </u>	0.00		
#5	<u> </u>	0.00	0.00	<u> </u>	0.00		

Totals

Fleet Car + Training + OT	\$ 515.75
Personal Car + Training + OT	\$ 724.07

Training Announcement

Training Title

Supervisory Training Certificate Program (STCP)

Attachments - click to view

231434_STCP_Saratoga_2012.pdf

Provider

Brookdale Ctr for Healthy Aging & Longev

Date & Time	Location	Registration Deadline	Hotel
05/01/2012 - 05/02/2012 9:00AM to 4:00PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000	04/17/2012	Hyatt Place - Saratoga/Malta 20 State Farm Place, Ballston Spa 12020-0000 Phone: (518) 885-1109
06/12/2012 - 06/13/2012 9:00AM to 4:00PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000		Hyatt Place - Saratoga/Malta 20 State Farm Place, Ballston Spa 12020-0000 Phone: (518) 885-1109
07/18/2012 - 07/19/2012 9:00AM to 4:00PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000		Hyatt Place - Saratoga/Malta 20 State Farm Place, Ballston Spa 12020-0000 Phone: (518) 885-1109
08/01/2012 - 08/02/2012 9:00AM to 4:00PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000		Hyatt Place - Saratoga/Malta 20 State Farm Place, Ballston Spa 12020-0000 Phone: (518) 885-1109
09/19/2012 - 09/20/2012 9:00AM to 4:00PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000		Hyatt Place - Saratoga/Malta 20 State Farm Place, Ballston Spa 12020-0000 Phone: (518) 885-1109
10/16/2012 - 10/17/2012 9:00AM to 4:00PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000		Hyatt Place - Saratoga/Malta 20 State Farm Place, Ballston Spa 12020-0000 Phone: (518) 885-1109
11/14/2012 - 11/15/2012 9:00AM to 4:00PM	Saratoga County DSS 152 West High Street, Ballston Spa 12020-0000		Hyatt Place - Saratoga/Malta 20 State Farm Place, Ballston Spa 12020-0000 Phone: (518) 885-1109

Training Description

Are your supervisors prepared to lead? Frequently social service employees are promoted to first level of supervision because of their program expertise, work ethic, or reputation as a superworker. Although these are admirable qualities, supervision requires a different skill set. The Supervisory Training Certificate Program (STCP) is designed to provide supervisors with the essential management competencies they need to perform their specific responsibilities within their agencies. An investment in supervisory training benefits agencies with enhanced productivity, improved morale, succession planning efforts and greater return on investment (ROI). The STCP is comprised of seven highly interactive courses that address real world challenges encountered by first-line supervisors.

Course 1 - Improving Communication Effectiveness

Developing strong communication skills are essential to being a successful supervisor. Participants will learn the communication skills of effective supervision - an integrated set of principles and specific skills for interacting with employees. Key topics:

- *The Communication Process
- *Effective Interpersonal Skills
- *Communicating in Difficult Situations
- *Using feedback to manage employee performance
- *Improving Written Communications and Email Etiquette

Course 2 - Building High Performance Teams

Effective supervisors help employees build their strengths and constructively manage their differences so that they can achieve agency goals. Participants learn how to assess their team's effectiveness, improve working relationships and team functions. Key topics:

- *Stages of Team Development
- *Team Leader and Member Roles
- *Valuing Team Diversity
- *Team Assessment
- *Interventions to Increase Team Efficiency

Course 3 - Planning and Goal Setting

Part of successful supervision requires building a shared vision. When all team members are moving in the same direction and pursuing the same goals, their individual and collective behaviors are more likely to produce positive results. This course provides an opportunity to apply goal setting and planning tools to real world projects. Key topics:

- *Creating a shared vision and purpose
- *Setting SMART goals
- *Components of Plan Development
- *Problem Analysis and Critical Decision Making
- *Plan Implementation

Course 4 - Work Management

Supervisors fulfill two major functions in an agency. The first is to monitor unit workflow to ensure that key activities, conditions, and outcomes are achieved. The second function is to determine why something is going (or has gone) wrong and then formulate corrective actions. Key topics:

- *Job and Task Analysis
- *Situational Leadership and Worker Development
- *Stewardship Delegation
- *Managing Your Time
- *Exercising Control of People and Processes

Course 5 - A Winning Training Approach

Supervisors are the primary source of employee learning, partnering with staff development personnel to ensure employee development. This course helps participants develop their skills as trainer/coaches to teach, motivate, and empower the employees they supervise. Key topics:

- *The Adult Learner
- *On-the-Job Training
- *Establishing Collaborative Learning Environments
- *Coaching to Enhance Performance
- *Presentation Do's and Don'ts

Course 6 - Managing Conflict

Managers and supervisors play important roles in setting a climate where conflict can be minimized and/or dealt with effectively. This course provides strategies for managing conflicts in the work to achieve desired results. Participants will take part in activities that explore the supervisor's role in managing conflict and how to use it productively to maintain positive team relationships. Key topics:

- *Understanding the Nature of Conflict
- *Personal Approaches to Conflict
- *Managing Differences in the Workplace
- *Productive Conflict Management

- *Handling Interpersonal and Intra-Group Conflict
- *Reducing Conflict During Organizational Change

Course 7 - Selection Interviewing and Performance Evaluation

Selection Interviewing and performance evaluation are components of an organization's system of performance management. Supervisors play a vital role in the selection process for there is no substitute for the supervisory interview when a new staff member joins the team. Performance evaluations appraise, in a systematic way, employees job-related traits and behaviors as they affect performance. Participants will learn how to conduct evaluations that improve worker performance and encourage positive relationships. Key topics:

- *Fundamentals of the Selection Interviewing Process
- *Conducting Meaningful Performance Evaluations
- *Guidelines for Documenting Employee Performance
- *Counseling Employees for Performance Improvement
- *Introduction to Progressive Disciplinary Action

Target Population	Additional Information
<p>Inexperienced and experienced first-line supervisors. Inexperienced supervisors are individuals with 3 or less years of supervisory experience, irrespective of program area. Experienced supervisors are individuals with 4 or more years of experience.</p>	<p>Please review the attachment for the Reimbursement Policy & Single Room Supplement information.</p> <p>In order to ensure proper registration for this event, please be sure the following overnight lodging information is accurate for each participant:</p> <ul style="list-style-type: none"> *Check in and check out dates *Double or single room request <p>Thank you for your participation in this important learning event!</p>
<p>Course Prerequisites</p>	
<p>In order to receive the Certificate, participants must attend all seven modules. Participants cannot pick and choose sessions.</p>	
<p>Pre-registration Required</p>	
<p>Yes</p>	
<p>Reimbursement</p>	
<p>Hotel</p>	
<p>Training Fees</p>	
<p>Local District staff will be charged Training fees</p>	
<p>Meets In-Service CPS Requirements</p>	
<p>No</p>	
<p>For Additional Course Information Contact</p>	
<p>Leah Devries Phone: (212) 396-7825 Email: LDeVries@hunter.cuny.edu</p>	

Brookdale Center for Healthy Aging of Hunter College Training Announcement

Supervisory Training Certificate Program Saratoga

Target Population: Inexperienced and experienced first-line supervisors irrespective of program area. Inexperienced supervisors are individuals with 3 or less years of supervisory experience. Experienced supervisors are individuals with 4 or more years of experience.

Course Description:

Are your supervisors prepared to lead? Frequently social service employees are promoted to first level of supervision because of their program expertise, work ethic, or reputation as a "superworker". Although these are admirable qualities, supervision requires a different skill set. The Supervisory Training Certificate Program (STCP) is designed to provide supervisors with the essential management competencies they need to perform their specific responsibilities within their agencies. An investment in supervisory training benefits agencies with enhanced productivity, improved morale, succession planning efforts and greater return on investment (ROI). The STCP is comprised of seven highly interactive two-day courses that address real world challenges encountered by first-line supervisors.

Dates:	Title:	Training Location:	Lodging Location:
May 1-2	Course 1 – Improving Communication Effectiveness	Saratoga County DSS	Hyatt Place Hotel
June 12-13	Course 2 – Building High Performance Teams	Saratoga County DSS	Hyatt Place Hotel
July 18-19	Course 3 – Planning and Goal Setting	Saratoga County DSS	Hyatt Place Hotel
August 1-2	Course 4 – Work Management	Saratoga County DSS	Hyatt Place Hotel
September 19-20	Course 5 – A Winning Training Approach	Saratoga County DSS	Hyatt Place Hotel
October 16-17	Course 6 – Managing Conflict	Saratoga County DSS	Hyatt Place Hotel
November 14-15	Course 7 – Selection Interviewing & Performance Evaluation	Saratoga County DSS	Hyatt Place Hotel

All classes are from 9am-4pm

Saratoga County DSS – 152 West High Street, Ballston Spa, NY 12020, 518-884-4140

Hyatt Place Hotel – 20 State Farm Place, Malta, NY 12020, 518-885-1109

For Training Information Contact:

Program Inquiries: Vicki Bryan 212-396-7821
Hotel/Travel Inquires: Paul Fleischmann 212-396-7827
Registration Inquires: Leah DeVries 212-396-7825
 Brookdale Center for Healthy Aging of Hunter College
 2180 Third Avenue, New York, NY 10035

Travel and Accommodation Policy

	Applies to this training event.
<input checked="" type="checkbox"/>	TRAVEL: Trainee travel expenses (mileage/tolls) WILL NOT be reimbursed by Brookdale Center for Healthy Aging & Longevity.
<input checked="" type="checkbox"/>	LODGING: Trainees are eligible for overnight reimbursement if they must travel 50 miles or more one way to the training site; or if they must travel one hour or more one way to the training site. Double room occupancies are billed to Brookdale Center for Healthy Aging & Longevity.
<input checked="" type="checkbox"/>	MEAL PER DIEM RATES: Trainees will be reimbursed up to a maximum of \$5 for breakfast and \$15 for dinner upon the submission of detailed original itemized restaurant receipts in accordance with NYS OCFS travel guidelines. Lunch is not reimbursable.
<input checked="" type="checkbox"/>	SINGLE ROOM SUPPLEMENT: Trainees requesting single rooms must pay the difference between single room rate and one half the cost of the double room rate upon check out. The single room supplement for FY2012 Saratoga: May = \$52 per night June = \$52 per night July = \$74 per night August = \$74 per night September = \$52 per night October = \$52 per night November = \$52 per night

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Rachael DuRose and Christina Mastrianni
(Supervisory Committee) (Employee Name)

to attend GPSII/MAPP Leader Certification Training
(Name of meeting or organization)

at at SUC Buffalo - CDHS, Best Western, 200 Wolf Road, Albany, New York 12205
(Address)

on 5/21-5/24/12 and 6/4-6/8/12. Mode of transportation to be used n/a
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ 82.00 GSA* Rate \$ _____

Meal costs - GSA* per diem rate \$ _____

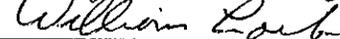
*www.gsa.gov

Date: 5/28/12

Date: _____



Department Head Signature



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Cost Analysis

Training

Date(s)

GPSII/MAPP LEADER

5/21-5/24/12

CERTIFICATION

6/4-6/8/12

Cost of Training/Person	\$	126.00
# of staff attending		<u>2</u>
	\$	252.00

	Fleet Car	
X	0.105	\$ 90.72

# of miles - one way	48
X # trips	<u>18</u>
Total # of Miles	864

	Personal Car	
X	0.345	\$ 298.08

Estimated Overtime

Commuting

	Salary	Hr Rate	OT Rate	# of hrs	Total OT		
#1	<u>37,180</u>	17.88	26.81	<u>13.5</u>	361.97		
#2	<u>37,275</u>	17.92	26.88	<u>13.5</u>	362.89	Commuting OT	\$ 724.86
#3	<u> </u>	0.00	0.00	<u> </u>	0.00		
#4	<u> </u>	0.00	0.00	<u> </u>	0.00		
#5	<u> </u>	0.00	0.00	<u> </u>	0.00		
#6	<u> </u>	0.00	0.00	<u> </u>	0.00		
#7	<u> </u>	0.00	0.00	<u> </u>	0.00		

Overnight

	# of hrs	Total OT		
#1	<u>4</u>	107.25		
#2	<u>4</u>	107.52	Overnight OT	\$ 214.77
#3	<u> </u>	0.00		
#4	<u> </u>	0.00		
#5	<u> </u>	0.00		
#6	<u> </u>	0.00		
#7	<u> </u>	0.00		

Hotel	# of days	Rate/night	Total Hotel Expense
	14	\$ 82.00	\$ 1,148.00

Totals

Fleet Car + Training + Hotel + OT	\$ 1,705.49
Fleet Car + Training + Overtime	\$ 1,067.58

Training Announcement

Training Title

GPSII/ MAPP Leader Certification C-1

Attachments - click to view

218917 Hotel Cancellation-Change Policy (revised 10-16-09).pdf

218917 Registration Form.pdf

218917 TravelPolicy.pdf

Provider

SUC Buffalo - CDHS

Date & Time	Location	Registration Deadline	Hotel
05/21/2012 - 05/24/2012 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Chief Joseph Room - #204 , Albany 12205-1129	04/23/2012	Best Western Airport- Albany Wolf Rd 200 Wolf Road, Albany 12205-0000 Phone: (518) 458-1000
06/04/2012 - 06/08/2012 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Chief Joseph Room - #204 , Albany 12205-1129		Best Western Airport- Albany Wolf Rd 200 Wolf Road, Albany 12205-0000 Phone: (518) 458-1000

Training Description

The training prepares Leaders to deliver the Group Preparation and Selection II, Model Approach to Partnerships in Parenting (GPSII/MAPP) program for prospective foster/ adoptive parents.

Target Population

Foster/Adoptive parents, foster care and adoption caseworkers, supervisors, homefinders, CPS and preventive workers and supervisors. Directors of Services and agency administrators in local districts and contract agencies.

Additional Information

Course Prerequisites

None

Pre-registration Required

Yes

Reimbursement

Mileage & Hotel

Training Fees

Local District staff will be charged

Training fees

Meets In-Service CPS Requirements

No

For Additional Course Information Contact

Ronald Robinson
Phone: (516) 314-3598
Email: RONALDR@BSC-CDHS.ORG

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Josette Kill, Ashley McKinney, Ann Hayden, Genevieve O'Brian, Linda Pechette, Ana Kerst and Heidi Knickerbocker
(Supervisory Committee) (Employee Name)

to attend Welfare-To-Work Core Training Program B-1
(Name of meeting or organization)

at SUNY Albany, 99 Miller Road, East Greenbush, New York 12061
(Address)

on 6/12-6/14/12 and 6/26-6/28/12. Mode of transportation to be used n/a
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

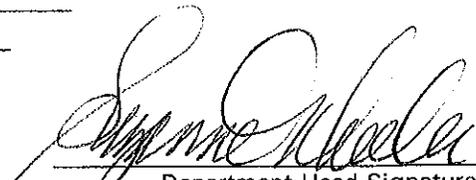
For Overnight Travel

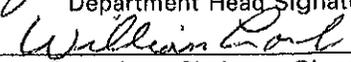
- Room rate \$ 39.50 GSA * Rate \$ _____
 Meal costs - GSA *per diem rate \$ _____

*www.gsa.gov

Date: 2/28/12

Date: _____



Department Head Signature


Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Training Announcement

Training Title

Welfare To Work Core Training Program-B1

Attachments - click to view

[228897_Registration Form-wtw.core.pdf](#)

[228897_Travel & Accommodation Policies - June Castleton.pdf](#)

Provider

SUNY Albany - PDP

Date & Time	Location	Registration Deadline	Hotel
06/12/2012 - 06/14/2012 9:00AM to 4:00PM	Comfort Inn & Suites - East Greenbush 99 Miller Road, East Greenbush 12061-0000	05/25/2012	Comfort Inn & Suites - East Greenbush 99 Miller Road, East Greenbush 12061-0000 Phone: (518) 479-3217
06/26/2012 - 06/28/2012 9:00AM to 4:00PM	Comfort Inn & Suites - East Greenbush 99 Miller Road, East Greenbush 12061-0000		Comfort Inn & Suites - East Greenbush 99 Miller Road, East Greenbush 12061-0000 Phone: (518) 479-3217

Training Description

Please see Course Description.

Target Population

Social services district and contract/provider staff who perform Welfare-To-Work/Employment functions and Eligibility/Undercare staff who determine eligibility for Food Stamps and Temporary Assistance or maintain undercare caseloads. All staff, regardless of their level of experience, are encouraged to attend.

Additional Information

Registration Time: 8:30 am, Day 1

For overnight participants, the hotel provides breakfast and the Research Foundation of SUNY provides dinner coupons for each eligible night. Lunch is provided to all training participants.

Course Prerequisites

Participants are encouraged to review the New York State Temporary Assistance and Food Stamp Employment Policy Manual. In addition, it is recommended that participants review the Local District Employment Plan and Community Resource Directories.

Pre-registration Required

Yes

Reimbursement

Mileage & Hotel

Training Fees

Local District staff will be charged Training fees

Meets In-Service CPS Requirements

No

Cost Analysis

Training

Date(s)

Welfare to Work Core Training
Program - B1

6/12-6/14/12

6/26- 6/28/12

Cost of Training/Person

\$ 84.00

of staff attending

7

\$ 588.00

Fleet Car

X 0.105

\$ 78.12

of miles - one way

62

X # trips

12

Total # of Miles

744

Personal Car

X 0.345

\$ 256.68

Estimated Overtime

Commuting

	Salary	Hr Rate	OT Rate	# of hrs	Total OT
#1	37,180	17.88	26.81	6	160.88
#2	37,680	18.12	27.17	6	163.04
#3	37,180	17.88	26.81	6	160.88
#4	30,759	14.79	22.18	6	133.09
#5	31,297	15.05	22.57	6	135.42
#6	30,759	14.79	22.18	6	133.09
#7	31,297	15.05	22.57	6	135.42

Commuting OT \$ 1,021.81

Overnight

	# of hrs	Total OT
#1	0	0.00
#2	0	0.00
#3	0	0.00
#4	0	0.00
#5	0	0.00
#6	0	0.00
#7	0	0.00

Overnight OT \$ -

Hotel

of days

28

Rate/night

\$

39.50

Total Hotel Expense

\$

1,106.00

Totals

Fleet Car + Training + Hotel + OT

\$ 1,772.12

Fleet Car + Training + Overtime

\$ 1,687.93

Personal Car + Training + Hotel + OT	\$	1,950.68
Personal Car + Training + Overtime	\$	1,866.49

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Elizabeth Burke, Sharon Walter and Lisa Zulauf
(Supervisory Committee) (Employee Name)

to attend NYWFIA 2012 Regional Meeting
(Name of meeting or organization)

at SUNY albany - PDP, 189 Wolf Road, Albany, New York 12205
(Address)

on 10/18/12. Mode of transportation to be used n/a
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA * Rate \$ _____

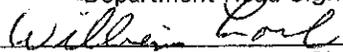
Meal costs - GSA *per diem rate \$ _____

*www.gsa.gov

Date: 3/17/12

Date: _____



Department Head Signature


Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Cost Analysis

Training

Date(s)

NYWFIA 2012 REGIONAL

10/18/2012

MEETING

Cost of Training/Person

\$ -

of staff attending

\$ 3.00

\$ -

Fleet Car

X

0.105

\$ 10.08

of miles - round trip

96

X # of days attending

1

Total # of Miles

96

Personal Car

X

0.555

\$ 53.28

Overtime Costs

	Salary	Hr. Rate	x1.5	# of hrs	Total
#1	38,083.00	18.31	27.46	1.5	41.20
#2	40,856.00	19.64	29.46	1.5	44.20
#3	40,356.00	19.40	29.10	1.5	43.65
#4		0.00	0.00		0.00
#5		0.00	0.00		0.00

Total Salaries w/OT

129.05

Totals

Fleet Car + Training + OT

\$ 139.13

Personal Car + Training + OT

\$ 182.33

Training Announcement

Training Title

NYWFIA 2012 Regional Meeting

Attachments - click to view

231176_NYWFIA 2012 Registration Form.pdf

231176_Travel & Accommodation Policies-Albany.pdf

Provider

SUNY Albany - PDP

Date & Time	Location	Registration Deadline	Hotel
10/18/2012 9:00AM to 4:00PM	Marriott Hotel - Albany 189 Wolf Rd., Albany 12205-0000	09/24/2012	Marriott Hotel - Albany 189 Wolf Rd., Albany 12205-0000 Phone: (518) 458-8444

Training Description

Please see Course Description.

Target Population	Additional Information
FEDS/Fraud Unit staff and supervisors, eligibility staff, supervisors, and other social service staff that interact with the FEDS/Fraud programs.	<p>Registration Time: 8:30 am</p> <p>For overnight participants, the Research Foundation for SUNY provides a \$5 breakfast reimbursement and a \$12 dinner reimbursement for each eligible night. Lunch is provided to all training participants.</p> <p>Final agenda will be sent upon completion.</p>
Course Prerequisites	
Participants are encouraged to attend the meeting closest to their county seat.	
Pre-registration Required	
Yes	
Reimbursement	
Mileage & Hotel	
Training Fees	
Training Fees will not be charged	
Meets In-Service CPS Requirements	
No	
For Additional Course Information Contact	<p>Peggy Dayer Phone: (518) 956-7927 Email: pdayer@pdp.albany.edu</p>
Peggy Dayer	
Phone: (518) 956-7927 Email: pdayer@pdp.albany.edu	

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes JOHN LORD, KRISTY NEEL, MAUREEN TAYLOR, PATRICIA MARTIN, DORIS GONNELLY & JULIE MONTERO
(Supervisory Committee) (Employee Name)

to attend LEADERSHIP TRAINING
(Name of meeting or organization)

at Cornell - NYSSILR, Holiday Inn Express, 1442 Western Avenue, Albany, New York 12203
(Address)

on 10/18/12. Mode of transportation to be used n/a
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA * Rate \$ _____
 Meal costs - GSA *per diem rate \$ 15.00

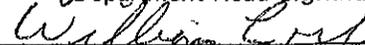
* www.gsa.gov

Date: 3/19/12

Date: _____



Department Head Signature



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Cost Analysis

Training

Date(s)

LEADERSHIP

10/18/2012

Cost of Training/Person	\$	14.00
# of staff attending	\$	6.00
	\$	84.00

# of miles - round trip	52
X # of days attending	2
Total # of Miles	104

Fleet Car		
X	0.105	\$ 10.92

Personal Car		
X	0.555	\$ 57.72

Overtime Costs

	Salary	Hr. Rate	x1.5	# of hrs	Total		
#1	44,198.00	21.25	31.87	1	31.87		
#2	44,985.00	21.63	32.44	1	32.44	Total Salaries w/OT	190.78
#3	44,198.00	21.25	31.87	1	31.87		
#4	42,356.00	20.36	30.55	1	30.55		
#5	39,775.00	19.12	28.68	1	28.68		
	49,038.00	23.58	35.36	1	35.36		

Totals

Fleet Car + Training + OT \$ 285.70

Personal Car + Training + OT \$ 332.50

Training Announcement

Training Title

LEADERSHIP

Attachments - click to view

231306_TravelandAccommodations.pdf

Provider

Cornell - NYSSILR

Date & Time	Location	Registration Deadline	Hotel
10/18/2012 9:00AM to 4:00PM	Holiday Inn Express - Albany/Western Ave. 1442 Western Avenue, Albany 12203- 0000	10/04/2012	Holiday Inn Express - Albany/Western Ave. 1442 Western Avenue, Albany 12203-0000 Phone: (518) 438-0001

Training Description

During this one-day course participants will learn and work with 15 very useful leadership and management concepts. These concepts are less well-known but highly practical in State and local government. Many of these concepts are derived from interviews conducted with over 150 human services leaders from around the country, as well as from management literature. They will be presented in a variety of ways, with an emphasis on case studies and examples, as these methods have often been found to be most effective in building the patterns of recognition essential to good leadership. Participants will leave the class with a command of these concepts and an appreciation of how and when they should be applied.

This course is the first component of a comprehensive OTDA HSLJ management and leadership development initiative that will provide extensive follow-up technical assistance to participants as they work with the ongoing challenges they face as leaders in their organizations.

Target Population

Additional Information

Manager

Course Prerequisites

None

Pre-registration Required

Yes

Reimbursement

Mileage & Hotel

Training Fees

Local District staff will be charged

Training fees

Meets In-Service CPS Requirements

No

For Additional Course Information
Contact

Mary Keane
Phone: (914) 378-1899

PROCESSING OF CHECKS

A majority of the checks that are received at the Department of Social Services come by mail, Reception, or other Departments.

<u>Types of Cases:</u>	<u>Processed Code in Money Manager</u>	<u>Bank Account</u>
H= Heap	Program Refund	Program Refund
P= Temporary Assistance	Program Refund	Program Refund
S= Services	Program Refund	Program Refund/T-54
M= Medicaid	Program Refund	Program Refund
F= Food Stamps	T-53	Program Refund

CHECKS RECEIVED THROUGH THE USPS MAIL:

- SPEND DOWN, HEAP, TA or RESOURCE – copies are made and given to the Unit Supervisor, with original checks given to Accounting;
- SCHOOL, CAMS, TREASURY or MISCELLANEOUS REPAYMENTS (Day Care) checks are given directly to Accounting.

CHECKS RECEIVED BY OTHER DEPARTMENTS (WESTMOUNT/PROBATION/COUNTRYSIDE):

- WESTMOUNT checks received by Resources are usually copied by them and given directly to Accounting;
- PROBATION (CAMS) checks are given to Accounting and processed as a CAM (See how to process below);
- COUNTRYSIDE:
 - √ Each month, Countryside forwards to the Department checks from various residents for their room and board. These checks are added up and processed in one receipt with a copy of said receipt emailed to Countryside.
 - √ Each month, Countryside forwards to the Department cash for staff and guest meals. These funds are processed with a copy of said receipt emailed to Countryside.
 - √ Each month, Countryside forwards a Center for Excellence check. The check is processed with a copy of said receipt emailed to Countryside.

CHECKS RECEIVED BY RECEPTION:

- Checks (SPEND DOWNS, HEAP, TA OR RESOURCES) received by Reception should be handled the same as those received in the mail (copies to Supervisors and originals given to Accounting). Reception also gives a temporary receipt to anyone making a payment in person regardless of payment type.

ALL CHECKS ARE PROCESSED THROUGH MONEY MANAGER FOR THE WEEKLY DEPARTMENT BANK DEPOSIT

PROCESSING US TREASURY CHECKS (Processed as T-54 and Deposited into T-54 Account):

- On or around the 1st and 3rd of every month, the Department will receive US Treasury checks for various APS clients. These checks are processed as soon as possible. There is no need to provide receipts on these cases. A courtesy email is usually sent to Julie Pearl that they have been processed.

PROCESSING SPEND DOWNS (Processed as Program Refund and Deposited into Program Refund Account):

- On a weekly basis, Wendy Timko, Medicaid Clerk, provides the necessary backup for various spend downs. Her back up provides the name, account number and the month the funds are to be applied. Hint: These are "M" cases.

PROCESSING HEAP/TA CHECKS (Processed as Program Refund and Deposited into Program Refund Account):

- In order to process these checks, the Supervisor of these Units must provide the necessary back up that includes the account number and the month the funds are to be applied. Backup should be provided within two (2) weeks, at the very latest.

PROCESSING RESOURCE CHECKS (Processed as Program Refund and Deposited into Program Refund Account):

- The Resource Unit receives checks from banks, law firms, nursing homes, insurance companies, personal accounts, to name a few. Win emails to the Accounting Department a "Receipt" to the Accounting Department apprising them who sent the funds and how the funds are to be applied. Upon processing such payments, Win should receive an email of the receipt along with a copy sent to the payee.

PROCESSING CAMS CHECKS (Only F cases are processed as T-53 but still deposited into Program Refund Account. All other checks are processed as Program Refund Deposited into Program Refund Account):

- On a monthly basis, a CAMS listing is provided by Fay of all active cases.
- Periodically MedRev forwards checks and miscellaneous paperwork the Department, copies of which are given to Jill (Accounting) and Fay (Medicaid).
- These checks are usually mailed by the client (hopefully with a copy of their receipt) or interofficed by the Probation Department.
- The checks are processed according to the receipt that is mailed to the Department or the "first" case in the CAMS listing under their name. These cases can be "S", "F", "M", "H" and "P".

- Upon processing, copies of receipts and backup are given to Jill in Accounting and Fay in Medicaid.

PROCESSING CHILD SUPPORT MONEY ORDERS (Processed as Program Refund and Deposited into Program Refund Account):

- These money orders are processed and receipts are sent to clients.

PROCESSING SCHOOL OR ANY OTHER MISCELLANEOUS CHECK (Processed as Program Refund and Deposited into Program Refund Account):

- One should obtain back up whenever possible to process any checks. Back up usually provides the necessary information for both the "processor" and the Accounting Department to process the check (case name, case no., the period of time the check should be applied, etc).

Any person who makes a payment other than by personal check (i.e., money order, cash, check not in their name, bank check, etc) on their particular account receives a receipt. Their personal check is their receipt.

ALL businesses (Fuel Companies, Banks, Law Firms, Schools, etc.) and other Departments (Westmount, Probation, etc) receive Receipts on all cases.

BANK DEPOSIT

- A weekly report should be printed in Money Manager of all checks, cash, money orders, etc that were processed (should include both Accounts T-54 and PR). The report and deposit should equal. A deposit slip should be completed for depositing purposes. The weekly deposit is given to Doris Gonnely, Principal Account Clerk in Accounting, to verify prior to going to the bank. After making the necessary deposit, the deposit slip is stapled to the weekly MM report and given to Jill to verify.
- A monthly report should be run in Money Manager of all checks processed (should include both Accounts T-54 and PR) and deposited for the month. This report together with the weekly reports and deposit slips are used by Jill to verify and produce monthly cash receipts.
- A yearly report should be run in Money Manager of all checks and deposits (should include both Accounts T-54 and PR) for the year and given to Jill to verify.
- All monies are kept in the safe in the Accounting Department prior to deposit.

approx 50 v's / wk

200,000 - 250,000 / mo