

**Human Services Committee**  
**Warren County Department of Social Services**  
COMMITTEE MEETING AGENDA  
August 22, 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:**

Notice of Intent to Fill the position of Social Welfare Examiner #9, (Grade 8, Base Salary \$43,638), in the Temporary Assistance Unit, due to promotion effective 11/28/21.

**Rationale:** The position is mandated and reimbursed.

**Attachment #1**

**2. Request:**

Notice of Intent to Fill the position of Social Welfare Examiner #17, (Grade 8, Base Salary \$43,638), in the Medicaid Unit, due to retirement effective 1/10/22.

**Rationale:** The position is mandated and reimbursed.

**Attachment #2**

**3. Request:**

Notice of Intent to Fill the position of Social Services Investigator #2, (Grade 11, Base Salary \$47,145), in the Fraud Unit, due to resignation effective 8/4/22.

**Rationale:** The position is mandated and reimbursed.

**Attachment #3**

**4. Request:**

Notice of Intent to Fill the position of Senior Caseworker #4, (Grade 18, Base Salary \$56,104), in the Child Protective Services Unit, due to resignation effective 8/27/22.

**Rationale:** The position is mandated and reimbursed.

**Attachment #4**

**5. Request:**

Notice of Intent to Fill the position of Caseworker #16, (Grade 16, Base Salary \$52,743), in the Foster Care/Adoption Unit, due to transfer effective 9/5/22.

**Rationale:** The position is mandated and reimbursed.

**Attachment #5**

**6. Request:**

Notice of Intent to Fill the position of Senior Caseworker #2, (Grade 18, Base Salary \$56,104), in the Foster Care/Adoption Unit, due to resignation effective 9/7/22.

**Rationale:** The position is mandated and reimbursed.

**Attachment #6**

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 #7

Commissioner presenting for Youth Bureau

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) Notice of Intent to Fill – Social Welfare Examiner #9 – Temporary Assistance Unit
- 2) Notice of Intent to Fill – Social Welfare Examiner #17 – Medicaid Unit
- 3) Notice of Intent to Fill – Social Services Investigator #2 – Fraud Unit
- 4) Notice of Intent to Fill – Sr. Caseworker #4 – Child Protective Services Unit
- 5) Notice of Intent to Fill – Caseworker #16 – Foster Care/Adoption Unit
- 6) Notice of Intent to Fill – Sr. Caseworker #2 – Foster Care/Adoption Unit
- 7) 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: 40.00  
Title of Position: Social Welfare Examiner #9 Base Salary of Position: \$43,638 Grade: 8  
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: 11/29/21  
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**

**ATTACHMENT #2**

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: 40.03  
Title of Position: Social Welfare Examiner #17 Base Salary of Position: \$43,638 Grade: 8  
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: 1/10/22  
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 \_\_\_\_\_

## SOCIAL WELFARE EXAMINER

**DISTINGUISHING FEATURES OF THE CLASS:** Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, case management, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher-ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high-ranking administrator.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;

Where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;

Makes an evaluation of applicant's financial eligibility for assistance;

May determine initial categorical eligibility;

Assesses client's situation to determine barriers to self-sufficiency;

Evaluates available resource details in relation to financial eligibility;

Prepares and computes budget for the applicant;

Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;

Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;

May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;

Recommends emergency grants as needed; Makes re-determinations of financial eligibility;

Explains the validation process to the applicant;

Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;

Informs applicants about the range of services in the agency;

If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;

Makes referrals for full field investigation where presumption of fraud is indicated.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments;

Familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; Ability to enter and maintain data and records in computer database;

Ability to establish rapport and motivate client to self-sufficiency; Ability to deal effectively with others;

Ability to analyze facts obtained and use facts in making judgments regarding eligibility;

Ability to understand and follow directions; Good powers of observation and perception;

Initiative, tact, good judgment; Physical condition commensurate with the demands of the position.

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

- A) Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B) Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

# 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: 40.14  
Title of Position: Social Services Investigator #2 Base Salary of Position: \$47,145 Grade: 11  
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: 8/4/22  
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 \_\_\_\_\_

## SOCIAL SERVICES INVESTIGATOR

**GENERAL STATEMENT OF DUTIES:** Investigates individuals and vendors in connection with support of welfare recipients, desertion by parents or spouses and welfare fraud; assists the Sheriff's Office and District Attorney's Office with the investigation and preparation of criminal welfare fraud cases; makes determinations of case disposition when criminal prosecution is not appropriate; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves research and field investigation of individuals and vendors in cases where there is allegation or suspicion of improper amounts of payments and attempted or actual welfare fraud. Incumbents are responsible for gathering evidence and documentation, including individuals' statements to develop legally acceptable cases. The work includes attempts to persuade defaulters to make or resume payment and negotiating or renegotiating agreements according to changing personal and financial situations. The work is performed under the general direction of the Commissioner of Social Services, Deputy Commissioner of Social Services and the Director of Child Support Enforcement/Welfare Fraud.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Investigates complaints charging recipient or vendor fraud in welfare cases;  
Reviews records of delinquent accounts to determine necessary action;  
Reads public assistance rules and obtains information to determine type of fraud involved and the possible criminal charges;  
Interviews clients, their relatives and others and initiates proper procedure to obtain support or gather information concerning violation of social services laws;  
Makes field visits to question recipients' neighbors, acquaintances, employers and others to secure information for the possible prosecution of fraud cases;  
Secures evidence and affidavits required by the District Attorney for indictment and prosecution of welfare fraud cases;  
Prepares reports for each case describing all steps taken, visits made, witnesses questioned and facts established for submission to appropriate authorities;  
Attempts to locate missing respondents;  
Answers correspondence and inquiries concerning welfare fraud matters from other government agencies, beneficiaries and respondents;  
Assists the Social Services Attorney in preparing cases for court hearings and attends court hearings when necessary.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of investigative techniques used in determining financial practices and status of vendors and individuals and in locating missing persons;  
Good knowledge of office terminology and modern methods used in keeping and checking financial records and reports;  
Working knowledge of federal and state social service and related laws and regulations in regard to all Social Services Eligibility Programs;  
Ability to be courteous and yet firm with the public;  
Ability to develop materials for legal actions according to prescribed regulations;  
Ability to prepare written reports; Ability to analyze facts and use them in making judgments in fraud cases;  
Physical condition suitable to the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school and either:

- A) Five (5) years of experience in work relating to an investigation program of which two years must have been in field investigation; or
- B) Graduation from a regionally accredited or New York State registered four-year college or university and one-year experience in field investigation; or
- C) Any equivalent combination of experience and training as described above.

RESOLUTION REQUEST FORM NO. 12

ATTACHMENT #4

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: Senior Caseworker #4 Base Salary of Position: \$56,104 Grade: 18
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: 8/29/22
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

## SENIOR CASEWORKER

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, a Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. A Senior Caseworker may supervise a small group of subordinate workers and volunteers. The functional duties are similar to those of the Caseworker except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Interviews applicants and persons referring cases of children needing care, supervision or services;  
Recommends services necessary to carry out plans to meet the needs of individuals or families;  
Makes visits to applicants to ascertain the need for services;  
Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;  
Aids individual Caseworkers in formulating service and work organization plans;  
In each case, in cooperation with the individual or family, plans the use to be made of available resources;  
Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;  
Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;  
When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;  
Finds family homes interested in caring for children;  
Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;  
Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;  
Plans with parents and relatives for the care of children and re-establishment of the home;  
Makes referrals to other agencies when indicated;  
Writes letters and reports as required;  
Periodically reviews cases to determine changes in client situation affecting the need for service;  
Assists a Case Supervisor in administering the work of the unit.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of modern principles and practices of social casework and social group work including child welfare services;  
Working knowledge of Federal, State and local Social Services laws and programs;  
Ability to apply knowledge in performance of duties;  
Skill in interviewing;  
Knowledge of the techniques of preparing social studies;  
Ability to establish and maintain successful relationships with people;  
Ability to direct the work of others; Ability to interpret the work of the agency;  
Initiative, good powers of observation and analysis; Sensitivity to the reaction of others,  
Tact, emotional maturity, good judgment;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree in one of the behavioral sciences or criminal justice and two (2) years full time satisfactory paid experience in social work with a public or private social agency adhering to acceptable standards; or
- B) Bachelor's degree in any field and four years full time paid social work experience as described above; or
- C) An equivalent combination of training and experience as defined in A and B above.

**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.

**NOTE:** Social casework experience does not include experience gained as an income maintenance, medical assistance, or food stamp examiner. It also excludes experience which is custodial in nature and/or which involved providing direct personal care to clients such as nursing, nurses aides, home health aides or similar experience.

**NOTE:** Behavioral science is a sub-set of social sciences including psychology, sociology, anthropology, social work and human services.

**NOTE:** In compliance with Section 424-a of the Social Service Law those candidates who successfully pass the exam and who are being considered for employment will be required to sign a release form for clearance determination by the State Child Abuse/Neglect Central Register.

**SPECIAL REQUIREMENTS:**

- A) Incumbent must be available to assume after-hours Protective Casework Assignments as required. Assignments may be weeknights, weekends and holidays.
- B) Certain assignments made to employees in this class with require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

# 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: 40.01

Title of Position: Caseworker #16 Base Salary of Position: \$52,743 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: 9/5/22

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.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

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

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

### **SPECIAL REQUIREMENTS:**

- A) Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
- B) 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.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

ATTACHMENT #6

## 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: Senior Caseworker #2 Base Salary of Position: \$56,104 Grade: 18  
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: 9/7/22  
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 \_\_\_\_\_

## SENIOR CASEWORKER

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, a Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. A Senior Caseworker may supervise a small group of subordinate workers and volunteers. The functional duties are similar to those of the Caseworker except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Interviews applicants and persons referring cases of children needing care, supervision or services;  
Recommends services necessary to carry out plans to meet the needs of individuals or families;  
Makes visits to applicants to ascertain the need for services;  
Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;  
Aids individual Caseworkers in formulating service and work organization plans;  
In each case, in cooperation with the individual or family, plans the use to be made of available resources;  
Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;  
Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;  
When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;  
Finds family homes interested in caring for children;  
Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;  
Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;  
Plans with parents and relatives for the care of children and re-establishment of the home;  
Makes referrals to other agencies when indicated;  
Writes letters and reports as required;  
Periodically reviews cases to determine changes in client situation affecting the need for service;  
Assists a Case Supervisor in administering the work of the unit.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of modern principles and practices of social casework and social group work including child welfare services;  
Working knowledge of Federal, State and local Social Services laws and programs;  
Ability to apply knowledge in performance of duties;  
Skill in interviewing;  
Knowledge of the techniques of preparing social studies;  
Ability to establish and maintain successful relationships with people;  
Ability to direct the work of others; Ability to interpret the work of the agency;  
Initiative, good powers of observation and analysis; Sensitivity to the reaction of others,  
Tact, emotional maturity, good judgment;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree in one of the behavioral sciences or criminal justice and two (2) years full time satisfactory paid experience in social work with a public or private social agency adhering to acceptable standards; or
- B) Bachelor's degree in any field and four years full time paid social work experience as described above; or
- C) An equivalent combination of training and experience as defined in A and B above.

**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.

**NOTE:** Social casework experience does not include experience gained as an income maintenance, medical assistance, or food stamp examiner. It also excludes experience which is custodial in nature and/or which involved providing direct personal care to clients such as nursing, nurses aides, home health aides or similar experience.

**NOTE:** Behavioral science is a sub-set of social sciences including psychology, sociology, anthropology, social work and human services.

**NOTE:** In compliance with Section 424-a of the Social Service Law those candidates who successfully pass the exam and who are being considered for employment will be required to sign a release form for clearance determination by the State Child Abuse/Neglect Central Register.

**SPECIAL REQUIREMENTS:**

- A) Incumbent must be available to assume after-hours Protective Casework Assignments as required. Assignments may be weeknights, weekends and holidays.
- B) Certain assignments made to employees in this class with require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR JULY 2022

FUND(S): A

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

EXPENSES	2022 BUDGETED	JULY 2022 EXP	JULY 2021 EXP	2022 YTD ACTUAL	2021 Prior Year Totals
110 Salaries - Regular	\$7,679,179.00	\$829,610.67	\$591,973.04	\$4,108,796.39	\$6,695,043.53
120 Salaries - Overtime	\$75,222.00	\$19,715.23	\$10,441.75	\$122,732.87	\$152,298.15
130 Salaries - Part Time	\$194,737.00	\$24,780.44	\$11,711.96	\$124,413.86	\$164,015.66
<b>100's PERSONAL SERVICES Total</b>	<b>\$7,949,138.00</b>	<b>\$874,106.34</b>	<b>\$614,126.75</b>	<b>\$4,355,943.12</b>	<b>\$7,011,357.34</b>
200's EQUIPMENT	\$61,633.84	\$162.00	\$712.76	\$18,487.98	\$75,764.22
400's CONTRACTUAL	\$23,780,007.96	\$2,084,343.71	\$1,565,079.28	\$12,313,941.89	\$22,160,405.73
800's EMPLOYEE BENEFITS	\$3,528,191.00	\$324,082.88	\$230,234.43	\$1,927,469.96	\$3,273,383.48
<b>TOTALS</b>	<b>\$35,318,970.80</b>	<b>\$3,282,694.93</b>	<b>\$2,410,153.22</b>	<b>\$18,615,842.95</b>	<b>\$32,520,910.77</b>

REVENUE	2022 BUDGETED	JULY 2022 REVENUE	JULY 2021 REVENUE	2022 YTD ACTUAL	2021 Prior Year Totals
	\$17,125,586.00	\$1,190,365.90	\$2,410,153.22	\$8,692,662.64	\$17,474,163.60

ATTACHMENT #7

# Expense Budget Performance Report

Fiscal Year to Date 07/31/22

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
<b>Fund A - General</b>										
<b>Department 6010 - Social Services</b>										
<b>EXPENSE</b>										
<i>Personal Services</i>										
110	Salaries - Regular	6,735,301.00	280,720.00	7,016,021.00	731,950.96	.00	3,608,296.91	3,407,724.09	51	5,801,708.60
120	Salaries - Overtime	49,222.00	.00	49,222.00	12,448.41	.00	79,448.74	(30,226.74)	161	102,227.77
130	Salaries - Part Time	63,148.00	.00	63,148.00	6,793.94	.00	53,830.60	9,317.40	85	65,573.22
	<i>Personal Services Totals</i>	\$6,847,671.00	\$280,720.00	\$7,128,391.00	\$751,193.31	\$0.00	\$3,741,576.25	\$3,386,814.75	52%	\$5,969,509.59
<i>Equipment</i>										
210	Furniture/Furnishings	.00	900.00	900.00	.00	.00	767.10	132.90	85	6,593.71
220	Office Equipment	.00	10,247.82	10,247.82	(214.18)	2,497.97	7,054.59	695.26	93	9,671.83
<b>230</b>	<b>Automotive Equipment</b>	.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
<b>260</b>	<b>Other Equipment</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$50,200.00
	<i>Equipment Totals</i>	\$0.00	\$11,647.82	\$11,647.82	(\$214.18)	\$2,497.97	\$8,151.93	\$997.92	91%	\$66,465.54
<i>Contractual Expense</i>										
410	Supplies	70,000.00	(8,434.18)	61,565.82	2,084.88	8,165.99	28,120.76	25,279.07	59	62,221.26
411	Rent-Building/Property	1,043,146.00	.00	1,043,146.00	86,928.78	.00	608,501.46	434,644.54	58	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	1,298.03	.00	7,701.51	12,298.49	39	16,947.21
424	Postage	28,000.00	.00	28,000.00	400.00	100.00	15,429.86	12,470.14	55	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	1,026.00	2,210.86	1,763.14	65	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	3,000.00	3,500.00	1,099.46	.00	2,987.38	512.62	85	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	1,500.00	9,500.00	1,874.72	.00	8,234.22	1,265.78	87	34,258.13
440	Legal/Transcript Fees	10,000.00	.00	10,000.00	60.00	.00	2,809.00	7,191.00	28	7,535.00
441	Auto-Supplies & Repair	6,000.00	1,255.14	7,255.14	.00	.00	4,516.07	2,739.07	62	2,695.00
442	Automotive - Gas & Oil	7,500.00	.00	7,500.00	1,582.49	.00	7,147.94	352.06	95	7,285.06
444	Travel/Education/Conference	12,000.00	(500.00)	11,500.00	.00	.00	4,369.15	7,130.85	38	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	52,505.43	181,747.24	260,460.50	70,134.31	86	478,869.77
471	Administration	.00	126,379.00	126,379.00	786.00	.00	786.00	125,593.00	1	.00
	<i>Contractual Expense Totals</i>	\$1,979,937.00	\$174,169.96	\$2,154,106.96	\$148,815.77	\$190,039.23	\$1,008,709.66	\$955,358.07	56%	\$2,139,794.37
<i>Employee Benefits</i>										
810	Retirement	762,238.00	29,475.60	791,713.60	75,829.83	.00	421,249.14	370,464.46	53	788,019.42
830	Social Security	421,998.00	17,404.64	439,402.64	44,242.57	.00	217,127.83	222,274.81	49	345,426.81

# Expense Budget Performance Report

Fiscal Year to Date 07/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund A - General</b>										
<b>Department 6010 - Social Services</b>										
<b>EXPENSE</b>										
<i>Employee Benefits</i>										
831	Medicare Contribution	98,691.00	4,070.44	102,761.44	10,347.11	.00	50,779.95	51,981.49	49	80,785.24
860	Hospitalization	1,400,979.00	.00	1,400,979.00	151,242.24	.00	805,353.50	595,625.50	57	1,295,219.15
865	Dental Insurance	23,232.00	.00	23,232.00	2,499.00	.00	13,304.74	9,927.26	57	21,839.55
<i>Employee Benefits Totals</i>		\$2,707,138.00	\$50,950.68	\$2,758,088.68	\$284,160.75	\$0.00	\$1,507,815.16	\$1,250,273.52	55%	\$2,531,290.17
<i>Other Benefits</i>										
840	Workman'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	769.57	.00	441.72	7,558.28	6	9,768.28
861	Retirees Hospitalization	254,760.00	.00	254,760.00	.00	.00	131,141.16	123,618.84	51	215,935.16
862	Health Insurance Cost Reimbursement	5,250.00	.00	5,250.00	.00	.00	1,030.71	4,219.29	20	2,135.47
<i>Other Benefits Totals</i>		\$306,342.00	\$0.00	\$306,342.00	\$769.57	\$0.00	\$162,945.59	\$143,396.41	53%	\$258,358.13
<b>EXPENSE TOTALS</b>		\$1,841,088.00	\$517,488.46	\$1,323,599.54	\$1,184,725.22	\$192,537.20	\$6,429,198.59	\$5,736,840.67	54%	\$10,965,417.80
<b>Department 6010 - Social Services Totals</b>										
<b>(\$11,841,088.00) (\$12,358,576.46) (\$1,184,725.22) (\$6,429,198.59) (\$5,736,840.67) (\$10,965,417.80)</b>										
<b>Department 6030 - Countryside Adult Home</b>										
<b>EXPENSE</b>										
<i>Personal Services</i>										
110	Salaries - Regular	943,878.00	7,400.00	951,278.00	97,659.71	.00	500,499.48	450,778.52	53	893,334.93
120	Salaries - Overtime	26,000.00	40,000.00	66,000.00	7,266.79	.00	43,284.10	22,715.90	66	50,070.38
130	Salaries - Part Time	131,589.00	5,324.00	136,913.00	17,986.53	.00	70,583.29	66,329.71	52	98,442.44
<i>Personal Services Totals</i>		\$1,101,467.00	\$52,724.00	\$1,154,191.00	\$122,913.03	\$0.00	\$614,366.87	\$539,824.13	53%	\$1,041,847.75
<i>Equipment</i>										
210	Furniture/Furnishings	.00	11,750.00	11,750.00	376.18	5,651.62	5,986.35	112.03	99	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	33,293.96	5,247.05	745.01	98	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	\$51,486.02	\$51,986.02	\$376.18	\$38,945.58	\$11,662.43	\$1,378.01	97%	\$9,298.68
<i>Contractual Expense</i>										
410	Supplies	41,000.00	(1,745.00)	39,255.00	897.92	8,342.05	19,302.15	11,610.80	70	40,608.75
413	Repair & Maint.-Bldg/Property	20,000.00	.00	20,000.00	403.66	11,094.62	7,517.32	1,388.06	93	21,825.87
415	Electricity	28,000.00	.00	28,000.00	2,238.05	.00	12,550.45	15,449.55	45	24,920.15
416	Oil & Gas-Heating	22,000.00	6,000.00	28,000.00	348.89	6,000.00	19,833.28	2,166.72	92	24,158.79
417	Water/Sewer/Taxes	10,000.00	.00	10,000.00	3,024.63	.00	7,499.85	2,500.15	75	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	.00	.00	1,801.09	698.91	72	837.50
423	Telephone	3,500.00	.00	3,500.00	48.28	.00	373.85	3,126.15	11	3,253.18
424	Postage	200.00	.00	200.00	46.40	.00	135.72	64.28	68	130.98
426	Subscriptions	500.00	.00	500.00	.00	.00	.00	500.00	0	474.00

# Expense Budget Performance Report

Fiscal Year to Date 07/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>										
<b>Department 6030 - Countryside Adult Home</b>										
<b>EXPENSE</b>										
<i>Contractual Expense</i>										
427	Memberships & Dues	1,400.00	.00	1,400.00	.00	.00	1,344.00	56.00	96	1,344.00
428	Data Processing & Internet Fees	3,000.00	.00	3,000.00	.00	.00	1,906.55	1,093.45	64	2,631.52
434	Allowances	18,500.00	.00	18,500.00	.00	.00	8,600.00	9,900.00	46	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	.00	1,000.00	.00	.00	625.25	374.75	63	734.00
441	Auto-Supplies & Repair	3,000.00	.00	3,000.00	.00	.00	1,542.96	1,457.04	51	4,020.67
442	Automotive - Gas & Oil	2,000.00	.00	2,000.00	.00	.00	1,806.00	194.00	90	2,359.11
444	Travel/Education/Conference	2,000.00	.00	2,000.00	.00	500.00	816.27	683.73	66	1,853.37
445	Foods	190,000.00	(450.00)	189,550.00	13,426.37	24,330.76	91,887.55	73,331.69	61	145,506.03
451	Medical Supply Expense	4,000.00	1,000.00	5,000.00	291.70	2,499.00	1,336.00	1,165.00	77	3,164.34
453	Uniforms & Clothing	200.00	7,000.00	7,200.00	.00	8.35	6,991.65	200.00	97	248.97
470	Contract	45,000.00	(6,000.00)	39,000.00	1,417.70	6,517.05	23,785.81	8,697.14	78	37,692.71
		<b>\$419,787.00</b>	<b>\$3,305.00</b>	<b>\$423,092.00</b>	<b>\$22,143.80</b>	<b>\$59,596.83</b>	<b>\$219,680.17</b>	<b>\$143,815.00</b>	<b>66%</b>	<b>\$351,573.79</b>
<i>Contractual Expense Totals</i>										
<b>Employee Benefits</b>										
810	Retirement	112,397.00	5,641.02	118,038.02	11,547.08	.00	66,101.25	51,936.77	56	126,152.26
830	Social Security	68,289.00	3,330.88	71,619.88	7,360.52	.00	36,361.68	35,258.20	51	61,570.30
831	Medicare Contribution	15,974.00	779.00	16,753.00	1,721.40	.00	8,503.94	8,249.06	51	14,399.52
860	Hospitalization	173,273.00	.00	173,273.00	18,174.48	.00	101,738.99	71,534.01	59	168,178.63
865	Dental Insurance	3,312.00	.00	3,312.00	349.08	.00	1,947.66	1,364.34	59	3,253.35
		<b>\$373,245.00</b>	<b>\$9,750.90</b>	<b>\$382,995.90</b>	<b>\$39,152.56</b>	<b>\$0.00</b>	<b>\$214,653.52</b>	<b>\$168,342.38</b>	<b>56%</b>	<b>\$373,554.06</b>
<i>Employee Benefits Totals</i>										
<b>Other Benefits</b>										
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	1,000.00	2,500.00	.00	.00	(269.33)	2,769.33	-11	.00
861	Retirees Hospitalization	97,469.00	.00	97,469.00	.00	.00	50,646.18	46,822.82	52	86,269.66
862	Health Insurance Cost Reimbursement	1,500.00	.00	1,500.00	.00	.00	750.00	750.00	50	.00
		<b>\$128,723.00</b>	<b>\$1,000.00</b>	<b>\$129,723.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$70,380.85</b>	<b>\$59,342.15</b>	<b>54%</b>	<b>\$101,033.13</b>
<i>Other Benefits Totals</i>										
<b>EXPENSE TOTALS</b>		<b>\$2,023,722.00</b>	<b>\$118,265.92</b>	<b>\$2,141,987.92</b>	<b>\$184,585.57</b>	<b>\$98,542.41</b>	<b>\$1,130,743.84</b>	<b>\$912,701.67</b>	<b>57%</b>	<b>\$1,877,307.41</b>
		<b>(\$2,023,722.00)</b>	<b>(\$118,265.92)</b>	<b>(\$2,141,987.92)</b>	<b>(\$184,585.57)</b>	<b>(\$98,542.41)</b>	<b>(\$1,130,743.84)</b>	<b>(\$912,701.67)</b>	<b>57%</b>	<b>(\$1,877,307.41)</b>
<b>Department 6030 - Countryside Adult Home</b>										
<b>Department 6050 - Public Facil. For Children</b>										
<b>EXPENSE</b>										
<i>Contractual Expense</i>										
469	Other Payments/Contributions	10,000.00	31,000.00	41,000.00	12,586.00	.00	12,694.58	28,305.42	31	1,935.00
		<b>\$10,000.00</b>	<b>\$31,000.00</b>	<b>\$41,000.00</b>	<b>\$12,586.00</b>	<b>\$0.00</b>	<b>\$12,694.58</b>	<b>\$28,305.42</b>	<b>31%</b>	<b>\$1,935.00</b>
<b>EXPENSE TOTALS</b>		<b>\$10,000.00</b>	<b>\$31,000.00</b>	<b>\$41,000.00</b>	<b>\$12,586.00</b>	<b>\$0.00</b>	<b>\$12,694.58</b>	<b>\$28,305.42</b>	<b>31%</b>	<b>\$1,935.00</b>

# Expense Budget Performance Report

Fiscal Year to Date 07/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>											
Department 6050	Public Facil. For Children	\$10,000.00	(\$31,000.00)	(\$41,000.00)	(\$12,586.00)	\$0.00	(\$12,694.58)	(\$28,305.42)	31%		(\$1,935.00)
Department 6055	Daycare EXPENSE										
Contractual Expense											
Contract		1,071,747.00	.00	1,071,747.00	70,319.58	.00	268,196.87	803,550.13	25%		413,779.74
	<i>Contractual Expense Totals</i>	\$1,071,747.00	\$0.00	\$1,071,747.00	\$70,319.58	\$0.00	\$268,196.87	\$803,550.13	25%		\$413,779.74
	<b>EXPENSE TOTALS</b>	\$1,071,747.00	\$0.00	\$1,071,747.00	\$70,319.58	\$0.00	\$268,196.87	\$803,550.13	25%		\$413,779.74
	Department 6055 - Daycare Totals	(\$1,071,747.00)	\$0.00	(\$1,071,747.00)	(\$70,319.58)	\$0.00	(\$268,196.87)	(\$803,550.13)	25%		(\$413,779.74)
Department 6070	Services for Recipients										
EXPENSE											
Contractual Expense											
Contract		350,000.00	.00	350,000.00	15,768.33	.00	141,044.61	208,955.39	40%		318,369.59
	<i>Contractual Expense Totals</i>	\$350,000.00	\$0.00	\$350,000.00	\$15,768.33	\$0.00	\$141,044.61	\$208,955.39	40%		\$318,369.59
	<b>EXPENSE TOTALS</b>	\$350,000.00	\$0.00	\$350,000.00	\$15,768.33	\$0.00	\$141,044.61	\$208,955.39	40%		\$318,369.59
	Department 6070 - Services for Recipients Totals	(\$350,000.00)	\$0.00	(\$350,000.00)	(\$15,768.33)	\$0.00	(\$141,044.61)	(\$208,955.39)	40%		(\$318,369.59)
Department 6100	Medicaid										
EXPENSE											
Contractual Expense											
Contract		11,249,062.00	(31,000.00)	11,218,062.00	1,056,725.00	.00	6,066,196.00	5,151,866.00	54%		10,076,645.00
	<i>Contractual Expense Totals</i>	\$11,249,062.00	(\$31,000.00)	\$11,218,062.00	\$1,056,725.00	\$0.00	\$6,066,196.00	\$5,151,866.00	54%		\$10,076,645.00
	<b>EXPENSE TOTALS</b>	\$11,249,062.00	(\$31,000.00)	\$11,218,062.00	\$1,056,725.00	\$0.00	\$6,066,196.00	\$5,151,866.00	54%		\$10,076,645.00
	Department 6100 - Medicaid Totals	(\$11,249,062.00)	\$31,000.00	(\$11,218,062.00)	(\$1,056,725.00)	\$0.00	(\$6,066,196.00)	(\$5,151,866.00)	54%		(\$10,076,645.00)
Department 6101	Medical Assistance										
EXPENSE											
Contractual Expense											
Contract		.00	500.00	500.00	81.00	.00	163.08	336.92	33%		50,868.51
	<i>Contractual Expense Totals</i>	\$0.00	\$500.00	\$500.00	\$81.00	\$0.00	\$163.08	\$336.92	33%		\$50,868.51
	<b>EXPENSE TOTALS</b>	\$0.00	\$500.00	\$500.00	\$81.00	\$0.00	\$163.08	\$336.92	33%		\$50,868.51
	Department 6101 - Medical Assistance Totals	\$0.00	(\$500.00)	(\$500.00)	(\$81.00)	\$0.00	(\$163.08)	(\$336.92)	33%		(\$50,868.51)
Department 6109	Aid To Dependent Children										
EXPENSE											
Contractual Expense											
Contract		1,700,000.00	.00	1,700,000.00	242,755.98	.00	1,336,449.32	363,550.68	79%		1,916,660.91
	<i>Contractual Expense Totals</i>	\$1,700,000.00	\$0.00	\$1,700,000.00	\$242,755.98	\$0.00	\$1,336,449.32	\$363,550.68	79%		\$1,916,660.91
	<b>EXPENSE TOTALS</b>	\$1,700,000.00	\$0.00	\$1,700,000.00	\$242,755.98	\$0.00	\$1,336,449.32	\$363,550.68	79%		\$1,916,660.91
	Department 6109 - Aid To Dependent Children Totals	(\$1,700,000.00)	\$0.00	(\$1,700,000.00)	(\$242,755.98)	\$0.00	(\$1,336,449.32)	(\$363,550.68)	79%		(\$1,916,660.91)
Department 6119	Child Care										
EXPENSE											
Contractual Expense											

# Expense Budget Performance Report

Fiscal Year to Date 07/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund A - General											
Department 6119 - Child Care											
	EXPENSE										
	Contractual Expense										
470	Contract	5,145,000.00	.00	5,145,000.00	448,791.30	.00	2,596,769.39	2,548,230.61	50	5,028,668.12	
	<i>Contractual Expense Totals</i>	<i>\$5,145,000.00</i>	<i>\$0.00</i>	<i>\$5,145,000.00</i>	<i>\$448,791.30</i>	<i>\$0.00</i>	<i>\$2,596,769.39</i>	<i>\$2,548,230.61</i>	<i>50%</i>	<i>\$5,028,668.12</i>	
	EXPENSE TOTALS	\$5,145,000.00	\$0.00	\$5,145,000.00	\$448,791.30	\$0.00	\$2,596,769.39	\$2,548,230.61	50%	\$5,028,668.12	
		(\$5,145,000.00)	\$0.00	(\$5,145,000.00)	(\$448,791.30)	\$0.00	(\$2,596,769.39)	(\$2,548,230.61)	50%	(\$5,028,668.12)	
Department 6119 - Child Care											
	Juvenile Delinquent Care										
	EXPENSE										
	Contractual Expense										
470	Contract	10,000.00	.00	10,000.00	102.60	.00	342.00	9,658.00	3	3,406.76	
	<i>Contractual Expense Totals</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>\$102.60</i>	<i>\$0.00</i>	<i>\$342.00</i>	<i>\$9,658.00</i>	<i>3%</i>	<i>\$3,406.76</i>	
	EXPENSE TOTALS	\$10,000.00	\$0.00	\$10,000.00	\$102.60	\$0.00	\$342.00	\$9,658.00	3%	\$3,406.76	
		(\$10,000.00)	\$0.00	(\$10,000.00)	(\$102.60)	\$0.00	(\$342.00)	(\$9,658.00)	3%	(\$3,406.76)	
Department 6123 - Juvenile Delinquent Care											
	Juvenile Delinquent Care										
	EXPENSE										
	Contractual Expense										
470	Contract	.00	.00	.00	.00	.00	.00	.00	+++	650,000.00	
	<i>Contractual Expense Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$650,000.00</i>	
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$650,000.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$650,000.00)	
Department 6129 - State Training School											
	State Training School										
	EXPENSE										
	Contractual Expense										
470	Contract	1,500,000.00	.00	1,500,000.00	65,415.02	.00	603,138.62	896,861.38	40	1,089,028.75	
	<i>Contractual Expense Totals</i>	<i>\$1,500,000.00</i>	<i>\$0.00</i>	<i>\$1,500,000.00</i>	<i>\$65,415.02</i>	<i>\$0.00</i>	<i>\$603,138.62</i>	<i>\$896,861.38</i>	<i>40%</i>	<i>\$1,089,028.75</i>	
	EXPENSE TOTALS	\$1,500,000.00	\$0.00	\$1,500,000.00	\$65,415.02	\$0.00	\$603,138.62	\$896,861.38	40%	\$1,089,028.75	
		(\$1,500,000.00)	\$0.00	(\$1,500,000.00)	(\$65,415.02)	\$0.00	(\$603,138.62)	(\$896,861.38)	40%	(\$1,089,028.75)	
Department 6140 - Home Relief											
	Home Relief										
	EXPENSE										
	Contractual Expense										
470	Contract	30,000.00	.00	30,000.00	(27.50)	.00	(2,260.32)	32,260.32	-8	41,624.27	
	<i>Contractual Expense Totals</i>	<i>\$30,000.00</i>	<i>\$0.00</i>	<i>\$30,000.00</i>	<i>(\$27.50)</i>	<i>\$0.00</i>	<i>(\$2,260.32)</i>	<i>\$32,260.32</i>	<i>-8%</i>	<i>\$41,624.27</i>	
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	(\$27.50)	\$0.00	(\$2,260.32)	\$32,260.32	-8%	\$41,624.27	
		(\$30,000.00)	\$0.00	(\$30,000.00)	\$27.50	\$0.00	\$2,260.32	(\$32,260.32)	-8%	(\$41,624.27)	
Department 6141 - Fuel Crisis Assistance											
	Fuel Crisis Assistance										
	EXPENSE										
	Contractual Expense										
470	Contract	30,000.00	.00	30,000.00	(27.50)	.00	(2,260.32)	32,260.32	-8	41,624.27	
	<i>Contractual Expense Totals</i>	<i>\$30,000.00</i>	<i>\$0.00</i>	<i>\$30,000.00</i>	<i>(\$27.50)</i>	<i>\$0.00</i>	<i>(\$2,260.32)</i>	<i>\$32,260.32</i>	<i>-8%</i>	<i>\$41,624.27</i>	
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	(\$27.50)	\$0.00	(\$2,260.32)	\$32,260.32	-8%	\$41,624.27	
		(\$30,000.00)	\$0.00	(\$30,000.00)	\$27.50	\$0.00	\$2,260.32	(\$32,260.32)	-8%	(\$41,624.27)	

# Expense Budget Performance Report

Fiscal Year to Date 07/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	Rec'd	% Used/	Prior Year Total
Fund A - General												
Department 6142 - Emergency Aid For Adults												
	EXPENSE											
	Contractual Expense											
470	Contract	30,000.00	(500.00)	29,500.00	866.83	.00	3,135.83	3,135.83	26,364.17	11	11%	2,252.64
	<i>Contractual Expense Totals</i>	\$30,000.00	(\$500.00)	\$29,500.00	\$866.83	\$0.00	\$3,135.83	\$3,135.83	\$26,364.17		11%	\$2,252.64
	EXPENSE TOTALS	\$30,000.00	(\$500.00)	\$29,500.00	\$866.83	\$0.00	\$3,135.83	\$3,135.83	\$26,364.17		11%	\$2,252.64
	Department 6142 - Emergency Aid For Adults Totals	(\$30,000.00)	\$500.00	(\$29,500.00)	(\$866.83)	\$0.00	(\$3,135.83)	(\$3,135.83)	(\$26,364.17)		11%	(\$2,252.64)
Department 7311 - Youth Bureau												
	EXPENSE											
	Other Benefits											
861	Retirees Hospitalization	12,743.00	.00	12,743.00	.00	.00	3,780.54	3,780.54	8,962.46	30	30%	9,147.99
	<i>Other Benefits Totals</i>	\$12,743.00	\$0.00	\$12,743.00	\$0.00	\$0.00	\$3,780.54	\$3,780.54	\$8,962.46		30%	\$9,147.99
	EXPENSE TOTALS	\$12,743.00	\$0.00	\$12,743.00	\$0.00	\$0.00	\$3,780.54	\$3,780.54	\$8,962.46		30%	\$9,147.99
	Department 7311 - Youth Bureau Totals	(\$12,743.00)	\$0.00	(\$12,743.00)	\$0.00	\$0.00	(\$3,780.54)	(\$3,780.54)	(\$8,962.46)		30%	(\$9,147.99)
Department 7312 - Special Delinquency Prev.												
	EXPENSE											
	Contractual Expense											
424	Postage	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	10.07
427	Memberships & Dues	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	175.00
470	Contract	105,000.00	.00	105,000.00	.00	78,750.00	26,250.00	26,250.00	.00	100	100%	31,995.00
	<i>Contractual Expense Totals</i>	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$78,750.00	\$26,250.00	\$26,250.00	\$0.00	100%	100%	\$32,180.07
	EXPENSE TOTALS	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$78,750.00	\$26,250.00	\$26,250.00	\$0.00	100%	100%	\$32,180.07
	Department 7312 - Special Delinquency Prev. Totals	(\$105,000.00)	\$0.00	(\$105,000.00)	\$0.00	(\$78,750.00)	(\$26,250.00)	(\$26,250.00)	\$0.00	100%	100%	(\$32,180.07)
Department 7313 - Youth Court												
	EXPENSE											
	Contractual Expense											
470	Contract	.00	.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	\$0.00	+++	+++	\$43,618.21
	EXPENSE TOTALS	\$0.00	\$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	\$0.00	+++	+++	(\$43,618.21)
	Fund A - General Totals	\$35,078,362.00	\$635,754.38	\$35,714,116.38	\$3,282,694.93	\$369,829.61	\$18,615,842.95	\$16,728,443.82				\$32,520,910.77
	Grand Totals	\$35,078,362.00	\$635,754.38	\$35,714,116.38	\$3,282,694.93	\$369,829.61	\$18,615,842.95	\$16,728,443.82				\$32,520,910.77

WARREN COUNTY

# Receipts by G/L Distribution Report - Summary

From Date: 07/01/2022 - To Date: 07/31/2022

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							
	07/05/2022			1	\$0.00	\$400,937.00	
	07/31/2022			1	\$0.00	\$376,618.00	
Account Total: State&Federal,Social Services					2	\$0.00	\$777,555.00
Fund Total: General						\$0.00	\$777,555.00
Grand Total:					2	\$0.00	\$777,555.00

TOTAL

FED & STATE

WARREN COUNTY

# Receipts by G/L Distribution Report - Summary

From Date: 07/01/2022 - To Date: 07/31/2022

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
<b>Account Total: Repay of Child Care</b>						
	07/20/2022			1	\$0.00	(\$2,832.91)
	07/29/2022			1	\$0.00	\$131,889.07
				3	\$0.00	\$237,843.75
<b>Department Total: Child Care</b>						
<b>Department: 6140 - Home Relief</b>						
<b>Account: 1840 - Repay of Home Relief</b>						
	07/05/2022			1	\$0.00	\$4,163.21
	07/19/2022			1	\$0.00	\$2,956.56
	07/20/2022			1	\$0.00	\$143.53
	07/29/2022			1	\$0.00	\$7,763.58
				4	\$0.00	\$15,026.88
<b>Account Total: Repay of Home Relief</b>						
<b>Department Total: Home Relief</b>						
<b>Fund Total: General</b>						
<b>Grand Total:</b>						
				25	\$0.00	\$412,810.90

*TOTAL LOCAL*

WARREN COUNTY

# Receipts by G/L Distribution Report - Summary

From Date: 07/01/2022 - To Date: 07/31/2022

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						
	07/05/2022			1	\$0.00	\$1,250.00
	07/20/2022			1	\$0.00	\$789.36
	07/29/2022			1	\$0.00	\$3,000.00
Account Total: Administration					\$0.00	\$5,039.36
Account: 1811 - Medical Incentive Earning						
	07/07/2022			1	\$0.00	\$103.78
	07/20/2022			1	\$0.00	\$3,723.00
Account Total: Medical Incentive Earning					\$0.00	\$3,826.78
Account: 2680 - Insurance Recoveries						
	07/05/2022			1	\$0.00	\$214.70
Account Total: Insurance Recoveries					\$0.00	\$214.70
Department Total: Social Services						
Department: 6030 - Countryside Adult Home						
Account: 1830 - Repay - Adult Care, Pub Inst						
	07/05/2022			2	\$0.00	\$67,170.53
	07/28/2022			1	\$0.00	\$4,757.40
	07/29/2022			1	\$0.00	\$59,260.70
Account Total: Repay - Adult Care, Pub Inst					\$0.00	\$131,188.63
Department Total: Countryside Adult Home						
					\$0.00	\$131,188.63

WARREN COUNTY

# Receipts by G/L Distribution Report - Summary

From Date: 07/01/2022 - To Date: 07/31/2022

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
Department: 6055 - Daycare						
Account: 1855 - Repayments of Day Care						
	07/05/2022			1	\$0.00	\$2,707.00
Account Total: Repayments of Day Care						\$2,707.00
Department Total: Daycare						
Department: 6101 - Medical Assistance						
Account: 1801 - Repay of Medical Assist						
	07/05/2022			1	\$0.00	\$180.00
	07/20/2022			1	\$0.00	\$2,668.31
	07/29/2022			1	\$0.00	\$465.00
Account Total: Repay of Medical Assist						\$3,313.31
Department Total: Medical Assistance						
Department: 6109 - Aid To Dependent Children						
Account: 1809 - Repay of Aid to A.D.C.						
	07/05/2022			1	\$0.00	\$401.00
	07/20/2022			2	\$0.00	\$12,714.34
	07/29/2022			1	\$0.00	\$535.15
Account Total: Repay of Aid to A.D.C.						\$13,650.49
Department Total: Aid To Dependent Children						
Department: 6119 - Child Care						
Account: 1819 - Repay of Child Care						
	07/05/2022			1	\$0.00	\$108,787.59

