

Human Services Committee
Warren County Department of Social Services

COMMITTEE MEETING AGENDA

April 25, 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. **Request to Amend the County Budget** to increase revenues and expenditures in the amount of \$20,000, to reflect donation monies received from the Warren County Children's Committee, intended to be used for Foster Care services for children.
Rationale: The Children's Committee has donated these funds to support Foster Care Services.
Attachment #1
 2. **Request to Amend the Table of Organization:**
Create and Fill the position of Part-Time Community Services Worker in the Foster Care/Adoption Unit, Grade 8, Base (FT) Salary \$37,918, effective May 23, 2022.
Rationale: The department currently has one part-time Community Services worker (3 days per week); the addition of a second part-time worker (2 days per week) will improve valued outcomes in Foster Care. The donation from the Children's Committee will cover the salary.
Attachment #2
 3. **Request: Notice of Intent to Fill** the position of Sr. Account Clerk #4 in the Accounting Unit, Grade 7 (Step 5), Base Salary \$36,414, due to a lateral transfer effective February 22, 2022.
Rationale: The position is mandated and reimbursed.
Attachment #3
 4. **Request: Notice of Intent to Fill** the position of Sr. Account Clerk #7 in the Accounting Unit, Grade 7 (Step 4), Base Salary \$36,414, due to resignation effective April 21, 2022.
Rationale: The position is mandated and reimbursed.
Attachment #4
 5. **Request: Notice of Intent to Fill** the position of Medicaid Clerk #1 in the Reception Unit, Grade 5 (Step 6), Base Salary \$33,076, due to resignation effective April 10, 2022.
Rationale: The position is mandated and reimbursed.
Attachment #5
 6. **Request: Notice of Intent to Fill** the position of Intake Clerk (no #) in the Reception Unit, Grade 4 (Step 0), Base Salary \$31,789, due to termination effective March 29, 2022.
Rationale: The position is mandated and reimbursed.
Attachment #6
 7. **Request: Notice of Intent to Fill** the position of Caseworker #27 in the Foster Care/Adoption Unit, Grade 16 (Step 11), Base Salary \$47,023 due to resignation effective April 28, 2022.
Rationale: The position is mandated and reimbursed.
Attachment #7

8. **Request:** Notice of Intent to Fill the position of Caseworker #39 in the Child Protective Services Unit, Grade 16 (Step 1), Base Salary \$47,023 due to resignation effective April 28, 2022.

Rationale: The position is mandated and reimbursed.

Attachment #8

9. **Request:** Notice of Intent to Fill the position of Caseworker #37 in the Child Protective Services Unit, Grade 16 (Step 1), Base Salary \$47,023 due to termination effective March 21, 2022.

Rationale: The position is mandated and reimbursed.

Attachment #9

10. **Proclamations:**

May is Foster Care Appreciation/Awareness Month

June is Elder Abuse Prevention Awareness Month

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 #10

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) Amend Budget 20,000 received from Children's Committee
- 2) Create and Fill Part-Time Community Services Worker
- 3) Notice of Intent to Fill Sr. Account Clerk #4
- 4) Notice of Intent to Fill Sr. Account Clerk #7
- 5) Notice of Intent to Fill Medicaid Clerk #1
- 6) Notice of Intent to Fill Intake Clerk
- 7) Notice of Intent to Fill Caseworker #27
- 8) Notice of Intent to Fill Caseworker #39
- 9) Notice of Intent to Fill Caseworker #37
- 10) Monthly Revenue and Expenditure Reports

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

ATTACHMENT #1

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

DEPARTMENT NAME: Social Services

DATE: 4/8/2022

- (a) Purpose of Amendment: **To increase both revenue & expense accounts due to a gift from the Children's Committee of Warren County. This will allow DSS to create another part-time Community Services Assistant working with our Foster Care children & families. This will cover all costs associated with this position.**

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - TE 6010 110 - Salaries \$18,250**
 - TE 6010 830 - Social Security \$1,200**
 - TE 6010 831 - Medicare \$550**

- (c) Revenue Code (with title), and Amount: **\$20,000**
 - TE 6010 2401 Interest & Earnings**

Montero, Julie (DFA)

From: Breen, Tammy (DFA)
Sent: Thursday, March 17, 2022 2:13 PM
To: Hanchett, Christian (DFA); Montero, Julie (DFA); Taylor, Maureen (DFA)
Subject: Children's Committee

Good afternoon,

One of the ideas to utilize Children's Committee Funds was to add another part-time CSA to work on Tues/Thurs. Our current CSA can only work Mon, Wed, Fri. We put in the request with the Children's Committee and they have approved the \$20,000 request! This will be a huge help to the FC Unit.

I believe the next steps would be to go to Committee in April to accept the money and create another part-time position. Let me know if I'm missing anything.

Thanks.

Tammy Breen
Warren Co. DSS
Supervisor of Children's Services
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*

*\$20,000 Rec'd
4/1/22*

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

ATTACHMENT #2

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 4/18/22

- (a) Title of Requested Position: **Community Services Worker-Part-Time - Grade 8**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$37,918**
- (c) Effective Date for New Position:* **5/23/22**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

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: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Community Services Worker (Part-Time) Base Salary of Position: \$37,918 Grade: 8
Filling at Step # (If Known): _____
Budget code and title: A6010 130 - Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: _____ Date of Vacancy: 5/23/22
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% 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 _____

COMMUNITY SERVICES WORKER

GENERAL STATEMENT OF DUTIES: Under supervision, assists staff members and clients by performing supportive services related to the process of establishing eligibility for social services programs and the delivery of social services. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves non-professional functions in a social services agency in support of staff in implementing programs and delivery of services to clients.

EXAMPLES OF WORK: (illustrative Only)

Retrieves files, processes mail, files correspondence, memoranda, reports and other materials; Collects money and accounts for monies received;

Operates photocopier, computer and other office equipment;

Provides typical clerical support services for higher level staff;

By telephone or in person, assists individuals in making informed decisions about applying for assistance or services by inquiring of and providing information to individuals or groups concerning services offered by public and private agencies;

Assists clients in completing necessary forms, obtaining eligibility information, proof of births, deaths and marriages;

Acts as interpreter, if bilingual, to help clients and workers facilitate the intake process;

Schedules appointments and provides client with appropriate application materials;

May make home visits to gather routine information related to program participation

May enter client data such as demographic information, codes, determination etc.;

May, under supervision and guidance, provide mentorship to newly appointed or assigned staff;

Assists clients in areas of common concerns such as housing, employment, school attendance, recreation, money management, day care, transportation and escort;

Assists in communication between agency, client and the community by clarifying agency programs to individuals and conveying community cultural patterns and attitudes to agency professional staff;

Assists individuals in recognizing conditions contributing to social problems and in making recommendations toward correcting these conditions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of departmental client assistance programs and eligibility criteria; good knowledge of interviewing practices and procedures; ability to establish and maintain cooperative and courteous relationships with clients, agency staff and the general public; ability to interpret agency programs, goals and eligibility requirements in language that promotes understanding of the agency; ability to understand and follow instructions; knowledge of community resources and organizations; ability to read and write English and prepare brief accurate reports; tact; emotional maturity; judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and two years experience in a non-professional position involving direct client contact supporting social services programs in a public or private agency. Possession of a valid New York State Drivers license is required at time of appointment.

WC Adopted: December 27, 2004

JC: Competitive

2022 Format Update

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

ATTACHMENT #3

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: 40.02
Title of Position: Sr. Account Clerk #4 Base Salary of Position: \$36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A6010-110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked] LATERAL
Employee No./Last Name: [redacted] Date of Vacancy: 2/22/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] 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. 12

Schedule "A"

ATTACHMENT #4

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: 40.02
Title of Position: Sr. Account Clerk #7 Base Salary of Position: \$36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: [redacted] Date of Vacancy: 4/21/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] 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

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position independently performs moderately difficult accounting or financial recordkeeping tasks. Employees generally follow a prescribed routine in the performance of duties and in most cases receive only infrequent general instructions. The work may require a general understanding of specific laws, office rules, procedures and policies. The work is performed under the supervision of a higher-level supervisor and although the incumbent may train lower level clerical workers, supervision need not be a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance;

Tracks, audits and/or monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;

Prepares complex financial and statistical summary reports;

Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;

Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

Prepares funds for deposits into book accounts, reconciles accounts and prepares reports from information;

Contacts clients, vendors and other agencies to obtain additional information;

Provides information orally or in writing in response to inquiries on status of accounts;

Conducts correspondence on matters where policies and procedures are well defined;

Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;

Performs complex payroll transactions or may prepare payroll and related reports;

May supervise employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;

May assist in preparation of figures and reports for use in budget preparation;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern methods of keeping and reviewing financial accounts and records;
Good knowledge of modern office terminology, procedures and equipment;
Ability to make complex arithmetic computations accurately; speed;
Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively, both orally and in writing;
Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
Ability to analyze data and prepare and maintain detailed records and reports.

MINIMUM QUALIFICATIONS: Graduation from high school diploma or possession of a high school equivalence diploma and:

- (a) Associate's Degree or higher in accounting, business or closely related field; or
- (b) Two years of experience maintaining financial accounts and records.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

ATTACHMENT #5

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: 40.03
Title of Position: Medicaid Clerk #1 Base Salary of Position: \$33,076 Grade: 5
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: ██████████ Date of Vacancy: 4/10/22
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 _____

MEDICAID CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for processing Supplemental Security Income and Medicaid cases administered through the Department of Social Services. The incumbent performs an assessment of client's residency, gathers necessary information to verify eligibility, as defined by State and Federal regulations, opens and close cases as appropriate. The work also involves providing clients with information on the Medicaid coverage, determinations and other related information. The work is performed under general supervision of a higher-level supervisor in the Department with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews and evaluates information submitted electronically from Social Security Administration, which determines client's financial and medical eligibility for benefits and reviews data in a State Data Exchange system (SDX);
- Verifies residency of clients to determine whether or not the client is eligible to receive coverage services from the County;
- Enters information received and performs case maintenance activities by initiating or up-dating the data on the Welfare Management System (WMS) system such as opening and closing and makes adjustments to cases based on analysis of information;
- Contacts client and appropriate County of residence to ensure appropriate transfer of benefits to close case file;
- Contacts medical institutions and care facilities within the County to verify residency;
- Communicates with clients or other appropriate examiner within the Department regarding their cases and provides assistance as necessary;
- Provides information on the phone on program services and requirements, may schedule appointments, explains procedures and program processes;
- Acts as liaison for agency activities in this area with clients and other contacts;
- Maintains and prepares records and documents including computerized records, requiring knowledge of agency services, procedures and codes;
- May attend training, conferences and workshops related to Medicaid, Social Security Administration and Supplemental Security Income, health programs and other related areas;
- May screen applicants with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;
- May perform initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;
- May register the application for further processing by an examiner by opening new file or matching paperwork with an existing case file.

REQUIRED KNOWLEDGE,SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of State and Federal laws and regulations pertaining to Supplemental Security Income programs, Medicaid and other programs administered by the Department of Social Services; working knowledge of data processing techniques and procedures; working knowledge of business arithmetic; ability to enter and retrieve information in the Welfare Management System (WMS); ability to organize and maintain accurate records and files; ability to gather information and analyze facts obtained in making judgments regarding eligibility for coverage in the County; ability to establish and maintain effective working relationships with others; ability to operate a personal computer and utilize common office software programs; ability to communicate effectively both orally and in writing; ability to understand and empathize with the needs and concerns of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in a human services field; or
- (b) Graduation from High School or possession of a high school equivalency diploma and two (2) years clerical experience which involved the maintenance of records; or
- (c) An equivalent combination of training and experience as defined by the limits of both (a) and (b) above.

Adopted, Warren County Personnel, May 11, 2005
JC: Competitive
2022 Format Update

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

ATTACHMENT #6

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: 40.11

Title of Position: Intake Clerk Base Salary of Position: \$31,789 Grade: 4

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: 3/29/22

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 _____

INTAKE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;

Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;

Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;

Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;

Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;

Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;

Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;

Performs reproduction and collating duties of applications, materials and documents;

Sends, receives and logs faxes;

Maintains pamphlets, brochures and related materials for visitors;

Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;

May perform general clerical duties and maintain simple records related to the duties assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP); working knowledge of office terminology, procedures and equipment; ability to enter data into query and issue reports from database and spreadsheet programs; ability to deal courteously with the public both in person and on the telephone; ability to understand and follow simple oral and written directions; ability to greet the public in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff member after ascertaining their needs; ability to operate fax and copy machines; ability to hear well and speak distinctly; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- (b) Two (2) years of clerical experience.

WC: Adopted May 11, 2005
JC: Competitive

2022 Format Update

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

ATTACHMENT #7

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #27 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: 04/28/22
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. 12

Schedule "A"

ATTACHMENT #8

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 #39 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: ~~XXXXXXXXXX~~ Date of Vacancy: 4/28/22
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. 12

Schedule "A"

ATTACHMENT #9

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 #37 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: Date of Vacancy: 03/21/22
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

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and carries out plans to meet the needs of the individual or family;
Interviews clients to assess the need for social services;
Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
Finds, studies and evaluates family homes for the placement of children and adults;
Recommends foster homes and day care homes for certification;
Determines whether a child's or an adult's needs can best be met in an institution or foster home;
Supervises children/adults placed in foster homes or an institution;
Supervises foster parents in certified homes;
Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;
Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding;
Coordinates and develops a treatment plan and goal for the reunion of families;
Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;
Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;
Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court;
Maintains case records;
Prepares letters and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; ability to establish and maintain cooperative relationships with others; ability to prepare and maintain records and reports; ability to express ideas clearly, both orally and in writing; ability to understand and follow oral and written directions; good powers of observation and analysis; initiative; tact; good judgment; emotional maturity.

MINIMUM QUALIFICATIONS: Bachelor's Degree.

SPECIAL REQUIREMENTS:

1. Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
2. Certain assignments will require access to transportation to meet field requirements made in the ordinary course of business in a confidential, timely, and efficient manner.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: 7//10, 2//17; 11/21
JC: Competitive

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR MARCH 2022

FUND(S): A

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

EXPENSES	2022 BUDGETED	MAR 2022 EXP	MAR 2021 EXP	2022 YTD ACTUAL	2021 Prior Year Totals
110 Salaries - Regular	\$7,679,179.00	\$544,684.45	\$485,952.27	\$1,661,510.06	\$6,695,043.53
120 Salaries - Overtime	\$75,222.00	\$15,760.38	\$6,606.26	\$56,148.90	\$152,298.15
130 Salaries - Part Time	\$194,737.00	\$18,301.26	\$13,124.65	\$55,456.42	\$164,015.66
100's PERSONAL SERVICES Total	\$7,949,138.00	\$578,746.09	\$505,683.18	\$1,773,115.38	\$7,011,357.34
200's EQUIPMENT	\$500.00	\$2,168.35	\$2,575.99	\$8,524.64	\$75,764.22
400's CONTRACTUAL	\$23,713,507.66	\$908,854.05	\$1,600,941.56	\$3,827,659.70	\$22,133,158.54
800's EMPLOYEE BENEFITS	\$3,528,191.00	\$226,382.03	\$249,805.62	\$871,499.66	\$3,273,383.48
TOTALS	\$35,191,336.66	\$1,716,150.52	\$2,359,006.35	\$6,480,799.38	\$32,493,663.58

REVENUE	2022 BUDGETED	MAR 2022 REVENUE	MAR 2021 REVENUE	2022 YTD ACTUAL	2021 Prior Year Totals
	\$17,125,586.00	\$1,911,400.39	\$1,783,327.52	\$4,037,643.54	\$17,474,163.60

ATTACHMENT #10

Expense Budget Performance Report

Fiscal Year to Date 03/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6010 - Social Services										
EXPENSE										
<i>Personal Services</i>										
110	Salaries - Regular	6,735,301.00	.00	6,735,301.00	479,262.33	.00	1,452,459.24	5,282,841.76	22	5,801,708.60
120	Salaries - Overtime	49,222.00	.00	49,222.00	12,336.28	.00	37,733.61	11,488.39	77	102,227.77
130	Salaries - Part Time	63,148.00	.00	63,148.00	9,117.25	.00	31,094.81	32,053.19	49	65,573.22
	<i>Personal Services Totals</i>	\$6,847,671.00	\$0.00	\$6,847,671.00	\$500,715.86	\$0.00	\$1,521,287.66	\$5,326,383.34	22%	\$5,969,509.59
<i>Equipment</i>										
210	Furniture/Furnishings	.00	1,400.00	1,400.00	.00	.00	513.85	886.15	37	6,593.71
220	Office Equipment	.00	7,247.82	7,247.82	2,168.35	3,486.78	3,550.39	210.65	97	9,671.83
230										
230	Automotive Equipment	.00	.00	.00	.00	.00	.00	.00	+++	37,650.00
230.1	Automotive Equipment - Reserve	.00	.00	.00	.00	.00	.00	.00	+++	12,550.00
	230 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$50,200.00
260	Other Equipment	.00	500.00	500.00	.00	.00	49.99	450.01	10	.00
	<i>Equipment Totals</i>	\$0.00	\$9,147.82	\$9,147.82	\$2,168.35	\$3,486.78	\$4,114.23	\$1,546.81	83%	\$66,465.54
<i>Contractual Expense</i>										
410	Supplies	70,000.00	(2,434.18)	67,565.82	225.09	11,677.57	6,555.26	49,332.99	27	62,221.26
411	Rent-Building/Property	1,043,146.00	.00	1,043,146.00	.00	.00	260,786.34	782,359.66	25	1,366,817.60
418	Ins-General Liability	39,041.00	10,127.95	49,168.95	.00	.00	49,168.95	.00	100	33,524.80
423	Telephone	20,000.00	.00	20,000.00	950.01	.00	2,583.14	17,416.86	13	16,947.21
424	Postage	28,000.00	.00	28,000.00	.00	100.00	5,447.72	22,452.28	20	26,918.15
426	Subscriptions	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
427	Memberships & Dues	5,500.00	.00	5,500.00	.00	.00	5,266.00	234.00	96	5,488.00
428	Data Processing & Internet Fees	5,000.00	.00	5,000.00	195.98	1,780.00	661.94	2,558.06	49	4,048.11
432	Special Project Supply	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	75,101.00
435	Medical Fees	500.00	1,000.00	1,500.00	(37.23)	.00	811.11	688.89	54	1,972.65
436	Advertising Fees	250.00	.00	250.00	.00	.00	.00	250.00	0	49.57
439	Misc Fees & Expenses	8,000.00	.00	8,000.00	2,652.98	.00	3,442.03	4,557.97	43	34,258.13
440	Legal/Transcript Fees	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	7,535.00
441	Auto-Supplies & Repair	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	2,695.00
442	Automotive - Gas & Oil	7,500.00	.00	7,500.00	.00	.00	1,731.58	5,768.42	23	7,285.06
444	Travel/Education/Conference	12,000.00	(500.00)	11,500.00	125.25	.00	2,203.70	9,296.30	19	15,063.06
469	Other Payments/Contributions	3,000.00	.00	3,000.00	.00	(1,000.00)	1,000.00	3,000.00	0	1,000.00
470	Contract	471,500.00	40,842.05	512,342.05	15,879.89	241,725.35	37,593.87	233,022.83	55	478,869.77
	<i>Contractual Expense Totals</i>	\$1,979,937.00	\$49,035.82	\$2,028,972.82	\$19,991.97	\$254,282.92	\$377,251.64	\$1,397,438.26	31%	\$2,139,794.37
<i>Employee Benefits</i>										
810	Retirement	762,238.00	.00	762,238.00	59,888.68	.00	197,521.64	564,716.36	26	788,019.42
830	Social Security	421,998.00	.00	421,998.00	28,737.59	.00	88,566.47	333,431.53	21	345,426.81
831	Medicare Contribution	98,691.00	.00	98,691.00	6,720.89	.00	20,713.05	77,977.95	21	80,785.24

Expense Budget Performance Report

Fiscal Year to Date 03/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund A - General										
Department 6010 - Social Services										
EXPENSE										
<i>Employee Benefits</i>										
860	Hospitalization	1,400,979.00	.00	1,400,979.00	101,949.20	.00	352,959.43	1,048,019.57	25	1,295,219.15
865	Dental Insurance	23,232.00	.00	23,232.00	1,695.52	.00	5,851.20	17,380.80	25	21,839.55
<i>Employee Benefits Totals</i>		\$2,707,138.00	\$0.00	\$2,707,138.00	\$198,991.88	\$0.00	\$665,611.79	\$2,041,526.21	25%	\$2,531,290.17
<i>Other Benefits</i>										
840	Workmen's Compensation	30,332.00	.00	30,332.00	.00	.00	30,332.00	.00	100	30,519.22
850	Unemployment Insurance	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
855	Disability	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	9,768.28
861	Retirees Hospitalization	254,760.00	.00	254,760.00	.00	.00	42,199.76	212,560.24	17	215,935.16
862	Health Insurance Cost Reimbursement	5,250.00	.00	5,250.00	.00	.00	.00	5,250.00	0	2,135.47
<i>Other Benefits Totals</i>		\$306,342.00	\$0.00	\$306,342.00	\$0.00	\$0.00	\$72,531.76	\$233,810.24	24%	\$258,358.13
EXPENSE TOTALS		\$11,841,088.00	\$58,183.64	\$11,899,271.64	\$721,868.06	\$257,769.70	\$2,640,797.08	\$9,000,704.86	24%	\$10,965,417.80
Department 6010 - Social Services Totals (\$11,841,088.00) (\$58,183.64) (\$11,899,271.64) (\$721,868.06) (\$257,769.70) (\$2,640,797.08) (\$9,000,704.86) 24% (\$10,965,417.80)										
Department 6030 - Countryside Adult Home										
EXPENSE										
<i>Personal Services</i>										
110	Salaries - Regular	943,878.00	.00	943,878.00	65,422.12	.00	209,050.82	734,827.18	22	893,334.93
120	Salaries - Overtime	26,000.00	.00	26,000.00	3,424.10	.00	18,415.29	7,584.71	71	50,070.38
130	Salaries - Part Time	131,589.00	.00	131,589.00	9,184.01	.00	24,361.61	107,227.39	19	98,442.44
<i>Personal Services Totals</i>		\$1,101,467.00	\$0.00	\$1,101,467.00	\$78,030.23	\$0.00	\$251,827.72	\$849,639.28	23%	\$1,041,847.75
<i>Equipment</i>										
210	Furniture/Furnishings	.00	11,000.00	11,000.00	.00	10,973.00	.00	27.00	100	2,779.65
220	Office Equipment	.00	450.00	450.00	.00	.00	429.03	20.97	95	.00
260	Other Equipment	.00	39,286.02	39,286.02	.00	33,339.80	3,981.38	1,964.84	95	6,115.20
270	Lawn & Landscaping	500.00	.00	500.00	.00	.00	.00	500.00	0	403.83
<i>Equipment Totals</i>		\$500.00	\$50,736.02	\$51,236.02	\$0.00	\$44,312.80	\$4,410.41	\$2,512.81	95%	\$9,298.68
<i>Contractual Expense</i>										
410	Supplies	41,000.00	(7,995.00)	33,005.00	4,312.26	9,190.07	9,675.10	14,139.83	57	40,608.75
413	Repair & Maint.-Bldg/Property	20,000.00	.00	20,000.00	199.82	13,637.89	1,269.85	5,092.26	75	21,825.87
415	Electricity	28,000.00	.00	28,000.00	2,010.14	.00	4,061.96	23,938.04	15	24,920.15
416	Oil & Gas-Heating	22,000.00	.00	22,000.00	1,941.06	.00	14,536.86	7,463.14	66	24,158.79
417	Water/Sewer/Taxes	10,000.00	.00	10,000.00	.00	.00	1,746.60	8,253.40	17	10,013.97
418	Ins-General Liability	11,987.00	.00	11,987.00	.00	.00	9,829.42	2,157.58	82	10,176.38
422	Repair/Maint-Equipment	5,000.00	(2,500.00)	2,500.00	1,765.00	.00	1,765.00	735.00	71	837.50
423	Telephone	3,500.00	.00	3,500.00	95.68	.00	143.52	3,356.48	4	3,253.18
424	Postage	200.00	.00	200.00	46.40	.00	54.18	145.82	27	130.98
426	Subscriptions	500.00	.00	500.00	.00	.00	.00	500.00	0	474.00
427	Memberships & Dues	1,400.00	.00	1,400.00	.00	.00	1,344.00	56.00	96	1,344.00

Expense Budget Performance Report

Fiscal Year to Date 03/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6030 - Countryside Adult Home										
EXPENSE										
<i>Contractual Expense</i>										
428	Data Processing & Internet Fees	3,000.00	.00	3,000.00	754.83	.00	754.83	2,245.17	25	2,631.52
434	Allowances	18,500.00	.00	18,500.00	1,050.00	.00	3,350.00	15,150.00	18	14,750.00
435	Medical Fees	2,000.00	.00	2,000.00	.00	305.00	195.00	1,500.00	25	574.50
436	Advertising Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	295.00
437	Consulting Fees	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
439	Misc Fees & Expenses	1,000.00	7,000.00	8,000.00	.00	.00	.00	8,000.00	0	734.00
441	Auto-Supplies & Repair	3,000.00	.00	3,000.00	451.59	.00	451.59	2,548.41	15	4,020.67
442	Automotive - Gas & Oil	2,000.00	.00	2,000.00	.00	.00	406.05	1,593.95	20	2,359.11
444	Travel/Education/Conference	2,000.00	.00	2,000.00	163.95	.00	163.95	1,836.05	8	1,853.37
445	Foods	190,000.00	(450.00)	189,550.00	4,370.09	40,695.96	30,009.08	118,844.96	37	145,506.03
451	Medical Supply Expense	4,000.00	1,000.00	5,000.00	.00	4,175.00	.00	825.00	84	3,164.34
453	Uniforms & Clothing	200.00	7,000.00	7,200.00	.00	7,000.00	.00	200.00	97	248.97
470	Contract	45,000.00	.00	45,000.00	343.85	7,386.99	19,725.17	17,887.84	60	37,692.71
<i>Contractual Expense Totals</i>		\$419,787.00	\$4,055.00	\$423,842.00	\$17,504.67	\$82,390.91	\$99,482.16	\$241,968.93	43%	\$351,573.79
<i>Employee Benefits</i>										
810	Retirement	112,397.00	.00	112,397.00	8,858.11	.00	31,039.08	81,357.92	28	126,152.26
830	Social Security	68,289.00	.00	68,289.00	4,564.40	.00	14,924.52	53,364.48	22	61,570.30
831	Medicare Contribution	15,974.00	.00	15,974.00	1,067.46	.00	3,490.40	12,483.60	22	14,399.52
860	Hospitalization	173,273.00	.00	173,273.00	12,658.22	.00	46,673.65	126,599.35	27	168,178.63
865	Dental Insurance	3,312.00	.00	3,312.00	241.96	.00	891.18	2,420.82	27	3,253.35
<i>Employee Benefits Totals</i>		\$373,245.00	\$0.00	\$373,245.00	\$27,390.15	\$0.00	\$97,018.83	\$276,226.17	26%	\$373,554.06
<i>Other Benefits</i>										
840	Workmen's Compensation	19,254.00	.00	19,254.00	.00	.00	19,254.00	.00	100	14,763.47
850	Unemployment Insurance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
855	Disability	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
861	Retirees Hospitalization	97,469.00	.00	97,469.00	.00	.00	15,823.10	81,645.90	16	86,269.66
862	Health Insurance Cost Reimbursement	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
<i>Other Benefits Totals</i>		\$128,723.00	\$0.00	\$128,723.00	\$0.00	\$0.00	\$35,077.10	\$93,645.90	27%	\$101,033.13
EXPENSE TOTALS		\$2,023,722.00	\$54,791.02	\$2,078,513.02	\$122,925.05	\$126,703.71	\$487,816.22	\$1,463,993.09	30%	\$1,877,307.41
<i>Department 6030 - Countryside Adult Home Totals</i>		\$2,023,722.00	(\$54,791.02)	\$1,968,930.98	(\$122,925.05)	(\$126,703.71)	(\$487,816.22)	(\$1,463,993.09)	30%	(\$1,877,307.41)
Department 6050 - Public Facil. For Children										
EXPENSE										
<i>Contractual Expense</i>										
469	Other Payments/Contributions	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	1,935.00
<i>Contractual Expense Totals</i>		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$1,935.00
EXPENSE TOTALS		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$1,935.00
<i>Department 6050 - Public Facil. For Children Totals</i>		(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$0.00	\$0.00	(\$10,000.00)	0%	(\$1,935.00)

Expense Budget Performance Report

Fiscal Year to Date 03/31/22
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6055 - Daycare										
EXPENSE										
Contractual Expense										
470 Contract		1,071,747.00	.00	1,071,747.00	43,873.84	.00	58,127.83	1,013,619.17	5%	413,779.74
	<i>Contractual Expense Totals</i>	\$1,071,747.00	\$0.00	\$1,071,747.00	\$43,873.84	\$0.00	\$58,127.83	\$1,013,619.17	5%	\$413,779.74
	EXPENSE TOTALS	\$1,071,747.00	\$0.00	\$1,071,747.00	\$43,873.84	\$0.00	\$58,127.83	\$1,013,619.17	5%	\$413,779.74
	Department 6055 - Daycare Totals	(\$1,071,747.00)	\$0.00	(\$1,071,747.00)	(\$43,873.84)	\$0.00	(\$58,127.83)	(\$1,013,619.17)	5%	(\$413,779.74)
Department 6070 - Services for Recipients										
EXPENSE										
Contractual Expense										
470 Contract		350,000.00	.00	350,000.00	15,779.09	.00	25,865.55	324,134.45	7%	318,369.59
	<i>Contractual Expense Totals</i>	\$350,000.00	\$0.00	\$350,000.00	\$15,779.09	\$0.00	\$25,865.55	\$324,134.45	7%	\$318,369.59
	EXPENSE TOTALS	\$350,000.00	\$0.00	\$350,000.00	\$15,779.09	\$0.00	\$25,865.55	\$324,134.45	7%	\$318,369.59
	Department 6070 - Services for Recipients Totals	(\$350,000.00)	\$0.00	(\$350,000.00)	(\$15,779.09)	\$0.00	(\$25,865.55)	(\$324,134.45)	7%	(\$318,369.59)
Department 6100 - Medicaid										
EXPENSE										
Contractual Expense										
470 Contract		11,249,062.00	.00	11,249,062.00	376,452.00	.00	2,070,486.00	9,178,576.00	18%	10,076,645.00
	<i>Contractual Expense Totals</i>	\$11,249,062.00	\$0.00	\$11,249,062.00	\$376,452.00	\$0.00	\$2,070,486.00	\$9,178,576.00	18%	\$10,076,645.00
	EXPENSE TOTALS	\$11,249,062.00	\$0.00	\$11,249,062.00	\$376,452.00	\$0.00	\$2,070,486.00	\$9,178,576.00	18%	\$10,076,645.00
	Department 6100 - Medicaid Totals	(\$11,249,062.00)	\$0.00	(\$11,249,062.00)	(\$376,452.00)	\$0.00	(\$2,070,486.00)	(\$9,178,576.00)	18%	(\$10,076,645.00)
Department 6101 - Medical Assistance										
EXPENSE										
Contractual Expense										
470 Contract		.00	500.00	500.00	82.08	.00	82.08	417.92	16%	23,621.32
	<i>Contractual Expense Totals</i>	\$0.00	\$500.00	\$500.00	\$82.08	\$0.00	\$82.08	\$417.92	16%	\$23,621.32
	EXPENSE TOTALS	\$0.00	\$500.00	\$500.00	\$82.08	\$0.00	\$82.08	\$417.92	16%	\$23,621.32
	Department 6101 - Medical Assistance Totals	\$0.00	(\$500.00)	(\$500.00)	(\$82.08)	\$0.00	(\$82.08)	(\$417.92)	16%	(\$23,621.32)
Department 6109 - Aid To Dependent Children										
EXPENSE										
Contractual Expense										
470 Contract		1,700,000.00	.00	1,700,000.00	134,282.21	.00	346,963.19	1,353,036.81	20%	1,916,660.91
	<i>Contractual Expense Totals</i>	\$1,700,000.00	\$0.00	\$1,700,000.00	\$134,282.21	\$0.00	\$346,963.19	\$1,353,036.81	20%	\$1,916,660.91
	EXPENSE TOTALS	\$1,700,000.00	\$0.00	\$1,700,000.00	\$134,282.21	\$0.00	\$346,963.19	\$1,353,036.81	20%	\$1,916,660.91
	Department 6109 - Aid To Dependent Children Totals	(\$1,700,000.00)	\$0.00	(\$1,700,000.00)	(\$134,282.21)	\$0.00	(\$346,963.19)	(\$1,353,036.81)	20%	(\$1,916,660.91)
Department 6119 - Child Care										
EXPENSE										
Contractual Expense										
470 Contract		5,145,000.00	.00	5,145,000.00	212,476.87	.00	649,611.50	4,495,388.50	13%	5,028,668.12

Expense Budget Performance Report

Fiscal Year to Date 03/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6119 - Child Care										
EXPENSE										
<i>Contractual Expense Totals</i>										
		\$5,145,000.00	\$0.00	\$5,145,000.00	\$212,476.87	\$0.00	\$649,611.50	\$4,495,388.50	13%	\$5,028,668.12
	EXPENSE TOTALS	\$5,145,000.00	\$0.00	\$5,145,000.00	\$212,476.87	\$0.00	\$649,611.50	\$4,495,388.50	13%	\$5,028,668.12
Department 6119 - Child Care Totals										
		(\$5,145,000.00)	\$0.00	(\$5,145,000.00)	(\$212,476.87)	\$0.00	(\$649,611.50)	(\$4,495,388.50)	13%	(\$5,028,668.12)
Department 6123 - Juvenile Delinquent Care										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	3,406.76
<i>Contractual Expense Totals</i>										
		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$3,406.76
	EXPENSE TOTALS	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$3,406.76
Department 6123 - Juvenile Delinquent Care Totals										
		(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$0.00	\$0.00	(\$10,000.00)	0%	(\$3,406.76)
Department 6129 - State Training School										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	.00	.00	.00	.00	.00	.00	.00	+++	650,000.00
<i>Contractual Expense Totals</i>										
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$650,000.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$650,000.00
Department 6129 - State Training School Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$650,000.00)
Department 6140 - Home Relief										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	1,500,000.00	.00	1,500,000.00	87,511.32	.00	198,403.75	1,301,596.25	13	1,089,028.75
<i>Contractual Expense Totals</i>										
		\$1,500,000.00	\$0.00	\$1,500,000.00	\$87,511.32	\$0.00	\$198,403.75	\$1,301,596.25	13%	\$1,089,028.75
	EXPENSE TOTALS	\$1,500,000.00	\$0.00	\$1,500,000.00	\$87,511.32	\$0.00	\$198,403.75	\$1,301,596.25	13%	\$1,089,028.75
Department 6140 - Home Relief Totals										
		(\$1,500,000.00)	\$0.00	(\$1,500,000.00)	(\$87,511.32)	\$0.00	(\$198,403.75)	(\$1,301,596.25)	13%	(\$1,089,028.75)
Department 6141 - Fuel Crisis Assistance										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	30,000.00	.00	30,000.00	.00	.00	8.00	29,992.00	0	41,624.27
<i>Contractual Expense Totals</i>										
		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$8.00	\$29,992.00	0%	\$41,624.27
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$8.00	\$29,992.00	0%	\$41,624.27
Department 6141 - Fuel Crisis Assistance Totals										
		(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	(\$8.00)	(\$29,992.00)	0%	(\$41,624.27)
Department 6142 - Emergency Aid For Adults										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	30,000.00	(500.00)	29,500.00	900.00	.00	1,378.00	28,122.00	5	2,252.64
<i>Contractual Expense Totals</i>										
		\$30,000.00	(\$500.00)	\$29,500.00	\$900.00	\$0.00	\$1,378.00	\$28,122.00	5%	\$2,252.64
	EXPENSE TOTALS	\$30,000.00	(\$500.00)	\$29,500.00	\$900.00	\$0.00	\$1,378.00	\$28,122.00	5%	\$2,252.64

Expense Budget Performance Report

Fiscal Year to Date 03/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6142 - Emergency Aid For Adults	Totals	(\$30,000.00)	\$500.00	(\$29,500.00)	(\$900.00)	\$0.00	(\$1,378.00)	(\$28,122.00)	5%	(\$2,252.64)
Department 7311 - Youth Bureau	EXPENSE									
Other Benefits										
861	Retirees Hospitalization	12,743.00	.00	12,743.00	.00	.00	1,260.18	11,482.82	10%	9,147.99
	<i>Other Benefits Totals</i>	\$12,743.00	\$0.00	\$12,743.00	\$0.00	\$0.00	\$1,260.18	\$11,482.82	10%	\$9,147.99
	EXPENSE TOTALS	\$12,743.00	\$0.00	\$12,743.00	\$0.00	\$0.00	\$1,260.18	\$11,482.82	10%	\$9,147.99
Department 7311 - Youth Bureau	Totals	(\$12,743.00)	\$0.00	(\$12,743.00)	\$0.00	\$0.00	(\$1,260.18)	(\$11,482.82)	10%	(\$9,147.99)
Department 7312 - Special Delinquency Prev.	EXPENSE									
Contractual Expense										
424	Postage	.00	.00	.00	.00	.00	.00	.00	+++	10.07
427	Memberships & Dues	.00	.00	.00	.00	.00	.00	.00	+++	175.00
470	Contract	105,000.00	.00	105,000.00	.00	105,000.00	.00	.00	100%	31,995.00
	<i>Contractual Expense Totals</i>	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$0.00	100%	\$32,180.07
	EXPENSE TOTALS	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$0.00	100%	\$32,180.07
Department 7312 - Special Delinquency Prev.	Totals	(\$105,000.00)	\$0.00	(\$105,000.00)	\$0.00	(\$105,000.00)	\$0.00	\$0.00	100%	(\$32,180.07)
Department 7313 - Youth Court	EXPENSE									
Contractual Expense										
470	Contract	.00	.00	.00	.00	.00	.00	.00	+++	43,618.21
	<i>Contractual Expense Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$43,618.21
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$43,618.21
Department 7313 - Youth Court	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$43,618.21)
Fund A - General	Totals	\$35,078,362.00	\$112,974.66	\$35,191,336.66	\$1,716,150.52	\$489,473.41	\$6,480,799.38	\$28,221,063.87		\$32,493,663.58
	Grand Totals	\$35,078,362.00	\$112,974.66	\$35,191,336.66	\$1,716,150.52	\$489,473.41	\$6,480,799.38	\$28,221,063.87		\$32,493,663.58

WARREN COUNTY Receipts by G/L Distribution Report - Summary

From Date: 03/01/2022 - To Date: 03/31/2022

G/L Account Number	G/L Date	Due To/From Fund Project	Transactions	Debit Amount	Credit Amount
Fund: A - General					
Account: 400.00 - State&Federal,Social Services					
	03/02/2022		3	\$0.00	\$114,793.00
	03/03/2022		1	\$0.00	\$30,768.00
	03/04/2022		1	\$0.00	\$311,431.00
	03/07/2022		1	\$0.00	\$64,377.00
	03/09/2022		2	\$0.00	\$344,432.00
	03/10/2022		2	\$0.00	\$179,358.00
	03/24/2022		2	\$0.00	\$72,628.00
	03/31/2022		2	\$0.00	\$539,197.00
Account Total: State&Federal,Social Services			14	\$0.00	\$1,656,984.00
Fund Total: General				\$0.00	\$1,656,984.00
Grand Total:			14	\$0.00	\$1,656,984.00

FED + STATE

LOCAL

TOTAL REVENUE

3/22

254,416.39

1,911,400.39

\$0.00 \$126,136.70

Department: 6140 - Home Relief

Account: 1840 - Repay of Home Relief

03/08/2022	1	\$0.00	\$5,724.00
03/18/2022	2	\$0.00	\$5,711.50
03/21/2022	1	\$0.00	\$651.28
03/24/2022	1	\$0.00	\$161.00
03/30/2022	1	\$0.00	\$128.00
03/31/2022	1	\$0.00	\$7,135.35

Account Total: Repay of Home Relief 7 \$0.00 \$19,511.13

Department Total: Home Relief \$0.00 \$19,511.13

Department: 6142 - Emergency Aid For Adults

Account: 1842 - Repay Emer Aid for Adults

03/31/2022	1	\$0.00	\$1,300.00
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Account Total: Repay Emer Aid for Adults 1 \$0.00 \$1,300.00

Department Total: Emergency Aid For Adults \$0.00 \$1,300.00

Fund Total: General \$0.00 \$254,416.39

Grand Total: 23 \$0.00 \$254,416.39

WARREN COUNTY

Receipts by G/L Distribution Report - Summary

From Date: 03/01/2022 - To Date: 03/31/2022

G/L Account Number	G/L Date	Due To/From Fund Project	Transactions	Debit Amount	Credit Amount
Fund: A - General					
Department: 6010 - Social Services					
Account: 1810 - Administration					
	03/21/2022		1	\$0.00	\$850.92
	03/31/2022		1	\$0.00	\$5,885.15
Account Total: Administration			2	\$0.00	\$6,736.07
Account: 1811 - Medical Incentive Earning					
	03/08/2022		1	\$0.00	\$96.93
	03/21/2022		1	\$0.00	\$3,723.00
Account Total: Medical Incentive Earning			2	\$0.00	\$3,819.93
Account: 3610 - Social Services Admin					
	03/31/2022		2	\$0.00	\$9,248.61
Account Total: Social Services Admin			2	\$0.00	\$9,248.61
Department Total: Social Services				\$0.00	\$19,804.61
Department: 6030 - Countryside Adult Home					
Account: 1830 - Repay - Adult Care, Pub Inst					
	03/31/2022		2	\$0.00	\$70,013.90
Account Total: Repay - Adult Care, Pub Inst			2	\$0.00	\$70,013.90
Department Total: Countryside Adult Home				\$0.00	\$70,013.90
Department: 6101 - Medical Assistance					
Account: 1801 - Repay of Medical Assist					
	03/21/2022		1	\$0.00	\$3,276.15
	03/31/2022		1	\$0.00	\$5,369.80
Account Total: Repay of Medical Assist			2	\$0.00	\$8,645.95
Department Total: Medical Assistance				\$0.00	\$8,645.95
Department: 6109 - Aid To Dependent Children					
Account: 1809 - Repay of Aid to A.D.C.					
	03/21/2022		2	\$0.00	\$8,257.60
	03/31/2022		1	\$0.00	\$746.50
Account Total: Repay of Aid to A.D.C.			3	\$0.00	\$9,004.10
Department Total: Aid To Dependent Children				\$0.00	\$9,004.10
Department: 6119 - Child Care					
Account: 1819 - Repay of Child Care					
	03/21/2022		1	\$0.00	\$3,235.37
	03/31/2022		1	\$0.00	\$122,901.33
Account Total: Repay of Child Care			2	\$0.00	\$126,136.70
Department Total: Child Care				\$0.00	\$126,136.70

