

Human Services Committee
Warren County Department of Social Services

COMMITTEE MEETING AGENDA

March 21, 2022

Committee Members: Supervisors Driscoll, Frasier, Seeber, Magowan, McDevitt, Hogan and Bruno.

Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board.

I. Committee meeting called to order by Chair

II. Motion to approve minutes of prior Committee meeting

III. Action Agenda/New Business

1. **Warren County Youth Bureau 2022 - Transition Update:**

Commissioner to introduce Youth Bureau Program Director, Mike Gray, Washington County.

2. **Request: Notice of Intent to Fill** the position of Caseworker #24 in the Foster Care/Adoption Unit, Grade 16 (Step 8), Base Salary \$47,023 due to retirement effective April 1, 2022.

Rationale: The position is mandated and reimbursed. **Attachment #1**

3. **Request to Amend County Budget** to increase revenue and expenses in the amount of \$126,379, to reflect 2022 monies received by the New York State Office of Temporary & Disability Assistance (OTDA), for rental assistance to qualified individuals.

Rationale: Ref: Local Commissioners Memorandum: Employment & Income Support Programs: New York State Rental Supplement Program - Fiscal Year 2021-2022. **Attachment #2**

4. **April is Child Abuse Prevention Awareness Month** **Attachment #3**

IV. Information for Discussion and/or Review

Chris Hanchett, Commissioner

-Commissioner's Report of Activities & Updates; (Previously distributed by Committee Chairman Driscoll)

Julie Montero, Fiscal Manager

-Monthly Reports: Revenue, Expenditures and Overtime. **Attachment #4**

Amy McByrne, Director, Countryside Adult Home

V. Referrals/Pending Items: None

VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

VII. Motion to Adjourn

ATTACHMENTS:

- 1) Introduce Youth Bureau Program Director, Mike Gray
- 2) Notice of Intent to Fill-Caseworker #24, due to retirement
- 3) Request to Amend Budget, \$126,379.00 NYS OTDA Funding for Rental Assistance
- 4) Monthly Revenue and Expenditure Reports

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

ATTACHMENT #1

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: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #24 Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: [REDACTED] Date of Vacancy: 04/01/22
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 7

ATTACHMENT #2

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Social Services

DATE: 3/4/22

- (a) Purpose of Amendment: **To increase expenses and revenue based on an allocation received by NYS OTDA per attached 21-LCM-24 to provide rental assistance to qualified individuals.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 471 - Administration - \$126,379**

- (c) Revenue Code (with title), and Amount:
A.6010 3610 State Aid Admin \$126.379



Office of Temporary and Disability Assistance

Expense - 6010 471
Revenue - 6010 3610

KATHY HOCHUL
Governor

BARBARA C. GUINN
Executive Deputy Commissioner

126,379

Local Commissioners Memorandum

Section 1

Table with 2 columns: Field (Transmittal, To, Issuing Division/Office, Date, Subject, Contact Person(s), Attachments) and Value (21-LCM-24, Social Services District Commissioners, Employment and Income Support Programs, December 13, 2021, New York State Rental Supplement Program, Temporary Assistance Bureau (518) 474-9344, otda.sm.cees.tabureau@otda.ny.gov, Attachment A - 2021-2022 Rental Supplement Program Allocation, Attachment B - 2021-2022 Rental Supplement Program Plan)

Section 2

I. Purpose

The New York State Fiscal Year 2021-2022 Budget appropriates \$100 million to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status. The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of the option to participate in the New York State Rental Supplement Program (RSP) and to provide 2021-2022 RSP allocations and general program guidance. Districts choosing to participate in the RSP must submit a 2021-2022 Rental Supplement Program Plan (Attachment B) for approval which details the intended use of their allocation as well as their anticipated RSP start date.

II. Background

The RSP is a program established to provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing. The RSP is available to individuals and families both with and without children. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization. The RSP will give districts the flexibility to develop a program that meets the needs of their underserved populations while working within the framework of certain minimum eligibility requirements established by the governing statute.

III. Program Implications

A. Program Activities and Services

Districts choosing to participate in the RSP must submit a Rental Supplement Program Plan (Attachment B) to OTDA for approval that provides details regarding the administration of their local program and the intended use of their allocation. Districts are encouraged to complete and return Attachment B to OTDA **as soon as possible, but no later than February 15, 2022**. Supplements shall be made available in accordance with district plans, provided however that certain minimum eligibility requirements are established as outlined in this LCM.

Supplements provided through the RSP will not be part of the standard of need pursuant to Social Services Law §131-a, and therefore would not be considered by ABEL when computing financial eligibility for Temporary Assistance (TA) (e.g., the supplement is not used for TA eligibility when computing the needs or gross income tests). When computing a budget for a TA recipient who is receiving a supplement, the shelter cost must be removed from the budget provided that the supplement covers the entire shelter cost. In addition, RSP supplements shall not be subject to recoupment or repayment unless there is a determination that the application submitted was fraudulent, or otherwise identified as ineligible, and the application should not have been approved.

B. Program Eligibility and Program Requirements

While districts have flexibility regarding the development of a Rental Supplement Program Plan, the governing statute outlines some minimum requirements for participant eligibility as follows:

- Eligible participants are individuals and/or families, both with and without children, who are experiencing homelessness or facing an imminent loss of housing, regardless of immigration status;
- Households must earn no more than 50% of area median income (AMI) at the time of application based on location and household size, with initial priority given to households who earn no more than 30% of AMI;
- Rental supplement amounts shall be set at 85% of local Fair Market Rent (FMR) values with a district option to pay up to 100% of FMR using local funds;
- At least 50% of the supplements shall be allocated for households who are currently in a shelter or experiencing homelessness, unless sufficient demand does not exist for such households within the district;
- A household's financial contribution will be limited to 30% of their household's total earned and/or unearned income;
- Supplements are to be provided until the household's income reaches 30% or more of their monthly rent, at which point the housing will be considered affordable for the individual/family and the supplement will end; and,
- Receipt of TA is not a requirement for determining eligibility for the RSP.

Rental Supplement Program Plans must provide a comprehensive outline of each district's proposed program and must address, at minimum, the following:

1. Specific details regarding how eligibility for a rental supplement will be determined, including the aforementioned eligibility requirements, as well as any target populations identified;
2. Information regarding how contributions towards rental costs from individuals outside the household will be verified and what standards will be applied in determining whether such contributions can be sustained in the future;
3. An assessment of how the district will ensure that the rental costs are legitimate and are the responsibility of the recipient (e.g., lease or letter from landlord);
4. The process for which clients will be expected to advise the district/contracted agency of household changes and how resulting modifications will be handled (rent increases, changes in household composition, etc.);
5. A description of the forms and/or notices that will be used to facilitate the application and determination process. When households requesting a supplement do not meet the criteria

set forth in the district's plan, the denial/closing letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. An award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis, months/term included and any applicable tenant protections resulting from receipt of the RSP;

6. An explanation of whether there will be any health and safety standards that must be adhered to prior to paying rental supplements at a specific location; and,
7. A plan for ensuring that households do not receive duplicate benefits from other sources that may assist with paying future rent/ongoing rental supplements.

Eligibility is determined based on a household's current monthly income at the time of application. Applications are to be accepted on a first come, first-served basis according to the eligibility parameters set forth at the local level. While districts have flexibility in determining the overall design of their local RSP, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Though TA eligibility is not a factor in determining eligibility for the RSP, operators are encouraged to refer RSP applicants for assistance applying for applicable benefit programs, such as TA, Home Energy Assistance Program (HEAP), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Notifications regarding eligibility determinations (e.g., approvals, denials, and closings) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.

C. Allocations

A total of \$100 million is available annually to support the RSP. While all funding is subject to legislative enactment each year, continuing funding support for the RSP is expected. The 2021-2022 RSP district allocations are listed in Attachment A and have been determined based on each district's relative share of TA households as of March 31, 2021, as well as the distribution of renter households under 30% of the local AMI, based on the US Census Bureau 2015-19 Public Use Microdata Sample. RSP allocations may be adjusted in future award years based on factors including statewide utilization and ongoing local rental supplement needs.

D. Reporting Requirements

Reports that describe the progress of RSP activities and households served will be required on at least a quarterly basis. A reporting format is under development and will be distributed to participating districts.

Minimally, reports must include information related to payments made through the RSP (e.g., dates issued, periods covered, households on behalf of which payments are made, payees, supplement amounts, local contribution to the subsidy (where applicable), etc.), the number of households served, and certain demographic information including receipt of TA, household size and composition, number of contributing household members, household income levels, shelter or homelessness status at the time of application, priority group identification (if applicable) and TA case number (if applicable). Districts must also establish identifiers for the heads of household (RSP applicants) as well as a unique household tracking number.

Coordination with the local HUD-funded Continuum of Care (CoC) is encouraged, in order to support each district's ability to track services and outcomes related to participation in the RSP. Additionally, coordination with the CoC will assist districts in avoiding a duplication of benefits with other supplement programs that may exist in each local area.

Districts and/or program operators, as applicable, are required to provide OTDA or its designees access to the program records during the course of the project. RSP projects will be monitored by OTDA on a regular basis and may include onsite visits as well as regular telephone contact and/or case reviews. The goal of monitoring is to ensure the terms of the RSP are being met in accordance with State legislation. In addition, monitoring enables OTDA to provide technical assistance, where necessary, to assist the district and/or program operator to meet the overall intent of the RSP. It is the responsibility of the district to monitor any and all subcontracts. Districts must ensure the confidentiality of records concerning project participants.

IV. Reimbursement Structure and Allowable Costs

RSP payments for the initial 12-month period will consist of an advance of 25 percent of the district's allocation. The remaining 75 percent of the allocation will be paid as claims are submitted to substantiate payment. Allocation and reimbursement for the second year, beginning 12 months following the district's approved initial commencement date but no sooner than December 1, 2022, will be contingent on continued availability of funds and local district need.

RSP funding is made available for districts to provide vital rental assistance to eligible households and as such, it is expected that a minimum of 85% of the funds will be used toward rental supplements in accordance with the guidelines outlined herein. OTDA has set a 15% spending limitation on administrative costs.

Agencies should limit the amount of administrative costs necessary to operate the RSP to maximize both the amount of funds available to pay rental supplements and the number of households enrolled. The use of RSP funds for administrative purposes must be directly related to the provision of rental supplements to eligible individuals and families.

For districts opting to assign all or a portion of their RSP allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the RSP allocation.

Districts are required to submit all claims for reimbursement through the Automated Claiming System (ACS) regardless of whether they elect to operate the program in-house or transfer the administration to another entity. RSP claims must be for services provided during the district's approved initial 12-month period and must be claimed in a timely manner after provided. Additional claiming information will be provided to districts who choose to operate an RSP.

V. Necessary Action

Districts who elect to receive this funding must also complete and submit the Rental Supplement Program Plan (Attachment B). Districts are encouraged to complete and return Attachment B to OTDA as soon as possible, but no later than February 15, 2022. Advances will be remitted following the approval of each district's Attachment B, and in accordance with their anticipated RSP commencement date.

Issued By:

Name: Barbara C. Guinn

Title: Executive Deputy Commissioner

Division/Office: Office of Temporary and Disability Assistance

District	2021-2022 Rental Supplement Program Allocation
New York City	\$67,922,380
Albany	\$1,125,750
Allegany	\$120,210
Broome	\$899,827
Cattaraugus	\$282,026
Cayuga	\$268,767
Chautauqua	\$645,332
Chemung	\$290,178
Chenango	\$139,789
Clinton	\$240,580
Columbia	\$129,741
Cortland	\$141,026
Delaware	\$121,902
Dutchess	\$727,515
Erie	\$3,874,658
Essex	\$100,000
Franklin	\$164,265
Fulton	\$116,749
Genesee	\$143,394
Greene	\$116,986
Hamilton	\$100,000
Herkimer	\$154,406
Jefferson	\$402,505
Lewis	\$100,000
Livingston	\$190,065
Madison	\$120,038
Monroe	\$3,035,181
Montgomery	\$154,608
Nassau	\$2,028,294
Niagara	\$742,819
Oneida	\$857,846
Onondaga	\$1,916,038
Ontario	\$256,173
Orange	\$920,321
Orleans	\$144,298
Oswego	\$432,808
Otsego	\$125,940
Putnam	\$100,000
Rensselaer	\$497,493
Rockland	\$713,032
St.Lawrence	\$309,135
Saratoga	\$322,466
Schenectady	\$536,305
Schoharie	\$100,000
Schuyler	\$100,000
Seneca	\$100,000
Steuben	\$325,926
Suffolk	\$2,640,308
Sullivan	\$240,957
Tioga	\$124,850
Tompkins	\$461,767
Ulster	\$494,918
Warren	\$126,379
Washington	\$131,444
Wayne	\$193,050
Westchester	\$3,029,553
Wyoming	\$100,000
Yates	\$100,000

 Did you know April is Child Abuse Prevention Month?

The blue pinwheel is a national symbol for child abuse prevention. Pinwheels represent innocence and reflect the bright future all children deserve. The pinwheel is a positive emblem of the effect we can have when we work together to prevent child abuse. Whether you listen, provide care, provide support to parents or provide a safer environment for a child you are all taking steps to help protect the life of a child and make their future a little brighter.

 Did you know Warren County has a Child Advocacy Center called the CARE Center that is located in Glens Falls?

The Warren-Washington C.A.R.E. Center provides a safe and child friendly environment for children who are victims of sexual/and or physical abuse and their non-offending family members. The C.A.R.E. Center aims to provide the families with links to other providers who may aid the child victim and their non-offending family members during the investigatory process of a criminal or child protective investigation. The C.A.R.E. Center works in collaboration with county agencies and service providers to address the problem of child abuse in the community. Visit <https://www.wwcarecenter.org/> for more information.

 Prevent Child Abuse New York has a helpline **1-800-CHILDREN (1-800-244-5373)**

Whether you're a new parent overwhelmed by the demands of caring for an infant, a grandparent starting over and raising your grandchildren, an auntie who never expected to be a parent, or a veteran parent whose teenaged child is out of control, asking for help is never easy. Too often caregivers and parents feel isolated without much support. They confront the toughest and most important job in the world with the sense that they have to go it alone. But no one needs to go it alone.

The Helpline is **free and confidential!**

 Why babies should sleep on their backs?
<https://youtu.be/zm0YQbAsDnk>

✂ **By helping parents who might be struggling with any of these challenges, you reduce the likelihood that their children will be abused or neglected.** Reach out to the children, too, and show them you care.

Be a parent's friend. Ask about their children. Provide reassurance and support. If a parent seems to be struggling, offer to baby-sit or run errands, or just lend a friendly ear. Show you understand.

Talk to your neighbors about looking out for one another's children. Encourage a supportive spirit. Show you are involved.

Give your used clothing, furniture and toys for use by another family. This can help relieve financial stress.

Contact your school district, library or faith group about support programs for parents and how you can help. Encourage them to sponsor classes and develop resources for parents.

✂ **Alternatives to Lashing Out at a Child**

Stop in your tracks. Step back. Sit down.
Take five deep breaths. Inhale and exhale slowly.
Count to 10. Better yet, to 20.
Or say the alphabet out loud.
Phone a friend or a relative.
Still mad? Punch a pillow. Or munch on an apple.
Thumb through a magazine, book, newspaper, photo album.
Do some sit-ups.
Pick up a pencil and write down your thoughts.
Take a hot bath. Or a cold shower.
Lie down on the floor or just put your feet up.
Listen to the radio or your favorite music.

2021

BUDGET ANALYSIS
 REVENUE AND EXPENDITURES FOR 2021

FUND(S): A
 CODE(S): 6010, 6030, 6050, 6055, 6070, 6100, 6109, 6119, 6140, 6141, 6142, 7311, 7312, 7313

EXPENSES	2021 BUDGETED	2021 Actual	2020 Prior Year Totals
110 Salaries - Regular	\$6,737,440.00	\$6,681,747.35	\$6,398,281.74
120 Salaries - Overtime	\$200,222.00	\$152,298.15	\$115,728.69
130 Salaries - Part Time	\$208,869.36	\$164,015.66	\$137,807.23
100's PERSONAL SERVICES Total	\$7,146,531.36	\$6,998,061.16	\$6,651,817.66
200's EQUIPMENT	\$143,647.16	\$83,049.64	\$114,338.70
400's CONTRACTUAL	\$22,761,706.63	\$19,915,448.49	\$21,522,217.45
800's EMPLOYEE BENEFITS	\$3,523,290.16	\$3,272,366.33	\$3,266,430.36
TOTALS	\$33,575,175.31	\$30,268,925.62	\$31,554,804.17

REVENUES	2021 BUDGETED	2021 YTD ACTUAL	2020 Prior Year Totals
	\$15,415,207.00	\$17,474,163.60	\$11,714,591.55

ATTACHMENT #4

2022

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR FEBRUARY 2022

FUND(S): A

CODE(S): 6010, 6030, 6050, 6055, 6070, 6100, 6109, 6119, 6140, 6141, 6142, 7311, 7312, 7313

EXPENSES	2022 BUDGETED	FEB 2022 EXP	FEB 2021 EXP	2022 YTD ACTUAL	2021 Prior Year Totals
110 Salaries - Regular	\$7,679,179.00	\$269,123.08	\$248,796.01	\$845,842.64	\$6,681,747.35
120 Salaries - Overtime	\$75,222.00	\$9,366.15	\$4,995.23	\$30,882.75	\$152,298.15
130 Salaries - Part Time	\$194,737.00	\$10,053.87	\$26,349.01	\$26,349.01	\$164,015.66
100's PERSONAL SERVICES Total	\$7,949,138.00	\$288,543.10	\$280,140.25	\$903,074.40	\$6,998,061.16
200's EQUIPMENT	\$500.00	\$0.00	\$200.03	\$2,822.09	\$83,049.64
400's CONTRACTUAL	\$23,682,146.50	\$1,285,244.52	\$1,186,988.89	\$2,432,376.16	\$19,915,448.49
800's EMPLOYEE BENEFITS	\$3,528,191.00	\$136,351.92	\$142,101.23	\$465,901.69	\$3,272,366.33
TOTALS	\$35,159,975.50	\$1,710,139.54	\$1,609,430.40	\$3,804,174.34	\$30,268,925.62

REVENUES	2022 BUDGETED	FEB 2022 REVENUE	FEB 2021 REVENUE	2022 YTD ACTUAL	2021 Prior Year Totals
	\$17,125,586.00	\$1,657,071.15	\$1,171,333.65	\$2,126,243.15	\$17,474,163.60

